

# Tips for Instructional Workload Completion



## Fixed Term Faculty and Tenure Track Faculty Tips

- **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.
  - Standard Workload Fixed Term (3-3)
  - Standard Workload Tenured/Tenure-Track (2-2, 1-2, or 1-1)
- If the workload does not meet department standard (lower or higher), ensure that the classes are assigned correctly - otherwise include a **comment** explaining why.
- **Unassign** recitations or dissertations (for the purposes of this report, these do not count towards workload and should be unassigned).
- **Add** any administrative appointments to Non-Course workload section for person. (including course release for Chairs, DUGS, Associate Chairs, etc.)
- **Add** any buyouts or course releases to position savings for that person

## Student Tips

- Be consistent!
- **Ensure** the student stipend amount makes sense with the FTE (the goal is to get FTE close to 1.0 if they are teaching and paid a full academic year stipend)
- Only assign courses that **you** are paying for, if you share a student with other departments they will assign the classes that they pay for.

Student Teaching Assignments in ConnectCarolina (CC) and Instructional Workload (IWL):

What are they doing?	CC Student	IWL Job Code	ConnectCarolina HR
Leading Lecture	Primary Instructor	TF	TF or Sr. TF
Assisting w/ Lecture	TA	IA	IA
Leading LAB/REC	Primary Instructor	TA	TA

Description of Job Ranks in ConnectCarolina HR:

- Instructional Assistant (800184): Grading and other administrative responsibilities related to a course including lab assistance and setup; does not lead discussion sections
- Teaching Assistant (800169): Full responsibility for the recitation/discussion or lab sections which must be taken in conjunction with a lecture section
- Teaching Fellow (800172): Full responsibility for a course which carries academic credit (i.e. a lecture or lab section which can be taken for credit separately from the lecture section)
- Sr. Teaching Fellow (800183): Full responsibility for a course which carries academic credit and supervises other teaching or instructional fellows/assistants.



## Helpful Tips

### General Tips

- For cross-listed courses, they will be listed twice (once in both units), make sure you **unassign** the one with lower enrollment so they aren't double counted
- **Unassign** low enrollment courses or explain reason for keeping those as part of the workload
  - Low enrollment Undergraduate Courses (less than 10)
  - Low enrollment Graduate Courses (less than 5)
- **Create** a word template of comments to enter into instructional workload so you can easily copy and paste
- **Keep** a spreadsheet for the year on instructional budget including:
  - course workload
  - leaves
  - buyouts
  - chairships
- **Use** the previous year's report as reference
- **Add** the schedule of deadlines to your calendar and your chair's calendar
- **Utilize** the "edit" status for each person to indicate whether it's complete
- Click "**Update**" in the section you are working on (top right corner) before moving on