

PATHWAYS FOR WORKLOAD DEADLINES

A chair will develop annual workloads in consultation with individual faculty members that take into account the unit's expectations.

These deadlines are for all full-time faculty to undergo the workload process as stated in [ADM 06-501](#).

Year-over-year changes to the workload effort plan should be submitted in the Faculty Portfolio Tool via the Workload Effort Form.

If there are not changes to a faculty member's workload effort plan from one academic year to the next, a form does not need to be submitted and the workload from the prior year will automatically roll over.

<u>Action</u>	<u>Deadline</u>
1. Chairs/School Directors meet with faculty to establish their workload distribution, and faculty submit their workload via FPT.	March 8, 2024
2. Chair reviews workload via FPT.	March 29, 2024
3. Dean reviews the faculty's workload effort plan and makes a determination.	April 30, 2024
4. Provost reviews faculty's workload effort plan.	May 31, 2024