

FACULTY WORKLOAD REPORT

(CBM 008 - FACULTY WORKLOAD)

NOTE:

1. **ALL persons with FACULTY RANK, APPOINTMENTS, TEACHING or PAID FROM FACULTY SALARIES must be reported on the workload, whether teaching or not, each semester.**
2. **EVERYONE TEACHING a course (including staff members) must be included on the workload whether ranked as faculty or not.**
3. **REPORT ALL DUTIES and if the course is an overload.**
4. **All RESEARCH SCIENTISTS must be reported on the workload if they have faculty rank, whether teaching or not, with their duties identified.**
5. **ALL faculty on SABBATICAL, SICK LEAVE, UNPAID LEAVE, etc. must be included on the workload as "out-of-compliance." Send letters of justification to Dr. Thomas-Smith, VPAA. with a copy to Dr. Dean Williamson, IR Office.**
6. **If a contracted full-time person is NOT TEACHING FULL-TIME, please list ALL NON-TEACHING duties to equal 12 hours (15 hours for non-tenure track persons) or submit a letter of justification for non-compliance. Note: If a person is teaching in two departments, note which department s/he is most associated with and make a notation 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.**
7. **A reported PART-TIME workload should equal the budgeted percent of time for that salary. Do not report a faculty as working 20% (3 hours: $3/15 = 20\%$) when that person is budgeted for payment at 40% of time without a letter of justification for non-compliance. 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 attach a copy of the corrected 500 form.**
8. **NEW FACULTY: Submit data sheets, signed contract letters, and transcripts for all NEW faculty. The official transcripts go to Academic Affairs with copies to Institutional Research. Employed faculty should forward to IR updated data sheets to reflect promotions in rank and tenure, additional degrees earned, etc.**
9. **Include copies of contract letters.**
10. **Submit payroll adjustment forms for any additional pay or overload pay that may have changed on the original contract as soon as you receive them**

PLEASE, PLEASE return your workloads on or BEFORE the deadline. Sometimes EXTENSIONS or DELAYS are not possible! If you have questions, come by and we will help.

**Thanks,
Ginger Philips, Research Assistant
Office of Institutional Research and Effectiveness**

gp:fac-workloadbullets

Semester _____

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 salary is correct. All supplemental or overload salaries have been included and attached to a course.

All faculty information has been verified and is correct to the best of my ability.

**Approved this ____ day of _____, 201__,
By Department/Division Head**

Name

College

Dept

Reviewed and Approved:

Dean: _____

Date: _____

RETURN TO Institutional Research and Effectiveness