

## HOW TO CALCULATE WORKLOAD in SBS for annual performance reviews and promotion reviews

For tenure-eligible and tenured faculty, the SBS default is 40% Teaching/40% Research/20% Service (except in Sociology and Philosophy, where faculty have 10% more research and 10% less service for a 40T/50R/10S). Continuing status faculty have custom-designed positions with individualized workloads. Career Track faculty vary by position and unit as well.

### Best to start with Teaching FTE

The easiest way to think about FTE (the only way, perhaps) is to start with the only thing that has a fixed FTE: teaching.

**Unless agreed upon far ahead of time, each class is 10% FTE of the year. Two classes a semester over two semesters = 4 classes x .10 = 40% teaching**

Illustration: someone who teaches 2 classes in Fall + 1 in Spring has a 30% Teaching workload for the year (3 x 10%). One and one would be 20%. (In very rare cases and with prior approval, one large class can count as 20%.)

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*What does **not** get counted in teaching FTE: independent studies, thesis, practicums and the like, and advising/mentoring. While all are part of the teaching mission, holding teaching FTE to 3-unit courses allows for needed consistency in FTE calculations. The other thing that doesn't typically count toward teaching FTE: Summer courses, unless by prior arrangement.*

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A quick example:

You have a course that doesn't make. Where does that FTE going to go? Toward (more) research or toward (more) service? Your teaching FTE is not 40% if you've only taught three courses, so the workload shifts to from 40T/40R/20S to either 30T/50R/20S or 30T/40R/30S.

*IMPORTANT: these shifts require conversation between faculty and unit head/director to make sure all are on the same page.*

See last page for a variety of other scenarios, in chart form.

What about Administration?

Because tenure requires strong research, teaching, and service, please consider if FTE for "administration" might not equally apply to "scholarship of engagement" under Service, which allows the blending of professional, community, and translational impact. This is especially important for junior faculty. After tenure or continuing status, administrative positions are more comfortably recognized as contributing to promotion to full.

How to calculate FTE - examples:

General/default for **SBS units** (two exceptions below):

	Teaching	Research	Service	<b>TOTAL</b>
Fall	20%	20%	10%	50%
Spring	20%	20%	10%	50%
<b>TOTAL</b>	40%	40%	20%	100%

General/default for **Sociology and Philosophy**:

	Teaching	Research	Service	<b>TOTAL</b>
Fall	20%	25%	5%	50%
Spring	20%	25%	5%	50%
<b>TOTAL</b>	40%	50%	10%	100%

*The below are all based on the standard 40/40/20; Sociology and Philosophy will look different.*

Temporary Alternate Duty Assignment (TADA) due to welcoming of baby in February

	Teaching	Research	Service	<b>TOTAL</b>
Fall	20%	20%	10%	50%
Spring	0%	20%	30% (if all teaching moves to service for this particular faculty member)	50%
<b>TOTAL</b>	20%	40%	40%	100%

Junior faculty on junior professional development leave in the fall

	Teaching	Research	Service	<b>TOTAL</b>
Fall	0%	50%	0%	50%
Spring	20%	20%	10%	50%
<b>TOTAL</b>	20%	70%	10%	100%

Year long sabbatical

	Teaching	Research	Service	<b>TOTAL</b>
AY or CY	0%	60%	0%	60%
<b>TOTAL</b>	0%	60%	0%	60%

Fall course doesn't make and assigned responsibilities for an upcoming Academic Program Review instead:

	Teaching	Research	Service	<b>TOTAL</b>
Fall	10%	20%	20%	50%
Spring	20%	20%	10%	50%
<b>TOTAL</b>	30%	40%	30%	100%

Unit custom is to grant one course release per year for DUS and DGS, here taken in Spring:

	Teaching	Research	Service	<b>TOTAL</b>
Fall	20%	20%	10%	50%
Spring	10%	20%	20%	50%
<b>TOTAL</b>	30%	40%	30%	100%