

Steps for CHHS Faculty Workload Plans – E-Signature Form

1. Log onto my.wku.edu and go to E-Signature Forms on the left-hand side of the screen.
2. Under “F”, click on CHHS Faculty Workload Form.
3. The instructions are listed on the top of the form.
4. Under Faculty Member Information, select the semester and term, and then type in your 800 number. Press “Fill In”.
 - a. Your information schedule, pulled from Banner/Topnet will appear on the screen.
 - b. If the courses you are teaching are not DELO/On Demand or Clinical courses, all you have to do is type in the % of Effort. This varies between units, so check with your department head/director, but most are between 18.75 and 20% of effort.
 - c. If some of the courses you are teaching are DELO/On Demand (this does not include your regular load that might be cohort courses), you will need to check the box next to the course that is a DELO/On Demand Course. These course are outside of effort and are therefore not calculated in your regular workload. However, go ahead and put a % of Effort number in there that reflects the amount of time you spend working on the course.
 - i. EXAMPLE: If you are teaching four regular in-load courses and an On Demand course, you may put 18.75% of Effort for all five courses.
 - d. If you are teaching clinical courses, make sure the “Clinical Course” boxes are checked. If it is a clinical course, you will need to fill in the “Contact Hours” box and the “% of Effort Box”. The number of contact hours and the % of effort for those courses varies in each unit. Please check with your department head/director prior to filling out workload form.
 - e. If you are not the instructor of record for a course but need to add it in, please use the blank boxes to do so.
 - f. You may notice that there is a course with zero enrollment that may not be an active class you that are teaching. Make sure to put a zero in the % of Effort. That course may have been added to Banner at some point but either had no enrollment or was canceled/changed.
5. For Research/Creative Activities, you must enter something in the text box.
 - a. If you do not have research obligations, simply put “n/a” and then “0” for % of Effort.
 - b. If you do have research/creative activities obligations, type all of your plans for the semester and indicate the % of Effort.
 - c. The recommended minimum is 15%.
6. For University/Public Service, you must enter something in the text box.
 - a. List all of your plans for the semester and indicate the % of Effort. The recommended minimum is 5%.
7. For Reassigned Time, you must enter something in the text box.
 - a. If you do not have reassigned time, simply put “n/a” and then “0” for % of Effort.
 - b. If you do have reassigned time, type the details and put the % of Effort that will be reassigned

- i. EXAMPLE: if you have one course reassigned time and your courses are 18.75%, then the reassigned time would be 18.75%.
8. Do not put anything in the Department Head/Director Comments unless you are the Department Head/Director.
9. Press "Validate" and you will notice the Percentage of Effort totals and the Outside of Effort totals will populate.
 - a. Total Percentage of Effort must equal at least 100%. If you are teaching an overload, it is acceptable and necessary that the Total Percentage of Effort equal 100% plus the overload course.
 - b. You will also notice that if you indicated that any of the courses were DELO/On Demand, they will show up as Outside of Effort Percentage.
10. When you have completed the form to the best of your ability, send the form to your Department Head/Director. You may add comments at this point.
11. Once the Department Head/School Director approves the form, they will forward it to the Dean's Office.

NOTES:

- This form will be completed just before each semester begins. It is currently in pilot testing, but this is the form we will use for the fall 2016 term.
- If you have any questions or issues, contact Deirdre Greene: Deirdre.greene@wku.edu or Vijay Golla: vijay.golla@wku.edu.