

College of Engineering and Computing

**Faculty Teaching Load Worksheet**

**AY: 2022-2023**

Faculty Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appointment Type (select one): Term\_\_\_\_\_\_\_ Tenured \_\_\_\_\_\_ Tenure-Track (Month/Year of Hire:)\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **PART I: Base Teaching Load**  Per the CEC Workload policy, the base teaching load of 9-month instructional faculty is as follows. | | |
| Appointment Type. (Choose one category below) | | Mark load, e.g. 4+4, 2+2 1+0, .. |
| Term faculty: 4+4   * 4 courses per semester, to reflect average efforts of 80% teaching and 20% service | |  |
| Tenured faculty: 2+2   * 2 courses per semester, to reflect average efforts of 40% teaching, 40% research, and 20% service, * To be eligible for the base teaching load, two(2) of the following four (4) criteria must be satisfied within the last 2 Fiscal Years (namely FY 20-21 and FY 21-22.) Please mark all criteria that apply to you. (See Notes.)   *If you don’t meet these criteria, you must have an increased teaching load up to the base load of a term faculty member depending on the level of service activities and other contributions to the department.*   |  |  | | --- | --- | |  | 1. Had sponsored research funding | |  | 1. Proposal(s) submitted totaling >$150,000 total personal share of budget | |  | 1. Supervision of a doctoral student under the 998/999 mechanism (only the first 24 of a student’s 998/999 credits can be considered) | |  | 1. Published at least one paper in a premier journal or peer reviewed proceedings | | |  |
| Tenure-Track Faculty (mark one of the below to reflect your status in AY 2022-2023).   |  |  | | --- | --- | |  | New tenure-track faculty in their first two years: 1+ 1 (1 course per semester) | |  | Thereafter, and up to the year of the candidacy to tenure: 2+1 or 1+2,  (as deemed appropriate in consultation with the Department Chair) | |  | Junior faculty leave, one time in 3rd to 5th year: 0+1 or 1+0. |   Notes:  Please add comment of your situation is different.  Note also that all leaves need to be coordinated beforehand with the Department Chair. | |  |
| **PART II: Exceptional Research Activity Reduction (All Faculty)** | | |
| Category and your explanation (if long please attach separately) | Course reduction | |
| **Course Buyouts: \_\_\_\_\_\_\_\_\_\_\_\_**  Each course buyout requires 15% of salary support from external funding or use of a previously banked course buyout. |  | |
| **Study Leave: \_\_\_\_\_\_\_\_\_\_\_\_**  For One Semester at Full pay reduction would be for ½ of the base workload, while for a full year at ½ pay reduction would be for the full workload. |  | |
| **Tenured and Term Faculty Course Release**  A faculty can receive a one (1) course reduction by satisfying one criterion in Category A and two criteria in Category B during FY 21-22:   |  |  | | --- | --- | | Category A: Funding (To qualify, mark at least 1). Add brief explanation | | |  | 1. Had at least $150K in research expenditures | |  | 1. Successfully secured (as PI/co-PI) funding for research with a total share amount exceeding $250K (i.e. new awards) | |  | 1. Submitted proposals with total budgets exceeding $500K share as principal investigator or Co-PI or Co-I | |  | 1. Serving as the lead organizer of a major, multi-year center-level or equivalent (determined by the Associate Dean of Research) research proposal with total funding of at least $3M |  |  |  | | --- | --- | | Category B: Scholarly Accomplishments (To qualify mark at least 2). Add brief explanation | | |  | 1. Supported at least one 9-month GRA or 40-hour per week post-doctoral student on externally-sponsored research | |  | 1. Had at least two papers accepted for publication in peer-reviewed/archival/tier 1 journals or conference proceedings that are recognized as the equivalent | |  | 1. Served as the director of a PhD dissertation or chair of a MS thesis committee for a student who has successfully defended his or her dissertation/thesis within the past 12 months; | |  | 1. Undertaking external service activity at the level of Editor-in-Chief   of tier 1 journal, or chairing a major symposium or conference, or large committee in the same year as the course reduction | |  | 1. Supervision of one or more doctoral students (through the 998/999 mechanism (but no more than 24 credits) over a 3-year period. | |  | |

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| **PART III: Exceptionally Productive Research Activity Reduction (Tenure-line faculty)** | |
| Category and your explanation: (if long please attach separately) | Course reduction |
| A faculty can receive an additional (1) course reduction by satisfying one criterion in Category A and one criteria in Category B during the previous academic year   |  |  | | --- | --- | | Category A: Funding (To qualify, mark at least 1). Add brief explanation | | |  | 1. Had at least $300K in average research expenditures per year over the previous two fiscal years | |  | 1. Supporting 4 PhD GRAs on externally sponsored research during previous fiscal year (or AY + summer) |  |  |  | | --- | --- | | Category B: Scholarly Accomplishments (To qualify mark at least 1). Add brief explanation | | |  | |  | 1. Scholarly activity: rated as “Outstanding” in annual performance review for previous year | |  |

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| **PART IV: Exceptional Research Activity Reduction, Continued: Term Faculty** | |
| Category and your explanation: (if long please attach separately) | Course reduction |
| **Emerging Term Faculty Researchers**  Term faculty whose actual teaching load is more than 6 courses a year will be allowed a one course reduction, if they meet at least one criterion from Category faculty can receive a one (1) course reduction by satisfying one criterion in Category A and two criteria in Category B during Fiscal Year 21-22   |  |  | | --- | --- | | Category A: Funding (To qualify, mark at least 1). Add brief explanation | | |  | 1. Had at least $50K in research expenditures | |  | 1. Successfully secured (as PI/Co-PI/Co-I) external funding for research with a total amount exceeding $100K (i.e. new awards) | |  | 1. Submitted proposals with total budgets exceeding $200K as principal investigator or Co-PI or Co-I |  |  |  | | --- | --- | | Category B: Scholarly Accomplishments (To qualify mark at least 2). Add brief explanation | | |  | 1. Supported at least one 9-month GRA or 40-hour per week post-doctoral student on externally-sponsored research | |  | 1. Had at least one paper accepted for publication in peer-reviewed/archival/tier 1 or tier 2 journals or conference proceedings | |  | 1. Served as the director of a PhD dissertation or chair of a MS thesis committee for a student who has successfully defended his or her dissertation/thesis within the past 12 months | |  | 1. Advising at least one doctoral student, registered for at least three credits of 998/999 and no more than 24 credits per student over a three-year period, in the same year as the course reduction | |  | 1. Successfully completed the mentoring of 3 or more OSCAR projects | |  |

Other Notes on Part I and II:

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| **PART V: Course Reductions Associated with Service** | |
| |  |  |  | | --- | --- | --- | | Service Activity | Very Brief Description/Discussion of Duties | Course Reduction | | Associate Chair (AC) (typically a 2-course reduction but may vary based on size of student body, and number of AC’s.) |  |  | | Associate Director (Depends on size of size of program) |  |  | | Departmental ABET Coordinator |  |  | | Center Director |  |  | | Lab Coordinator |  |  | | Additional Service assignment (Specify Start and End Date of Assignment) |  |  | | |
| **Additional Service Assignment/Duties Reduction: \_\_\_\_\_\_\_\_\_\_\_\_**  Description of Additional Assignment:  Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Chair’s approval is required. |  |

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| **PART IV: Other Considerations** | |
| Include any other considerations that have not been included above (e.g., anticipated large classes, major educational initiative, etc.) Chair’s approval is required.  \_\_\_\_\_ Add a check mark if you anticipate teaching a large section equivalent to two standard-sized sections |  |

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Faculty Signature Date

Official Faculty Teaching Load: \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Department Chair / Program Director Signature Date