Faculty Workload Summary
Instructions for completion

Courses Taught:

Enter each regular course taught during the year on the upper section of the form Complete all of the information:
- Quarter
- Course #
- Course name
- Units
- Enrollment (official enrollment at end of 3rd week of classes)

Leaves and course releases:

Enter information pertaining to leaves and course releases on the lower section of the form.

Sabbatical leaves
- The first quarter of sabbatical leave is equal to two courses and an enrollment equivalent of 40 students
- The second quarter of sabbatical leave (even if taken in another academic year) is equal to one course and an enrollment equivalent of 20 students

Other leave of absence
- See sabbatical leave

Course release for administrative or other duties
- One course release is equal to an enrollment equivalent of 20 students

Note:

Faculty workload policy states:
- The standard workload for Faculty in the School of Humanities is five courses per year. Faculty members whose courses generate a total enrollment of at least 80 students per year or an average of 160 students over two years will be eligible for a four course load.

Complete the form near the end of each spring quarter. Give the form to your department office where it will be reviewed and signed by your Chair before it is sent to the Office of the Dean.