

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 May 1st. 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 S2or 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.

New this year, complete Service and Scholarship addendum.

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

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 _____

Faculty Member/ Date

Chair's Approval/ Date

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.

Dean's Approval/ Date

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

Service and Scholarship

For tenure and tenure track faculty, both a service and scholarship component is required, as such please complete the following unless you are a senior lecturer or lecturer on a 5/5 teaching load.

SERVICE

Service anticipated for the upcoming academic year (list all departmental, college or university level committees). It is understood that this plan may change considerably as committee assignments are made through out the academic year.

SCHOLARSHIP

Scholarship anticipated to be completed for the upcoming academic year (list all internal and external grants received). It is understood that items in this category may change as grants or scholarly work are accepted for workshops, presentations, publications, or articles.

OTHER

Acknowledge any additional supplemental pay or secondary contracts you are or will be receiving above and beyond your base salary and their purpose.

Supplemental Pays

Faculty Secondary Contracts