Workload Plan and Workload Report Instructions

In accordance with BOT Policy 3356-10-20 Faculty Workload, there are two items related to workload that require completion by each faculty member.

1. The Faculty Workload Plan covers the upcoming academic year's projected teaching and non-teaching assignments as approved by your Chairperson. This plan shall be completed electronically, digitally signed, and forwarded via email to your Chair by April 15th. Once the workload plan has been signed by the faculty, chair and dean, please forward an electronic copy to OAA or provide access to a shared folder.
If at any point the approved plan changes, a revised plan shall be submitted for approval to the Chair and Dean and forwarded to the Office of Academic Affairs.

2. The Faculty Workload Report covers the actual teaching and non-teaching assignments for the current academic year (most recent fall and current spring terms). This report will be emailed to each faculty member to print, review and sign by May 7th. Any discrepancies with the report shall be discussed with the Chair prior to May 7th. If the faculty member fails to sign and submit by May 7th, the Chairperson's authorization of that report will be used to signify the faculty member's agreement with the final report.

Page 1: Teaching Assignments

Section 1.a. Enter the projected teaching assignments and workload hours for both fall and spring terms providing as much information as is available at the time of submission.

Section 1.b. Enter the projected teaching assignments, estimated SCH, and estimated workload hours providing as much information as is available at the time of submission.

Page 2: Non-teaching Duties

Reminder to submit to your Chair and Dean a summary of outcomes for prior years' approved release time.

See the list of instructional codes, categories, and descriptions for reference when completing the second page of the workload plan.

Section 2.a. Choose the appropriate non-instructional code from the dropdown list. Provide a brief description of the Scholarship/Research/Creative Activity.

If S2 or S3, include the Grant FOAP. Please send to your grant financial manager to digitally sign prior to sending the completed form to your Chair.

Section 2.b. Choose the appropriate non-instructional code from the dropdown list. Provide a brief description of Administration and Programmatic Activity.

Section 2.c. Choose the appropriate non-instructional code from the dropdown list. Provide a brief description of Union or Other Activities.

Check the appropriate box indicating any anticipated overload.

Digitally sign and submit to your Chair for approval.

List of non-instructional NIST assignment type codes and categories

NIST Code	Category and Description
1050	S1 Faculty Improvement
1055	S1 Sabbatical
1060	S1 Research Professorship
1065	S1 Endowed Chair
1100	S2 Charge to Ext. Funded Grants
1150	S3 Cost Share Ext. Fund Grants
1250	S4 New Faculty development time
1350	S5 Scholarship Time Dept/Colle
1355	S5 Center for Excellence
1360	S5 Deans Reassign Time
1365	S5 Dept Release Time
1375	S5 Research
1380	S5 Partnership Agreement
1455	A1 Director Univ Level
1460	A1 Coordinator Univ Level
2160	A2 Departmental Coord.
2170	A2 Advisor Dept/Col
2180	A2 Other
1465	A3 Asst To Chair/Dean
2150	A3 Coordinator College Level
1470	A4 Programmatic Activity
9900	A5 Chair Duty
2350	U1 Union Activity
3050	O Other
3250	FMLA/Sick Leave
3350	Lab Coordinator
3550	Studio Seminar
9105	Unbanked Workload

Youngstown State University
Faculty Workload Plan

Academic Year: _____   Department:

Check here if this is a revised plan: ☐   If a faculty member's work changes significantly, a revised workload plan must be completed and signed.

Banner ID   **Rank**   **Full Name**

Y00

1.a. Teaching Activity for Fixed Workload courses (please attach separate sheet if necessary):

Please indicate Fall and Spring subject and course number, CRN, title and total teaching hours in the tables below.

Fall

SUBJ and Course #	CRN	Title	TH
		Sub-total Fall	

Spring

SUBJ and Course #	CRN	Title	TH
		Sub-total Spring	

1.b. Teaching Activity for Formula Workload courses (please attach separate sheet if necessary):

Please indicate Fall and Spring subject and course number, CRN, title, estimated SCH or headcount, and total estimated teaching hours in the tables below.

Fall

SUBJ and Course #	CRN	Title	Est SCH or HC	Est TH
		Sub-total Fall		

Spring

SUBJ and Course #	CRN	Title	Est SCH or HC	Est TH
		Sub-total Spring		

Check here if this is a revised plan:

Academic Year: _____ Banner ID _____   Name [   ]

2. Non-Teaching Duties. Please attach measurable outcomes indicating each assignment separately.

Please also attach a summary of outcomes for prior years' approved time.

2.a. Scholarship/Research/Creative Activity

Fall		
Category	Description of Reassign Time Duties. If S2/S3 provide Grant Fund.	WH
	Sub-total Fall	

Spring		
Category	Description of Reassign Time Duties. If S2/S3 provide Grant Fund.	WH
	Sub-total Spring	

2.b. Academic Administration and Programmatic Activities

Fall		
Category*	Description of Reassign Time Duties	WH
	Sub-total Fall	

Spring		
Category*	Description of Reassign Time Duties	WH
	Sub-total Spring	

2.c. Union and Other Activities

Fall		
Category*	Description of Reassign Time Duties	WH
	Sub-total Fall	

Spring		
Category*	Description of Reassign Time Duties	WH
	Sub-total Spring	

TOTAL FACULTY WORKLOAD

TOTAL FALL [   ]   *TOTAL SPRING* [   ]

Is overload anticipated?   Yes [   ]   No [   ]

Estimated hours of workload

Please remember that if using S2 or S3 to include the grant and send to the grant financial manager to digitally sign prior to sending the completed form to your Chair.

_____
Faculty Member/ Date

_____
Chair's Approval/ Date

_____
Dean's Approval/ Date

_____
Grant Financial Manager / Date
only required if S2 or S3 reassign time is posted.

_____
Grant Financial Manager / Date
only required if S2 or S3 reassign time is posted.

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