

1. COVER LETTER

Dear faculty,

I am asking **all I-3, I-4, and I-5 faculty members** in the department to respond to the workload survey. The purposes of the survey are to (a) make internal decisions on research reductions and (b) report to the Dean of LLL on the implementation of the workload policy, which I am required to do annually.

The survey includes four sections (profile, teaching, research, and service) for you to complete about your workload in the **last academic year (2010-2011)**.

Deadline: November 1, 2011

Before you begin, please note the following:

1. You can go back to previous pages in the survey and update existing responses until the survey is submitted. After the survey is submitted, you will not be able to re-enter the survey.
2. If you are unable to finish the survey, you can return to the survey at any time as long as you use the same computer.
3. If you would like to keep a record of your responses, you can print each survey page as you progress. Before clicking the [Next] button, please print the current page of answers using the browser's printing options.

If you have any questions about the survey, please don't hesitate to let me know.

Thank you for your cooperation,

Jeffrey Carroll, Department Chair

2. PROFILE

*1. Name

Last

First

*2. Academic Rank

- I3 I4 I5

3. FTE

- 1.0 [full-time] 0.5 [part-time]

4. Your appointment

- 11-month 9-month

5. Tenure-status:

- Tenured
- Tenure track, but not tenured
- Non-Tenure track

3. TEACHING

1. Please list all courses you were assigned to teach during the last academic year excluding such courses as 499, 691, 699, 700, and 800 (e.g., English 100.9, 100.21, 605).

Fall 2010

Spring 2011

2. During the last academic year, did you offer overload courses such as 499, 691, 699, 700, 800, etc.? If so, please briefly explain (e.g., offered 699 to 3 students).

Fall 2010

Spring 2011

3. In the English department, the normal teaching load is 3/2 (or 2/3), i.e., teaching 5 courses per year (excluding such courses as 499, 691, 699, 700, 800, etc.). During the last academic year, were you given a reduced teaching load below the 3/2 load? If "No," please skip to the next page.

- Yes
- No

4. How many credits were you released from teaching during the last academic year? Please type in the numbers (e.g., 3).

5. Which of the following best describes the type of activity for which you received reduced teaching? (CHECK ALL THAT APPLY)

- | | |
|---|--|
| <input type="checkbox"/> Associate Department Chair | <input type="checkbox"/> Multi-section Coordinator |
| <input type="checkbox"/> Center Director | <input type="checkbox"/> Pre-tenure support |
| <input type="checkbox"/> Committee Chair (Departmental or University-level) | <input type="checkbox"/> Principal investigator of funded research |
| <input type="checkbox"/> Course/Program development | <input type="checkbox"/> Research |
| <input type="checkbox"/> Department Chair | <input type="checkbox"/> Sabbatical |
| <input type="checkbox"/> Graduate/Undergraduate Chair | |

Other (please specify)

6. Comments:

4. RESEARCH AND CREATIVE WORK

1. How many of each of the following did you publish in the last academic year (from August 1, 2010 to July 31, 2011)?

	Single	Joint
Books/Monographs	<input type="text"/>	<input type="text"/>
Books by other people that you have translated	<input type="text"/>	<input type="text"/>
Books of your own that have been translated	<input type="text"/>	<input type="text"/>
Edited books	<input type="text"/>	<input type="text"/>
Edited Journals for special issues	<input type="text"/>	<input type="text"/>
Chapters in edited volumes	<input type="text"/>	<input type="text"/>
Textbooks	<input type="text"/>	<input type="text"/>
Articles or creative work published in <u>refereed</u> professional journals	<input type="text"/>	<input type="text"/>
Articles or creative work published in <u>non-refereed</u> professional journals	<input type="text"/>	<input type="text"/>
Book reviews	<input type="text"/>	<input type="text"/>
Papers published in conference proceedings	<input type="text"/>	<input type="text"/>
Assessment/technical reports disseminated internally or to clients	<input type="text"/>	<input type="text"/>
Web-based on-line instruction materials	<input type="text"/>	<input type="text"/>
Other (please specify)	<input type="text"/>	

2. How often did you present your work at conferences and workshops in the last academic year? Please type in the numbers (e.g., 5).

Invited keynote speeches	<input type="text"/>
Invited workshops	<input type="text"/>
Invited colloquia	<input type="text"/>
Invited presentations	<input type="text"/>
Refereed presentations	<input type="text"/>
Refereed workshops	<input type="text"/>
Refereed poster sessions	<input type="text"/>
Non-refereed presentations/workshops/poster sessions	<input type="text"/>

3. In the box below, please briefly describe your most important research (or creative work) accomplishments during the last academic year.

4. Comments:

5. COMMITTEE AND SERVICE ACTIVITIES

1. How many academic committees did you chair or serve on during the 2010-2011 AY ? Please type in the numbers (e.g., 2).

PhD Dissertation Committees Chaired:	<input type="text"/>
PhD Dissertation Committees, Served as Member:	<input type="text"/>
PhD Area Exams Chaired:	<input type="text"/>
PhD Area Exams, Served as Member:	<input type="text"/>
MA Thesis Committees Chaired:	<input type="text"/>
MA Thesis Committees, Served as Member:	<input type="text"/>
MA Comprehensive Exam Committees, Chaired:	<input type="text"/>
MA Comprehensive Exam Committees, Served as Member:	<input type="text"/>
MA Project Committees Chaired:	<input type="text"/>
MA Project Committees, Served as Member:	<input type="text"/>
BA Honors Thesis Committees Chaired:	<input type="text"/>
BA Honors Thesis Committees, Served as Member:	<input type="text"/>
Referee, Scholarly papers:	<input type="text"/>

2. How many governance committees did you serve on for the 2010-2011 AY (e.g., admission, personnel, curriculum, assessment, accreditation, etc.). Please type in the numbers (e.g., 2).

Department committees:	<input type="text"/>
College/University Committees:	<input type="text"/>
Local/national/International Committees:	<input type="text"/>

3. Please type in the number of professional activities you engaged in for each of the following categories during the 2010-2011 AY.

Manuscript reviews for refereed journals	<input type="text"/>
Book manuscript reviews for publication	<input type="text"/>
Proposal reviews for refereed conferences	<input type="text"/>
Journal/book-series editorship	<input type="text"/>
Service on editorial boards	<input type="text"/>
Service on conference organizing committees	<input type="text"/>
Tenure/promotion/program reviews	<input type="text"/>
Grant proposal submissions	<input type="text"/>

4. How often did you organize or participate in the following events & activities to recruit and support students for the 2010-2011 AY?

	Organized	Participated
Student recruitment events	<input type="text"/>	<input type="text"/>
Academic advising events	<input type="text"/>	<input type="text"/>
Extra-curricular activities	<input type="text"/>	<input type="text"/>
Student conferences	<input type="text"/>	<input type="text"/>
Union activity	<input type="text"/>	<input type="text"/>
Apprentice/mentor/intern supervision	<input type="text"/>	<input type="text"/>

5. Comments:

6. THANK YOU!

We appreciate your responses to the survey. Please click "DONE" to submit your answers. Unless you click "DONE," your responses will NOT be submitted.

Also, please be advised that, after you click "DONE", you will NOT be able to re-enter the survey.