How the College of Education Monitors Faculty Workload

The College of Education (COE) monitors faculty workload as follows:

1. Workload Policy

   The College finalized the College of Education Tenure-Track Instructional Faculty Workload Policy (attached) on March 9, 2012. The policy is available to faculty on the COE Intranet and is included in the COE New Faculty Orientation held each fall semester.

2. Workload Form

   The College requires a completed COE Faculty Workload Form (attached) from department chairs for each semester. The workload form is due at the same time as the UHM Schedule of Classes. The Dean and Associate Dean meet with each chair to review workload plans for the department. Chairs report on the workload assignment for six groups: 1) tenure line instructional, (2) tenure line specialist, (3) non-tenure line, full-time, (4) non-tenure line, part-time, (5) graduate assistants, and (6) faculty from other departments. Chairs indicate tenure line faculty members as 9-month or 11-month appointments. The workload form shows the equivalent of 12 credits for all full-time faculty members, including courses, administration, graduate advising, research & service, grants or contracts (providing name of grant or contract), new faculty, or other approved work equivalencies. The form requires descriptive titles for workload (e.g., department chair, grant or contract) other than courses.

3. Productivity Reporting

   The College collects data on academic productivity including books, book chapters, conference proceedings, journal articles, presentations, and research/evaluation reports. Through our intranet, COE personnel have dynamic access to download a variety of reports by author, search term, or department. These data are available in PDF, CSV and other formats for export and reuse. A summary of each scholar's works is provided publicly in our website's faculty/staff directory.

   The College is in the process of adding service work and awards to the data collected in our productivity reporting system.
COE Faculty Workload Form  
(Revised 1/1/16)

Instructions:

1. Complete this form electronically. Save the document with your department's acronym (e.g., KRS) in place of COE.

2. Email to Beth (mpateman@hawaii.edu) and Tracey (tonaga@hawaii.edu). Call Beth with questions at 956-4278 or 956-7704. No paper copies are needed. Email updates as they occur.

3. List faculty names alphabetically (last name, first name) in six groups: (1) tenure line instructional, (2) tenure line specialist, (3) non-tenure line, full-time, (4) non-tenure line, part-time, (5) graduate assistants, and (6) faculty from other departments. Add rows as needed. Indicate tenure line faculty members as 9-month or 11-month appointments.

4. Show the equivalent of 12 credits for all full-time faculty members (course number & title; course development; administration; research & service; projects, grants or contracts by name, new faculty, or other approved workload).

5. Provide descriptive titles for workload other than courses. Show the number of credits in the faculty member's workload—not the credits that students take.

6. Please show the semester and year for this workload, and the date you are submitting the form.

7. The last column is End of Semester Status. We will collect this information at the beginning of the following semester.

Thank you!

Please begin on next page ⇒
### Department: Institute for Teacher Education – Elementary Education

#### Semester/Year for Workload: Fall 2015

#### Group 1: Tenure line Instructional (I)

<table>
<thead>
<tr>
<th>Name</th>
<th>9 or 11 month</th>
<th>Course number &amp; title; course development; administration; research &amp; service; projects, grants or contracts by name, new faculty, or other approved workload (Show 12 credits total)</th>
<th>Workload Credits</th>
</tr>
</thead>
</table>
| 9    |               | **ITE 325 Mathematics II Section 1**  
ITE 325 Mathematics II Section 2  
ITE 404G Secondary Mathematics  
Research and Service                   | 3                |
| 9    |               | **ITE 317 Field Experience**  
ITE 317 Field Experience  
ITE 313 Principles & Practices of Reading Instruction  
Research and Service                   | 3                |
| 9    |               | **ITE 404P Meeting Needs of MLLs Section 1**  
ITE 404P Meeting Needs of MLLs Section 2  
EECE Faculty Development MLL  
Research and Service                   | 3                |
| 9    |               | **ITE 323 Science**  
ESEE 351 Field/Rounds  
2015-16 Cohort Coordination  
Research and Service                   | 3                |
| 9    |               | **Administration – EECE Director**  
Research and Service                   | 9                |
| 9    | 3             | **ITE 425 Working with Families**  
FAMR 331 Infancy and Early Childhood  
ITE 315 Field (PK-3 ECE/SPED)  
Research and Service                   | 3                |
| 9    |               | **EDCS 667G Seminar in Curriculum Section 1**  
EDCS 667G Seminar in Curriculum Section 2  
ITE 322 Social Studies  
Research and Service                   | 3                |
| 9    |               | **ITE 416 ECE Foundations & Curriculum**  
ITE 415 ECE Foundations & Curriculum  
ITE 317 Field Experience  
Research and Service                   | 3                |
| 9    |               | **ITE 317 Field Experience**  
ESEE 310 Learner in Environment  
2015-16 Cohort Coordination  
Research and Service                   | 3                |

*Show 12 credits total*