



The University of Toledo Faculty Workload Plan

Rocket Number	Faculty Name	9, 10, or 12-Month appt.	College	Department

Collective Bargaining Agreement Quick Reference:

Tenure/Tenure-Track faculty member’s workload based on the CBA Article 10.3 provides guidance to teaching, professional activity, and service. CBA Article 10.3 states the “average teaching load, over an academic year, shall be a maximum of 12 credit hours per semester and a minimum of 6 credit hours per semester of instruction.” In addition, “The evaluation weights assigned to the three areas in article 9.3.1 shall be linked to the assignment of workload in each of the three areas.”

Lecturer Faculty Article 8.4 of the Lecturers CBA provides guidance regarding Lecturers’ workload. Section 8.4.1 provides: “The average teaching load of full-time, non-tenure-track faculty as adopted by the Board of Trustees over an academic year shall range between a maximum of thirty (30) credit hours per year and a minimum of twenty-four (24) credit hours per year.”

Teaching Activity Section: To reflect the course load we ask that you provide the following in the table below:

- List dual level courses together as a single entry; e.g. ALPHA 4/5000
- Schedule type: clinical (CL), field experience (FE), lab (LB), lecture (LE), recitation (RE), seminar (SE), studio (ST), etc.
- Modality: face-to-face (F2F), synchronous remote (remote), asynchronous online (DL), hybrid/blended (blended)
- Denote overload courses next to credit hours with an asterisk (*)
- Enter value for contact hours if they differ from credit hours for labs, clinicals, studios, etc. Credit / contact hour equivalents must be based on a set standard and included in the College or Department Workload Guidelines.

Term	Course/Section	Course Title	Schedule Type	Modality	Credit Hours	Contact Hours

Other Teaching Activities: In addition to teaching activities outside of the course schedule, please provide unique circumstances related to the course schedule such as a new course offered for the first time, if the course is taught by this faculty member for the first time, or if there is a major redevelopment of an existing course:

Planned Workload Activities for Upcoming AY	Actual/Planned Outcomes from Current AY

Professional Activity / Research Section:

Planned Workload Activities for Upcoming AY	Actual/Planned Outcomes from Current AY

Service Activity Section:

Planned Workload Activities for Upcoming AY	Actual/Planned Outcomes from Current AY

Leaves: please note semesters faculty will be on sabbatical or other planned leave:

Term	Leave type	Notes

Workload Percentages:

Teaching: _____ Professional: _____ Service: _____ (percentages must total 100%)

Upload Instructions: Please upload the completed form to the Workload Form after completing the following:

1. Sharing this form with the department for a minimum of 3 days per Article 10.3.2.1 of the tenured/tenure-track CBA and per Article 8.4.6 of the lecturer CBA.
2. Updating the Banner course schedule with the appropriate instructors at least one day before uploading this PDF to the form submission link above.