Faculty Workload

Faculty Flow Chart

Start

Do you need to request reassigned time NOT including the 'Typical 3' WUs?

YES

Complete Request for Non-Instructional (Reassignment from Teaching) Workload Units dynamic form

NO

Complete Faculty Workload Part B dynamic form showing 'Typical 3' WUs

Complete Faculty Workload Part B dynamic form (include typical 3 WUs & approved non-instructional workload)

Review & Sign workload report

Upload Request for Non-Instructional (Reassignment from Teaching) Workload Units dynamic form, if requested, in Faculty Success Annual Evaluation *you may have more than one (Fall & Spring term)

END