

PATHWAYS FOR WORKLOAD DEADLINES

A chair will develop annual workloads in discussion 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 engage in discussion with faculty to establish their workload distribution.	March 24, 2023
2. Dean reviews the faculty's workload effort plan and makes a determination.	April 28, 2023
3. Provost reviews faculty's workload effort plan.	May 26, 2023