



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

Instructional Workload

Process and system overview

Updated:

September 2024

College of Arts & Sciences
Synergy Unleashed

Purpose of the review process

- UNC System Office requirement (UNC Policy Manual 400.3.4)
- College oversight of teaching decisions and assignments across all units
- To inform allocation of resources for future teaching needs
- To inform policies regarding releases/buyouts, etc.

System definitions

- Standard Teaching Load:
 - Most lecture courses that meet regularly and have minimum enrollments of 5 for graduate level courses and 10 for undergraduate level courses
- Non-standard Teaching Load: Other coursework that does not meet the standard teaching load definition above
 - Labs, Recitations, and non-regular meeting or low enrollment lecture courses
- Non-Course Workload: Releases, buyouts and leaves that reduce typical course loads and sometimes create salary savings

INSTRUCTIONAL WORKLOAD

Non-Course Workload: Types

Type	Detail	Amount Required
Research Buyouts	Funded course buyouts to conduct research, typically from grants	Yes
New Hire/Promotion Release	Funded course buyout due to a hiring or promotional agreement	Yes
External Competitive Leaves	Prestigious, funded, research leaves from outside entities	Yes
Internal Competitive Leaves	Prestigious, funded, research leaves from internal entities	Yes
Professional Leave without Pay	Salary reduction to conduct work for an outside entity	Yes
Personal Leave without Pay	Salary reduction to take a personal leave	Yes
Funded Administrative Assignment	Administrative role that takes the place of instructional work	Yes
Research and Study Assignment	Internal release from teaching duties without salary reduction	
Professional Leave with Pay	Faculty taking leave to work for an outside entity without salary reduction	
Personal Leave with Pay	Medical, parental, FMLA, and other personal leaves without a salary reduction	
Part-time FTE Courseload Reduction	Override to reduce teaching load for less than a full FTE	
Department Discretionary Course Release	Early career, unfunded departmental administrative assignments, and other departmentally granted releases	
Other Instructional Activity	Captures instructional activity not shown in standard or non-standard courses.	

INSTRUCTIONAL WORKLOAD

Department Discretionary Sub-types

Type	Detail
Asst/Assoc Chair	Unfunded release given to accommodate workload for internal Assistant or Associate department chair appointments
New Hire/Promotion	Unfunded release given as part of a hiring or promotion agreement
Program Director	Unfunded release for a program director
Language Coordinator	Unfunded release for a language coordinator
DUS/DGS	Unfunded release for a DUS/DGS position
Other	Unfunded release for purposes not listed above

Reminders

- Entry and Approvals only for the current semester (Fall 2024)
- All course changes must be made in Connect Carolina
- Standard courses definition includes all lecture courses that meet regularly for at least 100 minutes a week with minimum enrollments.
- You may “assign” non-standard courses to standard, with explanation (150 character minimum)
- Use Subtypes for Department Discretionary releases
- Non-course workload types that require an amount must have a value entered to save.

INSTRUCTIONAL WORKLOAD

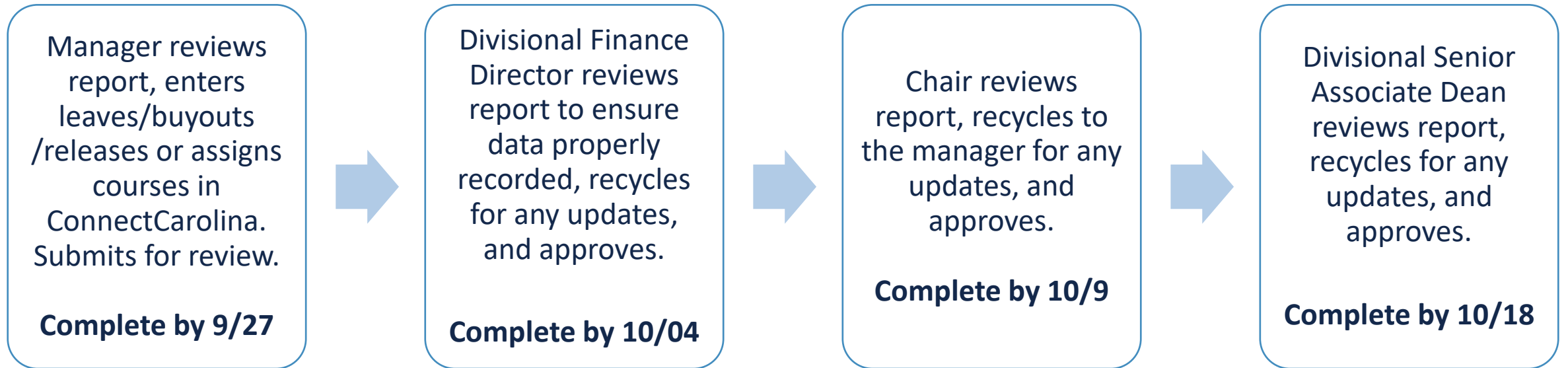
Updates

- New approval workflow starting Fall 2024.
 - Department Chair will now review and approve after Divisional Finance Director has approved. [SEE NEXT SLIDE FOR IMPORTANT DATES!](#)
- Effective July 1, 2024, the rates for all non-course workload types will follow the rate structure listed below. *ICL and ECL rates may vary.

Annual Teaching Load	Percent of Salary	Maximum Amount
4+ courses	15%	\$22,500
3 courses	20%	\$30,000
2 courses	30%	\$45,000

INSTRUCTIONAL WORKLOAD

AY2024-25 Process



DEMONSTRATION

Instructional Workload System Demo

iwl.oasis.unc.edu



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