**University of Toledo Faculty Workload Plan**

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| --- | --- | --- | --- | --- |
| **Faculty Name:** | **Faculty Rank:** | **Faculty Appointment Type: 9, 10, or 12-Month:** | **Faculty College:** | **Faculty Department:** |
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Quick Reference Collective Bargaining Agreement:

Tenure/Tenure-Track faculty member’s workload based on the CBA Article 10.3 provides guidance to teaching, professional activity, and service. CBA Article 10.3 states the “average teaching load, over an academic year, shall be a maximum of 12 credit hours per semester and a minimum of 6 credit hours per semester of instruction. In addition, “The evaluation weights assigned to the three areas in article 9.3.1 shall be linked. to the assignment of workload in each of the three areas.”

Lecturer Faculty Article 8.4 of the Lecturers CBA provides guidance regarding Lecturers’ workload. Section 8.4.1 provides: “The average teaching load of full-time, non-tenure-track faculty as adopted by the Board of Trustees over an academic year shall range between a maximum of thirty (30) credit hours per year and a minimum of twenty-four (24) credit hours per year.”

To reflect the course load we ask that you assist with the following:

1. List dual level courses together as a single entry. E.g. 4000/5000

2. Indicate new course offered for the first time, if the course is taught by this faculty member for the first time, and if there was a major redevelopment of an old course.

3. Contact Hours relates to clinical, music, or other contact based equivalent. Equivalent formulas must be based on a set standard and included in the College/Department Workload Guidelines.

4. Type of Courses: Classroom, Off-Campus Class, Off-Campus lab or field trip, Distance Learning (DL), Clinical, Lab 5. Type of Instruction: Face-to-Face Remote, Online, Hybrid/Blended -- See Exhibit 2 for Definitions a. In addition, for academic year 2021-2022 Face-to-Face instruction may have up to 50 students OR, use a hybrid mode as an option to offset a larger class size.

**Teaching Activity Section:**

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| --- | --- | --- | --- | --- | --- | --- |
| **TERM** | **Type of Course** | **Type of Instruction** | **Course ALPHA-Section** | **Course Title** | **Credit Hours** | **Contact Hours if applicable** |
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**Other Teaching Activities:**

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| --- | --- |
| **Planned Workload Activities for Upcoming AY** | **Actual/Planned Outcomes from Current AY** |
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**Professional Activity / Research Section:**

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| --- | --- |
| **Planned Workload Activities for Upcoming AY** | **Actual/Planned Outcomes from Current AY** |
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**Service Activity Section:**

|  |  |
| --- | --- |
| **Planned Workload Activities for Upcoming AY** | **Actual/Planned Outcomes from Current AY** |
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**Other Notations:**

In this area, please note if faculty will be on a leave, such as a sabbatical, or note if there is a planned overload.

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| **TERM** | **NOTE if leave or teaching an overload** | **Course ALPHA/Section/#CrHrs** |
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**Workload Percentages:**

Teaching: \_\_\_\_\_\_\_ (35 – 70%) Professional: \_\_\_\_\_\_(20 – 55%) Service: \_\_\_\_\_\_(10 – 30%)

Signature of Faculty Member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Department Chair:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Dean:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_