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):

<table>
<thead>
<tr>
<th>What are they doing?</th>
<th>CC Student</th>
<th>IWL Job Code</th>
<th>ConnectCarolina HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leading Lecture</td>
<td>Primary Instructor</td>
<td>TF</td>
<td>TF or Sr. TF</td>
</tr>
<tr>
<td>Assisting w/ Lecture</td>
<td>TA</td>
<td>IA</td>
<td>IA</td>
</tr>
<tr>
<td>Leading LAB/REC</td>
<td>Primary Instructor</td>
<td>TA</td>
<td>TA</td>
</tr>
</tbody>
</table>

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.
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
  o Low enrollment Undergraduate Courses (less than 10)
  o 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:
  o course workload
  o leaves
  o buyouts
  o 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