Workload Collection Process for Full-time Faculty Workload Planning

The Office of Institutional Effectiveness collects workload plans for the academic year. Please note that this collection is separate and apart from the Office of Human Resources' Adjunct Workload and Multiple Position forms. You are being asked to report instructional/teaching and non-instructional workload for each faculty member for both the fall and spring terms. The non-instructional workload information you provide on the workload planning forms will be entered into CUNYfirst by staff in the Office of Institutional Effectiveness. Adjusting teaching workload in CUNYfirst will continue to be the responsibility of the department, including adjustments for jumbo sections, cross-listed classes, team-taught classes, internships, and research.

The Workload Collection process is as follows: The Provost emails department chairs with a request to provide workload information. OIE shares a Google Sheet spreadsheet containing the template for each department that we ask you to use. The template is pre-populated with the full-time faculty in your department. To access this document, point your browser to the link provided within the Provost's email and authenticate using your QC credentials (first initial, last name and your password).

Detailed instructions are found in the first tab of the template sheet which also contains a link to a report that will display prior year's workload for individual faculty members in your department.

The second tab of the Google Sheet has the reporting template where you will enter the hours, and the third tab provides more information about the types of non-instructional workload (release) to be reported.

The template contains a list of all full-time faculty members in your department – one row for fall and one for spring. For each faculty member listed, please provide instructional and non-instructional workload by entering hours in the relevant columns. Semester and annual totals will compute for each individual as you enter values in the columns.

We ask that you complete your department's workload plans by the deadline set in the email.

Questions or concerns about workload plans should be addressed to Suwen Brunot (Suwen.Brunot@qc.cuny.edu) or Cheryl Littman (cheryl.littman@qc.cuny.edu).