



THE UNIVERSITY OF ARIZONA

College of Humanities

INSTRUCTIONS FOR COMPLETING THE FACULTY WORKLOAD SUMMARY

Information on workload agreements can be found in [Section 7.4 and 7.5](#) of the *COH Criteria and Procedures for Annual Performance Review and Post Tenure Review Guidelines*.

Workload assignments are done by the department head or unit director. These should be completed as part of the annual performance review (see [COH APR Criteria and Procedures, section 7](#)). Per policy, if a faculty member disagrees with their workload appointment for the coming year, they should meet with the department head/director to discuss their concerns.

Refer to the guidance below to calculate workload percentages. Any deviations from typical workloads should be explained in the comments section that follows the summary table. Split-appointment faculty should complete the Summary of Faculty's Workload Assignment for Shared Appointments form as it will document how their workload is divided between units (see page 4 below for more details).

HOW TO CALCULATE WORKLOAD in COH for annual performance reviews and promotion reviews

Although there is variation across and sometimes within departments in the College, typical workloads for faculty tracks in COH are usually configured in the following ways:

Tenured/Tenure Eligible	Career Track Professors of Practice	Career Track Lecturers/Instructors
40% Teaching	80% Teaching	100% Teaching
40% Research/Creative activity		
20% Service	20% Service	

Continuing Status faculty typically have other duties related to their position (e.g., administrative duties).

These percentages are intended to help heads/directors and faculty work together to accurately represent the distribution of different components of an individual faculty member's workload, an important consideration in annual performance and promotion reviews. For information on what activities comprise the different workload components, see the descriptors in departmental bylaws and unit-level APR and promotion criteria, as well as in COH's APR and promotion criteria.

Teaching Workloads

Course loads are not the sole portion of the teaching component, but it is a significant one.

As a general rule:

- Tenure Eligible/Tenured Faculty teach 4 classes per the academic year;
- Career Track Professors of Practice teach 6 classes per the academic year;
- Career Track Lecturers and Instructors teach 8 classes per the academic year.

Typical exceptions to these assignments within COH include positions that require extensive work developing curricula and mentoring other instructors (e.g., language program directors and coordinators). In some cases, this work counts toward the total teaching percentage in lieu of other course assignments (see also [Faculty Affairs' page on Workload Distribution](#)). In some programs where courses do not follow the standard 3-4 credit unit format, teaching loads may be calculated differently. See departmental documents for additional information in these cases.

Independent studies, theses, dissertations, practicums, and advising/mentoring typically do not count as part of one's regular teaching assignment, although they do count toward that component of the workload (i.e., for annual reviews and promotions).

Department Heads should work to ensure that these additional teaching and mentoring activities are distributed and do not become excessive for any faculty member. In rare cases, where departmental need calls for an individual faculty member to take such assignments at a scope where it is equivalent to a course load (based on minimum enrollment guidelines), this may be counted as part of the teaching percentage.

In the case that a course is cancelled, e.g. due to under-enrollment¹, faculty will be notified expeditiously, and the Department Head will work with the Associate Dean of Academic and Faculty Affairs to find an alternate teaching assignment in the same semester where possible.

Deviations from Typical Workloads

The percentages described above represent typical workloads, and these assignments can be adjusted based on departmental and faculty needs. Any deviations from a faculty member's typical workload should be explained in the comments section of the workload summary. Examples of how the distribution might fall outside of the norm include:

- Example 1. A career track professor of practice faculty member receives a course release for fall semester for increased service. The breakdown for fall would be 54% teaching and 46% service. For spring it would return 80% teaching and 20% service.
- Example 2. A tenure track assistant professor has a curriculum development leave in spring semester and will not be teaching. The breakdown for spring would be 0% teaching, 80% research, and 20% service.
- Example 3. A tenured faculty member has their research sabbatical in fall semester and will not be teaching. The breakdown for fall would be 0% teaching, 100% research, and 0% service.
- Example 4. What happens to the workload percentage distribution if a course or class is canceled due to low enrollment and another teaching assignment cannot be found? The percentage related to the canceled course must be redistributed. For example, a person with a 2:2 load might teach a 1:3 load that academic year, and their research and/or service percentages would be altered accordingly. In such a case, their fall teaching load would be 20%, their service could be 20%, and their research 60%. In the spring, the teaching load would be 60%, their service 20%, and their research 20%.

Administrative Service and Other Professional Activities

Per the [workload guidelines provided by Faculty Affairs](#), *Administrative Service* generally refers to institutional positions, such as Department Heads and Deans. In some cases, the work of Center directors also counts toward administrative service. Other directorships, including oversight of language programs and Directors of Graduate and Undergraduate Studies, should be included under Teaching or Service, based on the responsibilities and the departmental criteria for evaluation. This work should be accounted for under comments so that the distribution of percentages between course load and directorial work is clear. This will help align faculty workloads with the criteria for annual performance reviews and promotion, so that these workload components are recognized and counted appropriately.

Other Professional Activities is typically only used by continuing status personnel who have job descriptions and duties that are updated annually. Because there are no criteria for annual performance or promotion reviews that correspond to this category, it is important for heads and faculty to have a record of the expectations of any portions of the workload that are assigned as "Other."

Submission of Workload Agreements after the Annual Review Process

Once completed, Department Heads and Directors must submit electronic versions of the workload agreements for which they are responsible to their Department Coordinator for Faculty Affairs for record retention and storage. The Faculty Affairs Department Coordinator will enter the workload percentages into UAccess Employee, as advised by the Office of the Provost for Faculty Affairs.

¹ The College of Humanities follows the Provost's guidelines for enrollment. [See UHAP 7.03.06.](#)

Department of _____

Faculty name: _____

Faculty title: _____

Summary of Faculty's Workload Assignment
Academic Year 2025-2026

The following information should be completed by the department head in conversation with the faculty member.

Fall 2025		Spring 2026	
Teaching	%	Teaching	%
Research/creative activity, applied scholarship	%	Research/creative activity, applied scholarship	%
Service	%	Service	%
Other	%	Other	%

Comments:

Signatures:

PRIMARY UNIT: _____ Date: _____
Signature, Department Head

I agree with the foregoing summary of my workload assignment:

Signed: _____ Date: _____
Signature, Faculty Member

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Primary department _____

Secondary department _____

Faculty name: _____

Faculty title: _____

Summary of Faculty’s Workload Assignment for Shared Appointments
Academic Year 2025-2026

The following information should be completed by the department head in conversation with the faculty member.

Fall 2025		Spring 2026	
Teaching	% total % in primary department % in secondary department	Teaching	% total % in primary department % in secondary department
Research/creative activity, applied scholarship	%	Research/creative activity, applied scholarship	%
Service	% total % in primary department % in secondary department	Service	% total % in primary department % in secondary department
Other	%	Other	%

Comments:

Signatures:

PRIMARY UNIT: _____ Date: _____
Signature, Department Head

SECONDARY UNIT: _____ Date: _____
Signature, Department Head

I agree with the foregoing summary of my workload assignment:

Signed: _____ Date: _____
Signature, Faculty Member