

Faculty Workload Reporting Updated Guidelines August 2026

Evolution of Faculty Workload at ECU

Eastern Kentucky University's approach to faculty workload has evolved over time in response to institutional needs for greater consistency and alignment with mission. Faculty workload is defined in accordance with [Policy 4.7.3](#), which identifies three core areas of responsibility (teaching, scholarly/creative activity, and service) as the foundation of faculty effort. These categories remain central to how workload is conceptualized, evaluated, and reported.

From Course-Based Accounting to Holistic Workload Documentation

Earlier workload practices were largely derived from course schedules, with a primary emphasis on instructional assignments and credit-hour production. While this approach provided a straightforward accounting of teaching responsibilities, it did not fully capture the breadth of faculty contributions across scholarship, service, and administrative work. Workload reporting occurred once annually and moved from the Provost to colleges and departments, with faculty review and signature.

Recognizing these limitations, ECU transitioned to a more comprehensive and decentralized model in which workload originates at the academic unit level in 2021. Departments now document total faculty effort across teaching and non-teaching activities and submit this information through Banner for institutional review. This shift marked an important conceptual move from viewing workload as primarily instructional to understanding it as a complete snapshot of faculty activity.

ECU formalized a workload unit and FTE-based system to quantify faculty effort. Under current guidelines:

- A typical full-time faculty workload equals 15 units (1.0 FTE) per semester
- Standard distribution is approximately:
 - 12 units teaching (80%)
 - 1.5 units scholarship (10%)
 - 1.5 units service (10%)

This structure provides a common baseline across departments while maintaining flexibility for disciplinary differences and institutional priorities. Departments record both instructional and non-instructional assignments, including reassigned time for administrative roles, research, curriculum development, and other activities.

At this time, a key advancement was the implementation of Banner-based workload reporting, which enables systematic tracking of faculty effort across all terms. Departments are responsible for entering workload data each semester, including teaching assignments, non-instructional

activities, and percent responsibility, enabling the university to generate term-level and annual FTE summaries that are visible on a dashboard.

This system has improved institutional capacity to:

- Monitor workload distribution across individuals and units
- Track trends in instructional and non-instructional effort
- Support compliance with policy and accreditation expectations

Additionally, the introduction of institutional dashboards and analytic reporting has allowed for deeper examination of workload patterns at the department, college, and university levels, including:

- Overload trends
- Reassigned time allocations
- Full-time vs. part-time instructional contributions
- Variability in workload across units

Emerging Insights and Ongoing Challenges

As summarized by the [Faculty Workload Working Group](#) (Fall 2025), as ECU expanded its ability to document and analyze faculty workload, several key insights have emerged:

- Variation across departments and disciplines is substantial, reflecting differences in pedagogy, program structure, and accreditation requirements.
- Reassigned time and administrative roles are critical components of faculty work but have not always been consistently defined or applied.
- Overload patterns and reliance on part-time faculty highlight areas where instructional demand and staffing resources may be misaligned.
- There is no universally applied standard for certain roles, such as department chairs, leading to inconsistencies in workload expectations.

At the same time, and supported by the [Reassigned Time Budget Analysis](#) conducted in the Spring of 2026, the institution has recognized the importance of using workload data to:

- Promote consistent distribution of responsibilities
- Better align faculty effort with student needs and strategic priorities
- Encourage innovation in teaching and learning
- Ensure that all aspects of faculty work are appropriately recognized and supported

Positioning for a Revised Approach

Taken together, these developments represent a significant progression from a narrow, teaching-focused accounting model to a more comprehensive, data-informed understanding of faculty work. ECU has established the essential infrastructure (policy foundations, workload units, reporting systems, and analytic tools) to support a more intentional and consistent approach moving forward.

However, the evolution of these systems has also revealed the need for greater clarity, consistency, and alignment in how workload is defined, assigned, and evaluated. The next phase

of this work builds on these foundations to develop a revised faculty workload approach that more fully reflects the complexity of faculty roles, supports institutional priorities, and ensures consistency across Academic Affairs.

Revised Faculty Workload Procedures (beginning Fall 2026)

Beginning with the Fall 2026 term, workload inputs will be centralized through a collaboration between Academic Affairs and Institutional Effectiveness and Research:

- Standard workload assignments will automatically be applied when possible to gain efficiencies
- Reassigned time will be input by Institutional Effectiveness and Research after Provost-level approval
- Current data modification permissions at the program, department, and college level will be removed, changing user access to read-only.

Timelines/Deadlines

- Workload memos from the colleges are due to the Provost by the 2nd Friday of each Fall and Spring academic terms.
- Following receipt, workload memos will be reviewed and approved by the Office of the Provost.
- Provost-approved workload memos will be sent to Institutional Effectiveness and Research for input into the ECU systems.
- The final workload reports (via dashboard, etc.) will be announced via memo.

Detailed procedural workload inputs are described below:

Service (workload policy assignment, 1.5), SERV

- The standard workload assignment (1.5 workload units, 10% FTE) will automatically be applied to all tenured and tenure-track faculty for each fall and spring term.
- FT and PT faculty assigned to Service outside of the ECU Faculty Workload policy must be submitted to the Dean each term. The Dean's Office will provide the Provost's Office with a list of atypical Service assignments to be shared with IE&R for input.

Scholarship/Creative Endeavors (workload policy assignment, 1.5), SCHO

- The standard workload assignment (1.5 workload units, 10% FTE) will automatically be applied to all tenured and tenure-track faculty for each fall and spring term.
- FT and PT faculty assigned to Scholarship/Creative Endeavors outside of the ECU Faculty Workload policy must be submitted to the Dean each term. The Dean's Office will provide a list of atypical Scholarship/Creative Endeavors assignments to the Provost's Office to be shared with IE&R for input.

Instructional Assignments

- Instructor of record assignments will be pulled into SIASSGN automatically from Banner feeds from the CourseLeaf scheduled book.

Reassigned Scholarship/Creative Endeavors (approved through Graduate Education and Research process, beginning Spring 2027), RESC

- Research reassignments approved through the Graduate Education and Research process will be provided to the Provost Office and shared with IE&R for input.

All other Assignments/Reassignments

- Each term, the Dean's Office will provide a list of any other assignments and reassignments to the Provost's Office to be shared with IE&R for input.

Appendix: Revised Workload Codes

Code	Description
ADE	Assistant or Associate Dean
ADV	Advising
ATH	Athletics
BHR	Reassigned Time For Banked Hrs
CHR	Dept/Program Chair
COOP	Coop
COR	Coordinator
CUR	Curriculum Development
DEA	Dean
DIR	Director
FAC	Course Facilitator
ISOT	Other Instructional Support
LAB	Lab Manager/Supervisor
NEW	New Faculty Course Release
NSR	Non-sponsored Research
OLAB	Open Lab
PROV	Provost
SB	Sabbatical
SCHO	Scholarly/Creative Activities (standard)
SERV	Service (standard)
SL	Approved FMLA/Sick Leave
SNSS	Non-Sponsored Service
SPOT	Other Administrative Support
SPRE	Sponsored Research
SSPS	Sponsored Service
THE	Thesis/ Independent Study
NEW CODES	
ACHR	Assistant or Associate Chair
RESC	Reassigned Scholarly/Creative Activities
ACCR	Accreditation Coordination/Management
SSEO	Student Success Coordination/Management

