

# Faculty Workload Assignment Form

The University of North Carolina at Greensboro

Office of the Provost August 1, 2000; Revised January 5, 2016; Revised June 1, 2017

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The *Faculty Workload Assignment Form* and the procedures outlined below reflect serious concern for both equity and accountability. With these concerns in mind, the form provides a point of departure for discussions between department head/chairs and faculty members about teaching loads and other faculty assignments. This discussion and the mutually- determined assignments will also provide valuable information related to promotion, tenure and merit issues.

It is understood that the strengths, responsibilities, and aspirations of individual faculty members will differ. In addition, the needs and goals of the University's many departments, divisions, programs and academic units will vary. A balance of these needs and goals is desirable, and the *Faculty Workload Assignment Form* is part of the process for achieving a reasonable balance.

## ASSUMPTIONS

1. Teaching loads will vary in accordance with the faculty member's job title and activity mix. The variation in load across faculty members will result in an institutional average of at least five organized courses per year per full time equivalent (FTE).
2. "Given the complexity of faculty work activities, individual faculty teaching loads are best managed at the department and school level... (*UNC Policy 400.3.4.*)" Accordingly, all units must either develop workload guidelines that area designed to accommodate the needs and mission of the unit, or adopt the *Faculty Workload Guidelines* as the principles by which workloads are assigned in that unit. Additionally, when deemed appropriate by a dean or faculty assembly of the unit, all departments within a unit must develop workload guidelines that are designed to accommodate the needs and missions of those departments.

## PROCEDURES

1. Faculty members will receive their assigned annual workload in writing, using the *Faculty Workload Assignment Form* (which may be modified to meet unit or department-specific needs).
2. A record of a faculty member's assigned workload is to be included as part of the documentation for annual reviews, as well as for reappointment, promotion, tenure, and post-tenure reviews.
3. For more information on workload assignments, please refer to the [Faculty Workload Guidelines](#) document.

(The following pages contain the *Faculty Workload Assignment Form* template.)

# Faculty Workload Assignment Form (Template)

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*(This form may be modified to meet unit or department-specific needs.)*

Name of Faculty Member \_\_\_\_\_

Academic Year: \_\_\_\_\_

Faculty Member’s Status: (Please check the correct response)

- Department Head
- Tenured
- Not Tenured, On Track
- Other Full-Time
- Part-Time

**I. Teaching/Advising Assignment**

**A. Course Assignment**

	Course Number	Course Credit Hours
Fall Semester:		

Total Credit Hours: \_\_\_\_\_

	Course Number	Course Credit Hours
Spring Semester:		

Total Credit Hours: \_\_\_\_\_

**B. Academic Advising Assignment**

Fall Semester:

Number of Undergraduate Students	
Number of Graduate Students	
<b>Total:</b>	

Spring Semester:

Number of Undergraduate Students	
Number of Graduate Students	
<b>Total:</b>	

**C. Thesis/Final Project Advising Assignment**

In this section, list those graduate students who will be working on a final project or thesis during this Academic Year and indicate whether it will be a project or thesis.

Fall Semester:	Project	Thesis

Spring Semester:	Project	Thesis

**II. Research/Scholarship Assignment**

Project:

Fall Semester:

Spring Semester:

**III. Department, School University, Professional, Community Outreach**

Project/Committee:

Fall Semester:

Spring Semester:

**SUMMARY**

<b>Type of Work:</b>	<b>Percentage of Total Projected Effort:</b>
Teaching/Advising	
Research/Scholarship	
Service	

***SIGNATURES OF ALL PARTIES:***

Faculty Member \_\_\_\_\_ Date \_\_\_\_\_

Dept. Head \_\_\_\_\_ Date \_\_\_\_\_

Unit Dean \_\_\_\_\_ Date \_\_\_\_\_