

**Guide to Completing the**  
**FACULTY WORKLOAD REPORT**  
(CBM 008 - FACULTY WORKLOAD)

**Fall 2008 Report due to**  
**Office of Institutional Research**

**October 2, 2008**

**To insure accuracy in reporting, please note the following:**

- **ALL PERSONS WITH FACULTY RANK, APPOINTMENTS, TEACHING or PAID FROM FACULTY SALARIES** must be reported on the workload, whether teaching or not, each semester (effective Fall 1996).
- **EVERYONE TEACHING A COURSE** must be included on the workload whether ranked as faculty or not. Report all duties, include staff members teaching 100% and if a course is an overload.
- **ALL RESEARCH SCIENTISTS** must be reported on the workload if they have faculty rank whether teaching or not, with duties identified.
- **ALL faculty on SABBATICAL, SICK LEAVE, UNPAID LEAVE, ETC.** must be included on the workload as "out-of-compliance." Send letters of justification to Mr. Anthony J. Adam, Office of Institutional Research, with a copy to Dr. E. J. Thomas-Smith, VPAA.
- **NEW FACULTY:** Submit data sheets, contract letters, and transcripts for all NEW faculty. The official transcripts should be sent to Academic Affairs with copies to Institutional Research. **CHANGES IN RANK, TITLE, OTHER INFORMATION:** Department Heads should send updated data sheets to Institutional Research to report promotions in rank and tenure, additional degrees earned, and changes in other pertinent information as soon as the change is known.
- If a full-time person is **NOT TEACHING FULL TIME**, please submit ALL NON-TEACHING duties to equal 12 hours (15 hours for non-tenure-track) or submit a letter of justification for non-compliance.
- If a person is **TEACHING IN TWO DEPARTMENTS**, note which department that person is most associated with and make a notation on the form to "see the other department (name) for balance of time." **Note:** Salary is reported by the "source of funds" account number, not by appointment percentage (effective Fall 1996).

- A reported **PART-TIME workload** should equal the budgeted percent of time for that salary. Do not report a faculty member as working 20% (3 hours:  $3/15 = 20\%$ ) when that person is budgeted for payment at 40% of time. Please submit a letter of justification for non-compliance if budgeted time does not equate to actual working time. **Note: The PART-TIME FACULTY workload is computed at 15 hours.** Please justify when an employee is budgeted for 20% and teaches two classes (6 hours:  $6/15 = 40\%$ ), and attached copy of correct Form 500.
- Submit payroll adjustment forms for any **ADDITIONAL PAY OR OVERLOAD PAY** that may have changed on the original contract letter as soon as you receive them.
- **DUE DATES ARE CRITICAL. Institutional Research must file reports with THECB by specific dates, and the verification process can take time. We appreciate your cooperation in keeping the university on target with report submission.**

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**I have read the instructions and have completed the report correctly to include all faculty whether teaching or not. Salaries and percentages have been verified and semester salaries are correct. All supplemental or overload salaries have been included and attached to a course. Termination and Hire dates are included.**

**All faculty information has been verified and is correct.**

**Approved this \_\_\_\_ day of \_\_\_\_\_, 200\_\_,  
By Department/Division Head**

\_\_\_\_\_  
Name  
\_\_\_\_\_  
College  
\_\_\_\_\_  
Dept

**Reviewed and Approved:**

**Dean:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**RETURN THIS SIGNED APPROVAL FORM TO THE INSTITUTIONAL RESEARCH  
OFFICE WITH YOUR COMPLETED FACULTY WORKLOAD REPORT**