

# 2011 faculty workload survey (LLEA Department)

## 1. COVER LETTER

Dear Faculty,

I am asking **all I-2, I-3, I-4, and I-5 faculty members** in the department to respond to this workload survey. The purpose of this survey is to 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.

**Deadline: November 30, 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,

Robert Ball, Department Chair

## 2. PROFILE

### \*1. Name

Last

First

### \*2. Academic Rank

- I2       I3       I4       I5

### 3. FTE

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

### 4. Your appointment

- 11-month       9-month

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### 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 previous academic year (fall 2010 and spring 2011) excluding such courses as 499, 699, 700, and 800 (e.g., FR 301, 410).**

Fall 2010

Spring 2011

**2. During the previous academic year (fall 2010 and spring 2011), did you offer overload courses such as 399, 499, 699, 700, 800, etc.? If so, please briefly explain (e.g., offered 699 to 3 students).**

Fall 2010

Spring 2011

**3. In the LLEA department, the normal teaching load is 15 credits per year (3/2 or 2/3: 5 courses) for I-3 and above faculty members and 24 credits per year (4/4: 8 courses) for I-2 excluding such courses as 499, 699, 700, 800, etc. During the previous academic year (fall 2010 and spring 2011), were you given a reduced teaching load below the 15/24 credits load? If "No," please skip to the next page.**

- Yes
- No

**4. How many credits below the 15/24 load were you released from teaching during the previous academic year (fall 2010 and spring 2011)?**

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

- |   |  |
|---|--|
| <input type="checkbox"/> Assessment coordinator                             | <input type="checkbox"/> Division Chair                            |
| <input type="checkbox"/> Center Director                                    | <input type="checkbox"/> Multi-section Coordinator                 |
| <input type="checkbox"/> Committee Chair (Departmental or University-level) | <input type="checkbox"/> Pre-tenure course reduction               |
| <input type="checkbox"/> Course/Program development                         | <input type="checkbox"/> Principal investigator of funded research |
| <input type="checkbox"/> Department Chair                                   | <input type="checkbox"/> Research                                  |

### 6. Which of the following best describes the type of activity for which you did not receive reduced teaching? (CHECK ALL THAT APPLY).

- Graduate Advisor
- Undergraduate Advisor

## 4. RESEARCH AND CREATIVE WORK

If you are an I-2 faculty member, please skip this page and go to the next page.

### 1. How many of each of the following did you publish in the previous calendar year (from January 1, 2010 to December 31, 2010)? (Do not include in-press or forthcoming items.)

	Single	Joint
Books/Monographs	<input type="text"/>	<input type="text"/>
Books by other people that you have translated	<input type="text"/>	<input type="text"/>
Articles 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 that you have <u>written</u>	<input type="text"/>	<input type="text"/>
Book reviews that you have <u>edited</u>	<input type="text"/>	<input type="text"/>
Papers published in conference proceedings	<input type="text"/>	<input type="text"/>
Web-based on-line instructional materials	<input type="text"/>	<input type="text"/>

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**2. How often did you present your work at conferences and workshops in the previous calendar year (from January 1, 2010 to December 31, 2010)? Please type in the numbers (e.g., 5).**

Invited keynote speeches

Invited workshops

Invited colloquia

Invited presentations

Refereed presentations

Refereed workshops

Refereed poster sessions

Non-refereed presentations/workshops/poster sessions

**3. In the box below, please briefly describe your most important research (or creative work) accomplishments during the previous calendar year (from January 1, 2010 to December 31, 2010).**

## 5. COMMITTEE AND SERVICE ACTIVITIES

**1. How many academic committees did you chair or serve on during the previous academic year (fall 2010 and spring 2011)? Please type in the numbers.**

PhD Dissertation Committees Chaired:

PhD Dissertation Committees, Served as Member:

MA Thesis Committees Chaired:

MA Thesis Committees, Served as Member:

MA Comprehensive Exam Committees, Chaired:

MA Comprehensive Exam Committees, Served as Member:

BA Honors Thesis Committees Chaired:

BA Honors Thesis Committees, Served as Member:

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**2. Which department committees did you chair or serve on during the previous academic year (fall 2010 and spring 2011). Indicate "chair" or "serve" by clicking the box.**

	Chair	Serve
Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Curriculum	<input type="checkbox"/>	<input type="checkbox"/>
Personnel	<input type="checkbox"/>	<input type="checkbox"/>
Events	<input type="checkbox"/>	<input type="checkbox"/>
Equipment	<input type="checkbox"/>	<input type="checkbox"/>
Library	<input type="checkbox"/>	<input type="checkbox"/>
Website (Department)	<input type="checkbox"/>	<input type="checkbox"/>
Website (Division)	<input type="checkbox"/>	<input type="checkbox"/>
Graduate Reading Exam	<input type="checkbox"/>	<input type="checkbox"/>
Search for I-2 faculty	<input type="checkbox"/>	<input type="checkbox"/>
Search for I-3 faculty	<input type="checkbox"/>	<input type="checkbox"/>
Program Review (LLEA)	<input type="checkbox"/>	<input type="checkbox"/>
Program Review (MA)	<input type="checkbox"/>	<input type="checkbox"/>
Club (Division)	<input type="checkbox"/>	<input type="checkbox"/>

**3. Which university committees did you chair or serve on during the previous academic year(fall 2010 and spring 2011). Indicate which and how many in the box.**

**4. Which local/national/international committees did you serve on during the previous academic year(fall 2010 and spring 2011). Indicate which and how many in the box.**

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**5. Please type in the number of professional activities you engaged in for each of the following categories during the previous academic year (fall 2010 and spring 2011). Please type in the numbers.**

Manuscript reviews for refereed journals

Book manuscript reviews for publication

Proposal reviews for refereed conferences

Journal/book-series editorship

Service on editorial boards

Service on conference organizing committees

Tenure and promotion review committees

Grant proposal submissions

Editing of student prose and poetry

Editing of student conference papers

**6. How often did you organize or participate in the following events & activities to recruit and support students for the previous academic year (fall 2010 and spring 2011)?**

	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"/>

## 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.