



Office of
**THE EXECUTIVE VICE PRESIDENT
AND PROVOST**

UNIVERSITY OF NEVADA, LAS VEGAS

October 1, 2018

TO: Department Chairs / School and Program Directors
FROM: Diane Z. Chase, Executive Vice President and Provost
SUBJECT: Fall 2018 Faculty Teaching Load Survey

The Office of Decision Support is conducting the Fall 2018 survey of faculty instructional workload and reassignments. The survey is designed to collect all class assignments for both state-support and selected self-supported instructors and classes, along with reassignments from teaching. In addition, the information on the formally-scheduled classes will be submitted to NSHE for this legislative year.

Please note the following:

- The survey is pre-populated with employee identification numbers from the Human Resources database. Please use UNLV employee identification numbers rather than NSHE numbers or social security numbers on any missing instructors entered in the survey.
- You may find the reassignment categories in the Workload Assignment Policy & Guidelines on the University Policies website at: <http://www.unlv.edu/about/policies/current-policies>. Please remember that when a reassignment is being used for research purposes, it should be designated as such given that is an important component of our research expenditures.
- Each tenured or tenure-track faculty member will need to account for 9 credits of workload and each non-tenure track faculty member will need to account for 12 credits of workload.

Attached are login instructions that you will need to complete the faculty workload survey. The surveys are accessed using a web browser for both Mac and PC users.

After completing the survey data, please review your online department / unit summary. **The deadline for validating and submitting the survey to the Office of Institutional Analysis and Decision Support is Friday, October 19, 2018. Please be punctual in your submissions, as this is being used for legislative reporting and budget planning.**

Questions about completing the forms should be directed to Theresa Farmer in the Office of Decision Support at Ext. 53771.

Again, thank you for your cooperation in this matter.

DZC/BMD:sg

Attachment

CC: Academic Deans
Brent Drake, Vice Provost, Decision Support