

INSTRUCTIONS FOR COMPLETING FACULTY WORK LOAD FORM

*At the end of each calendar year, each full-time, continuing faculty member will complete **two versions** of the Faculty Work Load Form: one that details work completed during the calendar year just ending and one projecting the faculty member's work expectations for the upcoming calendar year. The same blank form is used for each, though only the left side labeled "Projected Activity" will be completed on the projected work load form. The Faculty Work Load Form, Addendum A (Externally Funded Projects Effort Report), and instructions for both may be found on the web site of the Office of Academic Planning and Faculty Development: <http://www.louisiana.edu/Academic/PlanDev/>.*

Faculty Work Load Form: Projected Activity

Personal Data

In the blanks on the top of the form, enter your name, rank, department, and college, as well as the calendar year the report covers, your ID number (no longer your social security number but the identification number shown on your Cajun Card), and the work load track to which you have been assigned (I, II, III, or IV).

Section I: Instruction

List in this section the courses you expect to teach in the regular Spring and Fall Semesters of the coming calendar year (if you complete this form in December 2003 or January 2004, for example, the year you will be projecting is 2004).

- Section A lists regularly scheduled classes, their respective section numbers, assigned credit hours, and enrollment maximums.
- Section B provides space to list individualized instruction such as independent studies or projects, internships and practicums, and the like.
- Section C provides space for identifying the name of a student whose thesis or dissertation you are or will be directing.
- Section D is the place to list any thesis or dissertation committees on which you serve as a member. Here too you should list your role in a graduate student's comprehensive exam committee.
- The subtotal should indicate your judgment of the percent of your work load for each semester that will be attributable to all these teaching duties. ***As a guide, please note that a traditional three credit, three contact hour course is generally construed as 20% of one's work load.***

Section II: Research/Scholarship

In this section are itemized all research and scholarship activities in which you anticipate being engaged during the upcoming year.

- Section A lists specific research, scholarly, and creative activities not funded by any grant

or award. Included here would be, for example, work on a journal article or book, preparation of a grant proposal, a creative presentation, a presentation at a professional conference, and the like.

- Section B includes research, scholarly, and creative activities that are supported by a University-funded award, such as a Summer Research Award, Sabbatical, Faculty Development Grant.
- Section C includes research, scholarly, and creative activities that are supported by externally-funded grants and/or contracts. ***Please note that if you have any projects listed here, you must also complete Addendum A, “Externally Funded Projects Effort Report (Projected). The latter form is necessitated by reporting requirements of the federal and state governments.*** If you need assistance with Addendum A, you should contact the Office of Research and Sponsored Programs.
- The subtotal for Section II should indicate your judgment of the percent of your work load for each semester that will be attributable to all these research and scholarship projects.

Section III: Service

Section III includes all service activities, whether service to the University (advising, committee work, Faculty Senate membership, etc.), the profession (offices in or projects to benefit professional organizations, for example), or the community (for example, *pro bono* work for a non-profit agency or business that is related to your expertise).

The subtotal for Section III should indicate your judgment of the percent of your work load for each semester that will be attributable to all these service activities.

Section IV: Administration

In Section IV list only those administrative duties for which you have been granted a course reduction during a regular semester. Those reductions must have been approved by the Dean and Vice President for Academic Affairs.

The subtotal for Section IV should indicate your judgment of the percent of your work load for each semester that will be attributable to your administrative duties.

Total Workload

Each semester's total workload is always 100%. The subtotals of Sections I - IV should therefore add up to 100%.

Faculty Work Load Form: Actual Activity

In December or January, a faculty member must complete a report of work actually completed during the previous calendar year. Practically speaking, a continuing faculty member will be able to use the projected work load form completed the prior year as the basis for the end of year actual work load report. No adjustment need be made to the projected work load (left side of the form), even if teaching assignments changed, unexpected grants were awarded, etc. All actual work done should only be entered on the right side of the form.

Personal Data

See the instructions above for the Projected Work Load Form.

Section I: Instruction

List in this section the courses you actually taught during the calendar year just ended. Note that this section requires you to enter the actual enrollment (both undergraduate and graduate) of each course. The comments column allows you to point out anything about the course that was notable, in terms of your work load, for instance, whether a course was a new preparation or was taught as an overload.

Parts B, C, and D all require that you enter the name(s) of students enrolled. For thesis or dissertation students whose work you are directing, you must also indicate the cumulative number of semesters each student has enrolled in your thesis or dissertation course.

The subtotal should indicate your judgment of the percent of your work load for each semester that were attributable to all these teaching duties. *As a guide, please note that a traditional three credit, three contact hour course is generally construed as 20% of one's work load.*

Section II: Research/Scholarship

In this section are itemized all research, scholarly, and creative activities in which you engaged during the year just ended. General information about this section is explained in the commentary on the Projected Work Load Form above.

Please note that if you have any externally-funded projects listed here, you must also complete Addendum B, "Externally Funded Projects Effort Report (Actual). The latter form is necessitated by reporting requirements of the federal and state governments. If you need assistance with Addendum B, you should contact the Office of Research and Sponsored Programs.

The subtotal at the end of this section should indicate your judgment of the percent of your work load for each semester that was attributable to all these research, scholarly, and creative activities.

Section III: Service

General information about Section III is presented in the commentary on the Projected Work Load Form above. Here in your report of actual activity, you should list your accomplishments

in service efforts during the previous calendar year.

The subtotal at the end of this section should indicate your judgment of the percent of your work load for each semester that was attributable to all these service activities.

Section IV: Administration

In Section IV list those administrative duties for which you were granted a course reduction during a regular semester of the calendar year just ended. Those reductions must have been approved by the Dean and Vice President for Academic Affairs.

The subtotal for Section IV should indicate your judgment of the percent of your work load for each semester that was attributable to your administrative duties.

Total Workload

Each semester's total workload is always 100%. The subtotals of Sections I - IV should therefore add up to 100%.