



1. UNC Faculty Workload Policy and College of Arts and Sciences Requirement for Faculty Work Plans

In January 2024, following a recent update to UNC System Policy, the Board of Trustees approved a new [University Faculty Workload Policy](#).

This workload policy and the requirement for the development and review of annual, individual faculty work plans is a new system requirement. The Dean's Office and leadership of the College of Arts and Sciences ("the College") are committed to working collaboratively with departments and chairs to create a substantive, annual process for review and evaluation and a tool for greater transparency and faculty visibility into their success as teachers, researchers, creators, scholars, and leaders in their departments and disciplines.

2. Chairs Review of Faculty Work Plans for Academic Year 2024-2025

For the initial implementation of this policy, the faculty of the College of Arts and Sciences will be required to develop and submit individual faculty work plans beginning with the ongoing 2024-2025 academic year. This initial, first-round, pilot program, which will kick off in the current **fall 2024 semester**, will help us to build out a simple, straightforward, user-friendly system and to clarify and refine our workload, work plan, and evaluation/approval standards and expectations. Consider this a pilot phase.

For fall 2024, The College has developed simple, fillable online forms through which individual faculty may submit their teaching, research, creative, and service commitments and plans for review, approval, and attestation by their departmental chairs. To the extent possible, the teaching field will be pre-populated based on current course schedules and assignments; individual faculty will need to review for accuracy and add any additional teaching and student mentoring activities.

The general, baseline assumption for College faculty workload is that Tenure/Tenure-Track faculty workloads will consist of 40% teaching, 40% research/creative activity, and 20% service. For Fixed-Term faculty, the general, baseline assumption for CAS faculty workload is 80% teaching and 20% service. We recognize that there may be variations due to specific programs of research, course buyouts, administrative commitments, etc. These variations may be noted in the work plan form.

You and your faculty may access the form via this hyperlink:

<https://oasis.unc.edu/facworkplan/>

The form will automatically format itself based on faculty appointment type (i.e., Tenure/Tenure-Track or Fixed-Term).

Completed forms will be routed to chairs electronically, and chairs will be able to click through to *accept* or *return* incomplete or inaccurate plans back for revision.

See addendum for sample screenshots and workflow instructions.

We ask that **faculty complete and submit these plans by Friday, November 15**, and that **chairs review and accept** them by **Friday, November 22**. (Chairs' work plans will be reviewed/approved by their divisional Senior Associate Dean.)

Following this initial pilot and using the data we gather in this first-round process, the divisional Senior Associate Deans will meet with chairs early in the spring semester 1.) to evaluate the effectiveness of this workflow/approval system, and 2.) to refine our definitions and expectations of the activities that constitute teaching, research/creative endeavor, and faculty service.

3. Spring 2025 Development and Review of Faculty Work Plans for Academic Year 2025-2026 and beyond

Beginning in the spring 2025 semester, full-time, tenure/tenure-track faculty and full-time fixed-term faculty with multi-year appointments will be required to develop and submit a forward-looking work plan for the coming academic year in consultation with and for approval by their chairs.

This spring and in each subsequent spring, chairs will meet formally with each faculty member to review whether faculty have or have not met the expectations laid out in their workload plans for the year and to develop, approve, and submit a work plan for the next year. The submittal and approval process will be similar to the process we are engaging in for this fall pilot, although we will refine it based on the outcomes of the pilot program and the feedback we solicit from chairs and faculty participants.

Faculty work plans and college workload policies are not intended to replace or supersede policies for untenured annual evaluations, post-tenure review, promotion, and tenure, but they are an important and complementary part of the review process. Meeting workload requirements should be considered a significant, though not sole, component of successful faculty performance and a meaningful measure of whether a faculty member is on track toward reappointment, promotion, and/or tenure, as applicable.

Chairs are encouraged to utilize these annual meetings—and the annual work plan development and approval process generally—as an opportunity to have frank, substantive, qualitative and quantitative one-on-one conversations with their departmental faculty: to recognize and note successes and accomplishments; to identify areas of weakness and/or potential for improvement; to flag potential impediments to reappointment, promotion, etc.; and to identify new opportunities for scholarly activity, innovative teaching, and service contributions to the department, college, and university communities.

ADDENDUM 1 – Work Plan Form Instructions

A. Faculty Annual Workload Plan Form, Tenure/Tenure-Track View. N.B.: **Access to this system from off-campus will require the use of VPN.**



Faculty Annual Workload Plan

As part of the UNC [Policy on Faculty Workload](#), the College of Arts and Sciences (CAS) must submit faculty work plans for academic year 2024-2025 for each individual faculty member by the end of the 2024 calendar year. Per CAS policy, for Tenure Track (TTT) faculty, the general expectation is that faculty will devote 40% of their time/effort to teaching, 40% to research and/or creative endeavor, and 20% to service. For Teaching Track faculty, the general expectation for distribution of effort is 80% teaching and 20% service. Thank you for your time and attention. CAS is aware that the specific contents of your individual plan may be subject to change based on course demand, new research activity, etc.

Employee information
will automatically
populate

FACULTY NAME	PID	ACADEMIC YEAR	SUBMISSION STATUS	UPDATED ON	
PRIMARY DEPARTMENT	PRIMARY BANK	TENURE STATUS	APPOINTMENT TYPE	SERVICE PERIOD	SECONDARY DEPARTMENT
1. Teaching In the field below, please verify the courses you are teaching in the fall 2024 semester and the courses that you plan to teach in the spring 2025 semester. Also, add any non-standard teaching (e.g. independent studies, labs, recitations, etc.) If you have a buyout, release, or other course reduction, please note that along with a brief explanation (e.g., research buyout). What is listed below reflects what is currently in ConnectCarolina					
<ul style="list-style-type: none">• 2249 RELI 63 FYS ARCHAEOLOG OF QUMRAN• 2249 RELI 106 JUDAISM IN THE TIME OF JESUS• 2249 RELI 994 DOCT RESEARCH AND DISSERTATION• 2252 RELI 110 NEW TESTAMENT ARCHAEOLOGY• 2252 RELI 994 DOCT RESEARCH AND DISSERTATION					
223 of 2000					
2. Research and Creative In the field below, please provide a brief, high-level description (just a few sentences or bullet points) describing your ongoing and planned research and/or creative and artistic activity for fall 2024 and spring 2025 . (less than 2000 characters)					
3. Service In the field below, please provide a brief, high-level description (a few sentences or bullet points) describing your ongoing and planned service and/or administrative (Chair, DUS, etc.) commitments for fall 2024 and spring 2025 . (less than 2000 characters)					

Teaching load will auto-populate but is editable for corrections/additions

B. Faculty Annual Workload Plan Form, Teaching Track View



Faculty Annual Workload Plan

As part of the UNC [Policy on Faculty Workload](#), the College of Arts and Sciences (CAS) must submit faculty work plans for academic year 2024-2025 for each individual faculty member by the end of the 2024 calendar year. Per CAS policy, for Tenure and Tenure Track (TTT) faculty, the general expectation is that faculty will devote 40% of their time/effort to teaching, 40% to research and/or creative endeavor, and 20% to service. For Teaching Track faculty, the general expectation for distribution of effort is 80% teaching and 20% service. Thank you for your time and attention. CAS is aware that the specific contents of your individual plan may be subject to change based on course demand, new research activity, etc.

FACULTY NAME	PID	ACADEMIC YEAR	SUBMISSION STATUS	UPDATED ON	
PRIMARY DEPARTMENT	PRIMARY BANK	TENURE STATUS	APPOINTMENT TYPE	SERVICE PERIOD	SECONDARY DEPARTMENT
1. Teaching In the field below, please verify the courses you are teaching in the fall 2024 semester and the courses that you plan to teach in the spring 2025 semester. Also, add any non-standard teaching (e.g. independent studies, labs, recitations, etc.) If you have a buyout, release, or other course reduction, please note that along with a brief explanation (e.g., research buyout). What is listed below reflects what is currently in ConnectCarolina					
<ul style="list-style-type: none">• 2249 IDST 113L DATA LITERACY LAB• 2249 IDST 114L DATA LITERACY LAB• 2249 IDST 116L DATA LITERACY LAB• 2249 IDST 129L DATA LITERACY LAB• 2249 IDST 130L DATA LITERACY LAB• 2249 IDST 132L DATA LITERACY LAB• 2249 IDST 190L SPECIAL TOPICS LAB• 2252 IDST 116L DATA LITERACY LAB• 2252 IDST 114L DATA LITERACY LAB					
843 of 2000					
2. Service In the field below, please provide a brief, high-level description (a few sentences or bullet points) describing your ongoing and planned service and/or administrative (Chair, DUS, etc.) commitments for fall 2024 and spring 2025 . (less than 2000 characters)					
<div>Cancel Submit</div>					

C. Workflow

- i. Upon completion of the form, faculty will click the **Submit** button

commitments for **fall 2024** and **spring 2025**.

Cancel

Submit

- ii. Chairs will have a departmental view that shows all department faculty and form completion status.

Review Workload Plans

CHAIR REVIEW

SAID REVIEW

DEPARTMENT

▼

JOB TITLE

▼

FACULTY SUBM.

▼

CHAIR REVIEW

▼

of Faculty: 1

of required Faculty: 1

of required Faculty w/ submitted plans: 0

of required Faculty w/ attested plans: 0

Department Status: In progress

Q Search All Text Columns

Go

Action ▼

Edit

	TITLE	X

	NAME	PID	ONYEN	TENURE STATUS	APPOINTMENT TYPE	SERVICE PERIOD	PLAN IS REQUIRED?	FACULTY SUBMISSION	CHAIR REVIEW			
								FACULTY STATUS	UPDATED ON	CHAIR REVIEW STATUS	CHAIR REVIEW BY	CHAIR REVIEW DATE
+	TITLE: Professor											
-	Vicary De La Cruz	Z005458BC	bviller	N/A	I	8 Month	Y					
+	TITLE: Teaching Assistant Professor											
-	Clark, Steven James	Z009383D3	xjwz	N/A	I	12 Month	Y					
-	Rudolph, Alan Andrew	Z007218AB	jashua		T	12 Month	Y					
-	Gonzalez, Matthew Allen	Z008768V1	mgonza		I	9 Month	Y					

1 rows selected

Total 4

FACULTY WORKPLAN DETAIL

Q Search All Text Columns

Go

Action ▼

Reset

	TEACHING	RESEARCH & CREATIVE	SERVICE	ACTION
FACULTY				ACTION LOG

No data found

- iii. Chairs will select and review each individual plan. If the plan is accurate and meets the general workload expectations, they can approve; if there are inaccuracies or other corrections, they can return it for revision.

NEW

JO TITLE

#]

FACULTY SUBM...

[all]

CHAIR REVIEW ...

[all]

of Faculty: 21; # of required Faculty: 20

of required Faculty w/ submitted plans: 1; # of required Faculty w/ attested plans: 0

Department Status: in progress

ms

Go

Actions

Edit

Review & Submit

FACULTY

REVIEW BY CHAIR

CHAIR COMMENTS (optional)

Return

Accept

TAIL

ms

Go

Actions

TEACHING

RESEARCH & CREATIVE

SERVICE

ACTION

LI 63 FYS ARCHAEOLOGY OF QUMRAN

LI 106 JUDAISM IN THE TIME OF JESUS

LI 994 DOCT RESEARCH AND DISSERTATION

LI 110 NEW TESTAMENT ARCHAEOLOGY

tdg

dtgr

REVIEW

[9/26/2024 02:45 YING] Faculty

[09/26/2024 12:46 ALANG] Faculty