

## Instructional Workload System Reference Sheet

### Purpose: Why fill out the report?

The Instructional Workload system validates important instructional information and is used to:

- Record teaching responsibilities for faculty and instructors on state funds
- Provide the course data for each instructor and faculty member
- Gather information for instructional budget reports

Log in here: <https://iwl.oasis.unc.edu/>

The academic year you are working on will automatically be selected, but you can use the dropdown in the upper left to review previous years' reports.

### Items to Review in the Instructional Workload System

Each instructor should have an appropriate number of courses and/or non-course work for their FTE. Please pay particular attention to anything that is above or below standard workload expectations and add a note, if needed, to explain deviations.

The components of teaching workload that are captured in the Instructional Workload System are listed below:

- *Known Course Workload* and *Unit-added course workload* includes courses from ConnectCarolina and added by the manager associated with that instructor's normal teaching workload.
- *Non-Course Workload* includes information that impacts teaching workload, such as administrative appointments, research leaves, course release, etc.
- *Unassigned Courses* includes Independent Studies, Theses, Dissertations, and Cross-Listed Sections

### Where to Find Workload Information

To get an overview of individuals paid from state fund, look at these reports (under Reports dropdown):

- **Perm/EPA Detail** shows info on all faculty paid from your main state account.
- **Instr Detail** shows info on all employees paid from your instructional budget.

## Steps to Successfully Complete your Instructional Workload Report

Please check the following to ensure that you have completed all of the steps necessary for your report:

1. **PERM/EPA workload** – does FTE = the number of courses taught? If not, then add a buyout/leave or comment
  - a. Please check to ensure fixed-term faculty and tenured/tenure-track faculty's workload meets your department's standard in the assigned course section plus any administrative appointments and savings. If it does not (i.e. the number is lower or higher), ensure that the classes are assigned correctly. If they are not assigned correctly, please include a comment explaining why. General workload guidelines are as follows:
    - i. Fixed Term (3-3)
    - ii. Tenure-Track (2-2, 1-2, or 1-1)
  - b. Special Topics: If your faculty are teaching any "Special Topics" classes, please indicate the name of the class in the subject matter box and for plan to make permanent choose 'yes' or 'no'
2. **Instr Spending workload** – make sure that they taught the correct # of courses for the stipend paid and their FTE is correct (1.0 FTE = full course load).
3. **Chair workload** – Stipends for chair, associate chairs, DGS, and other administrative appointments can be found here & should be assigned appropriately. No names appear given that these roles change frequently.
4. **Course Duplicates Report** – This report lists who taught each course; add a comment on the faculty/instructor page to explain any exceptions from the rules below:
  - a. Only one primary instructor per section
  - b. TAs & IAs should have 50-60 students per section; add comment on the page for the instructor of record
  - c. Recitations should only occur for courses with larger enrollments

## Submitting the Report

**Please check the double check the following reports before submitting:**

- **Course Duplicates** – check for multiple instructors on the same course, comments needed for small enrollments with recitations
- **No Course Work** – add a comment on the faculty/instructors page with the reason they did not teach
- **Teacher of record** - Ensure rank is correct and inactive employees are appointed correctly

Once you have finished checking your data, click submit! Don't forget to have the chair sign-off on this report after you submit!

### **Deadlines:**

- Department Manager Submission: Wednesday, November 11, 2020
- Chair Signoff (Department submission must be completed first): Friday, November 20, 2020

### **Contacts for Help**

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