CAS FACULTY TEACHING WORKLOADS: IMPROVING DATA COLLECTION PROCESSES

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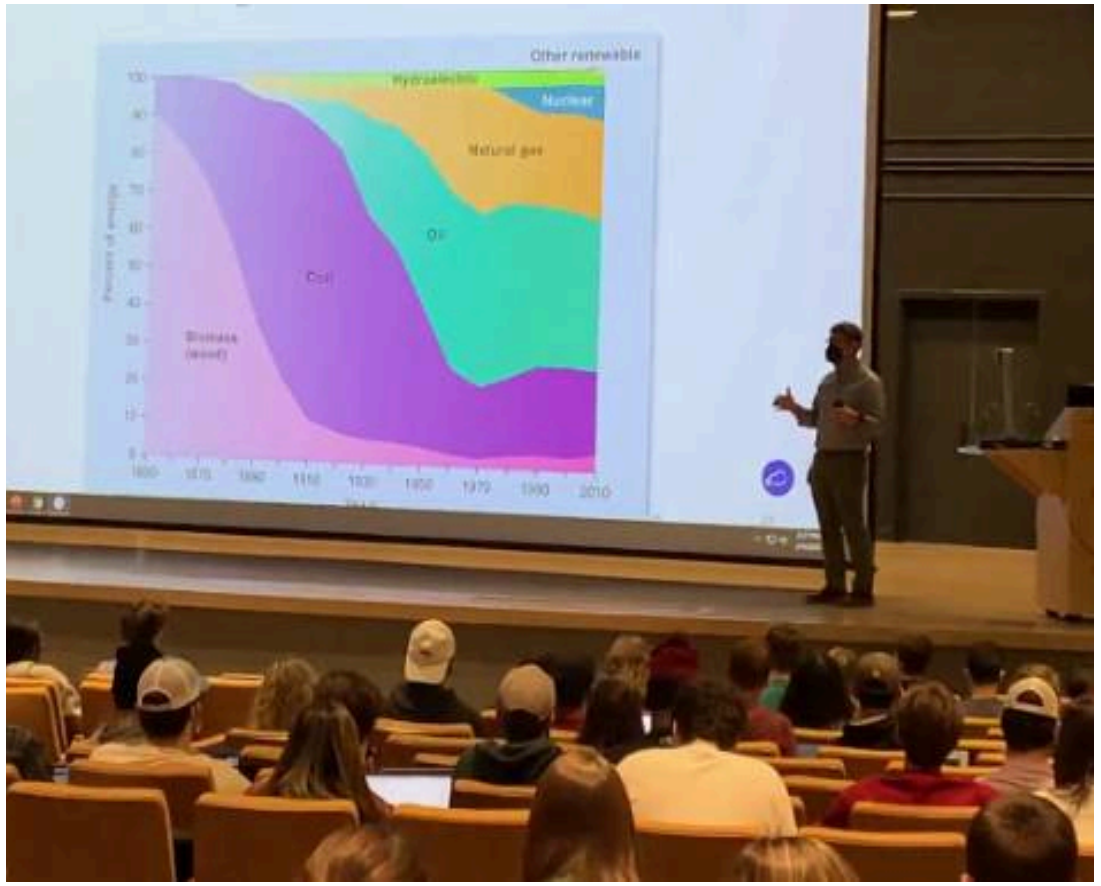
PURPOSE

- **Why this project?**
  - Need a sustainable process & consistent data for dean's office & units to help inform instructional capacity decisions

- **Goals**
  - Simplify & clarify processes for chairs/directors
  - Improve reports used to collect data from chairs/directors
  - Save staff and chairs/directors time
  - Develop an online collection process & database



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CAS AT-A-GLANCE: (EST) UNOFFICIAL NUMBERS

No. Depts

25

No. Course Sections

Fall 2023	3,370
Spring 2024	3,323
Winter 2024	19
Grand Total	**6,712**

No. Enrollments

Fall 2023	78,306
Spring 2024	74,106
Winter 2024	648
Grand Total	**154,060**

No. FTE Faculty

Fall 2023	630
Spring 2024	626
Winter 2024	13
Grand Total	**644**

No. TFAC + Non-CAS

Term	Non-CAS Home	TFAC	Grand Total
Fall 2023	45	190	413
Spring 2024	44	176	220
Winter 2024		5	5
Grand Total	**68**	**211**	**279**

No. GTA Instructors

Fall 2023	174
Spring 2024	167
Winter 2024	1
Grand Total	**195**

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Data sources: Data Warehouse Schedule Detail Reports & PeopleSoft HR Rosters (Feb 2024)

PEOPLE INVOLVED

Sponsor

Christy Friend
Dean Samuels

Project Team

Amanda Atkinson
Lydia Frass

Subject Matter Experts

Claudia Benitez-Nelson
Dept Chairs
Sonya Brown

End Users

Chairs & Directors
Associate Deans
Dean

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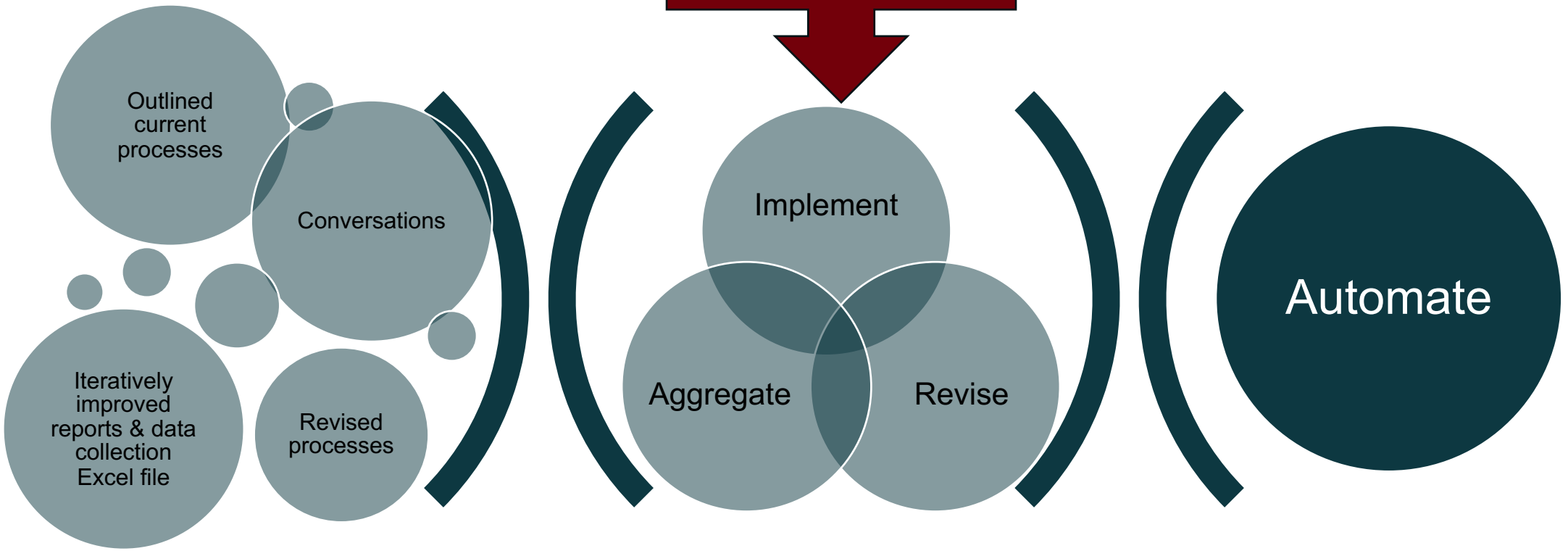
PROJECT PATH

Launched March 1
Due March 22



Phase 1 Phase 2 Phase 3

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CONVERSATIONAL INSIGHTS

- Learned historical reasons how & why this process started
- Formatting collection report files requires a lot of OUS staff time
- Interdisciplinary faculty with joint appointments may have a disciplinary home but teach primarily in another department
- Departments have unique and discipline-specific reasons for load adjustments
- Need clarification as to what courses count toward load

KEY IMPROVEMENTS & RESULTS

What We've Done

- Outlined & revised processes
- Manually merged & **cross-referenced** Banner & HR data
- Identified all FTE faculty and what they're teaching
- Standardized teaching load adjustment justification categories
- Combined Fall & Spring into one request to chairs/dirs. instead of two

Results

- Curating better data & simplified collection processes
- Justification consistency
- Clarifying CAS workload policy
- Saving chairs & directors time
- Ultimate Result >> Improving our processes can help CAS better manage instructional resources

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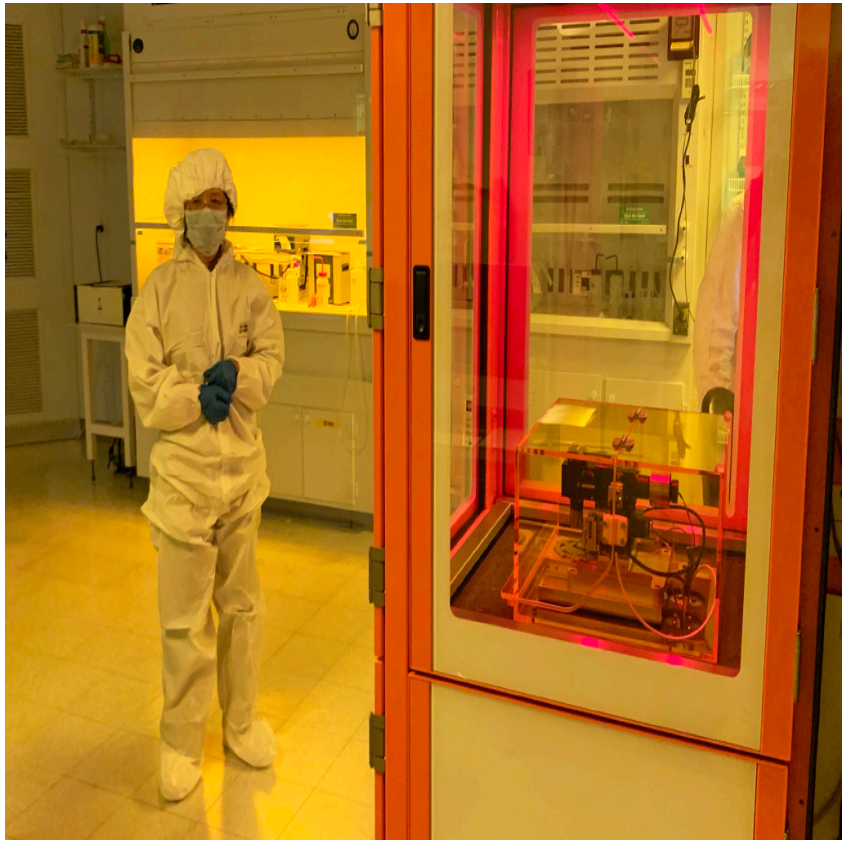
ADJUSTED TEACHING LOAD JUSTIFICATIONS

- Administrative Releases
- Course Buyouts: Grants & Other Project Releases
- Course Overloads
- Joint Appointment Releases
- Medical/FMLA or Modified Duties
- Sabbaticals
- Scholarly Activity & Research Releases



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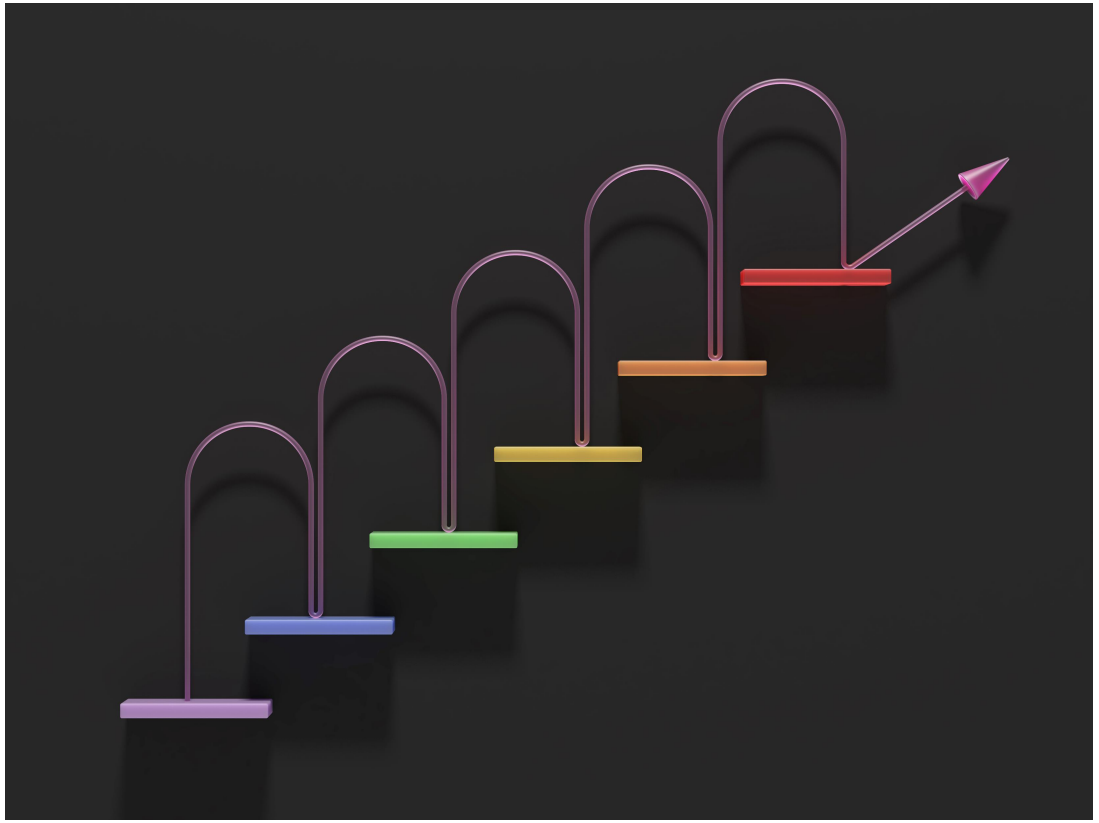
NEXT STEPS



Phase 2: In Process

- Collect responses from units
- Aggregate into one spreadsheet
- Incorporate revisions from lessons learned

Phase 3: Next

- Develop an online workload portal & database

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REFLECTIONS

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