



THE UNIVERSITY  
*of* NORTH CAROLINA  
*at* CHAPEL HILL

# Instructional Workload

Process and system training

CAS Budget Team

February 1, 2023

College of Arts & Sciences  
Synergy Unleashed

## AGENDA

# Today's training

- Faculty workloads
- Definitions
- Process overview
- Demonstration

## FACULTY WORKLOADS

# What is teaching load?

- Standard definition for the number of courses faculty members should teach each year
  - Only regularly scheduled classes count towards workload
- Teaching loads vary by institution and department
- In the College, the standard load varies by department and type of faculty

Research Universities I:	4	e.g. UNC-CH, NCSU
Doctoral Universities I:	5	e.g. UNCC, NCA&T, ECU
Masters (Comprehensive) I:	6	e.g. UNCP, NCCU
Baccalaureate (Liberal Arts) I:	8	e.g. ECSU
Baccalaureate (Liberal Arts) II:	8	e.g. UNCA

Source: UNC Policy Manual 400.3.4; Carnegie Classifications

# Why is Instructional Workload important?

- UNC System Office requirement

*“All campuses and constituent institutions will develop and implement policies and procedures to monitor faculty teaching loads and to approve significant or sustained variations from expected minimums.”*

UNC Policy Manual 400.3.4

- College oversight of our teaching decisions across all units
- Data used in to inform allocation of resources for future teaching and policies regarding releases/buyouts, etc.

## DEFINITIONS

# Understanding Workload

- Standard Teaching Load: Courses that fit the UNC System policy of regularly scheduled classes
  - Most lecture courses. No minimum enrollment required in the IWL system.
  - Excludes independent studies, dissertations/theses, internships/practicums, and individual lessons
- Non-standard Teaching Load: Other coursework that does not meet the standard teaching load definition
  - Labs, Recitations, and the above exclusions
- Non-Course Workload: Releases, buyouts and leaves that reduce typical course loads and sometimes create salary savings

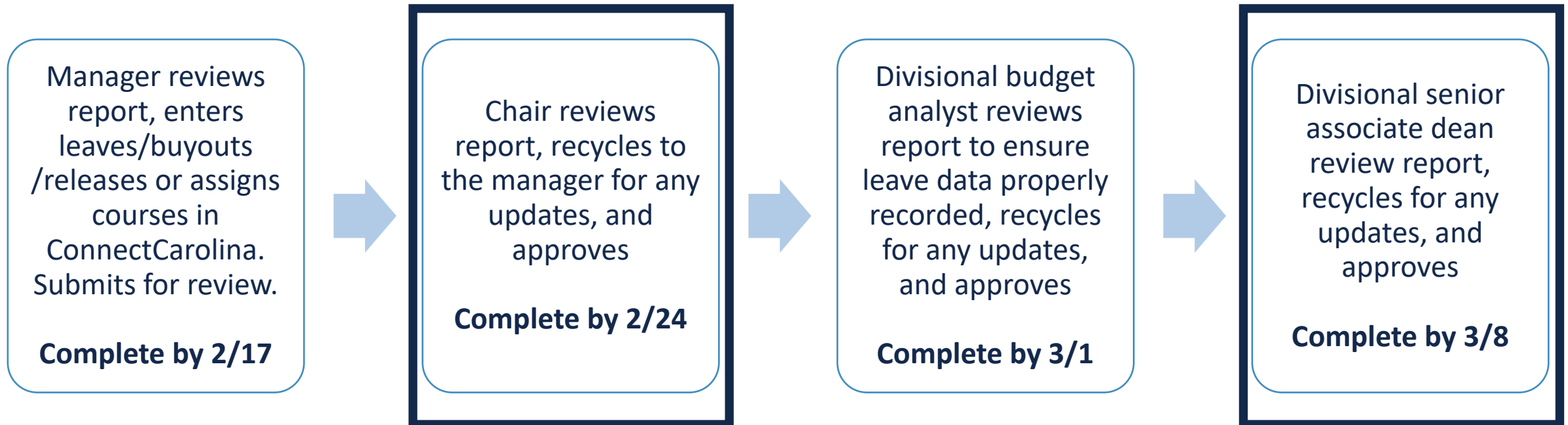
## DEFINITIONS

# Understanding Non-course workload

Type	Example	Savings Amount
Research Buyout	NSF grant funds part of faculty's salary	Required
External Competitive Leave	National Humanities Center fellowship	Required
Internal Competitive Leave	Institute for the Arts & Humanities fellowship	Required
Professional Leave without Pay	Faculty member temporarily working in industry	Required
Personal Leave without Pay	Extended personal leave	Required
Funded Administrative Assignment	Senior Associate Dean/Department Chair appointment	Required
Research and Study Assignment	Only for RSA leaves	N/A
Professional Leave with Pay		N/A
Personal Leave with Pay	Medical or parental leave	N/A
Part-time FTE Course Reduction	Phased retirement	N/A
Department Discretionary Course Release	Internal administrative assignment, early career	N/A
Other Instructional Activity	Leading study abroad program, supervising lab courses	N/A

## PROCESS OVERVIEW

# Instructional Workload steps



DEMONSTRATION

# Instructional Workload System Demo

[iwl.oasis.unc.edu](http://iwl.oasis.unc.edu)



THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL



## WRAP UP

# This year's key dates

Step	Responsible Party	Due Date
Process kicks off	Dean's Office	Wednesday, February 1st
Review, revise, and submit report	Department Manager	Friday, February 17th
Review and approve report	Department Chair	Friday, February 24th
Review and approve report	Budget analyst	Wednesday, March 1st
ConnectCarolina closes for Spring 2023 edits	Registrar's Office	Saturday, March 4th
Review and approve report	Senior associate dean	Wednesday, March 8th

## WRAP UP

# Resources

- Drop-in Zoom help session on Tuesday (2/7) from 2-4pm
- Quick reference and recording of this training will be posted on [CAS Business Operations website](#)
- Reach out to budget analysts with any questions or for 1:1 help

Division	Budget Analyst	Email
Undergraduate Education	Katrina White	<a href="mailto:katrina_white@unc.edu">katrina_white@unc.edu</a>
Fine Arts and Humanities	Charu V Gunachandran	<a href="mailto:charu_vg@unc.edu">charu_vg@unc.edu</a>
Social Sciences/Global Programs	Heather Yousef	<a href="mailto:hyousef@unc.edu">hyousef@unc.edu</a>
Natural Sciences	Lindsay Gangl	<a href="mailto:lmgangl@unc.edu">lmgangl@unc.edu</a>
General/system	Joe Daley	<a href="mailto:jjdaley@unc.edu">jjdaley@unc.edu</a>

# College of Arts & Sciences

Synergy Unleashed



THE UNIVERSITY  
*of* NORTH CAROLINA  
*at* CHAPEL HILL