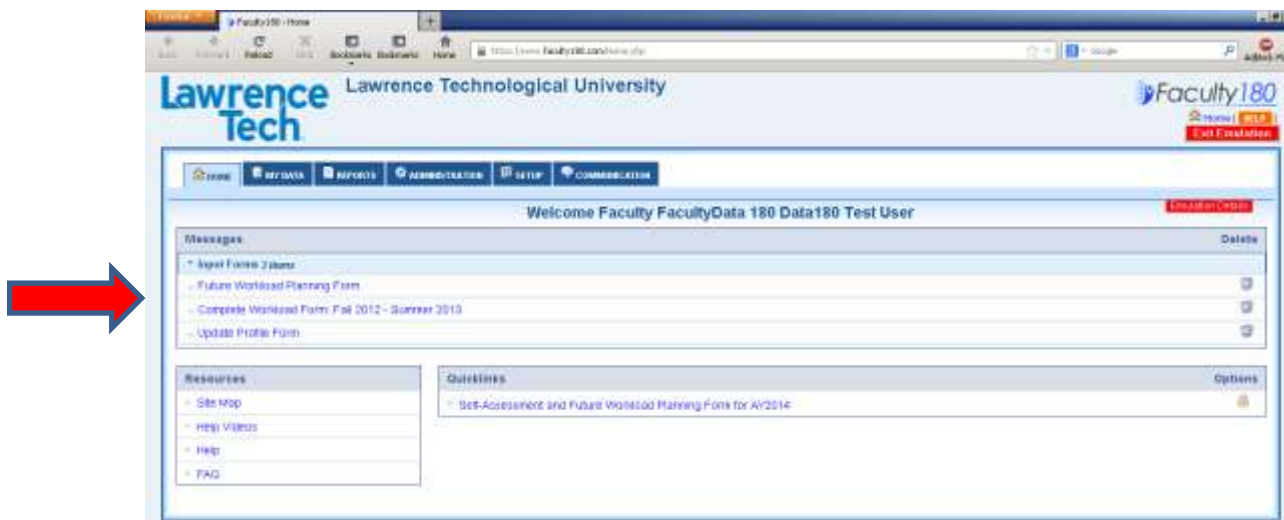


Faculty180 AY2013 Workload Form and Future Workload Planning Form

Faculty180 is now in “Faculty Workload” mode. This mode highlights your AY2013 accomplishments and asks you to complete a self-evaluation and future workload plans. This is done from the Faculty180 “Home” page. Everyone’s workloads will be accepted on August 28, 2013, when the evaluation period begins.

1. Links to these two required forms are found on your “Home” page under “Input Forms:” Both of these forms will be used by Department Chairs, Deans, and Provost as part of their evaluation.



2. The **AY2013 Workload Form** shows only AY2013 entries unless you click on “View All.” Most departments have asked administrative staff to upload course syllabi and course evaluations. “Activity Distribution” is optional. You can “Save and Return” until finished, when you click on the **Submit Completed Workload for Review** box to finalize.

The screenshot shows the "Workload Form -- Fall 2012 - Summer 2013" for a test user. The form is divided into several sections: "Teaching", "Activity Distribution", "Release Time", "Office Hours", and "Advising Assignments". The "Activity Distribution" section contains a table with the following data:

Instruction	Research & Service					Total
	Formal Class/Lab	Prepare & Grade	Student Meetings & Advising	Research	Service	
Average Work Hours Per Week	0 %	0 %	0 %	0 %	0 %	0 %

The "Teaching", "Release Time", "Office Hours", and "Advising Assignments" sections all show "No activities entered" and have "Add" and "View All" buttons.

3. The **Future Workload Planning Form** provides an area for your AY2013 self-assessment as well as areas for your future plans for teaching, scholarship, and service. Please do not copy and paste formatted Word text into the boxes: use plain text instead. You can “Save and Return” until finished, when you click on the “Submit Classifications” button to finalize.

The screenshot displays a web browser window with the URL <https://www.Faculty360.com/secure/FacultyClassificationsViewNewPage.do?noSession=0&listOfWorkloadPlanFuture=the>. The page title is "Set Faculty Classifications – Self-Assessment and Future Workload Planning Form for AY2014".

Instructions:
This form asks faculty members to provide a self-assessment of their professional performance for the previous academic year, including a review of progress made against agreed-upon goals. Please discuss the impact and results of any teaching innovations. Then discuss your proposed workload plan for the upcoming academic year in as much detail as possible in the Faculty Workbook. Include a discussion of how the college and faculty can help you achieve your goals. This information will be reviewed during the annual evaluation process. HSTB: Please check with your department for their specific requirements regarding content and form of the information.

Data180 Test User, Faculty FacultyData 180

Future Workload Planning Form


Self-Assessment for Previous Academic Year

Future Workload Plan - Teaching

Future Workload Plan - Research, Scholarship, and Creative Works

Future Workload Plan - Service and Professional Activities

Buttons: Submit Classifications, Save and Return, Return

You can always click on the  icons for help. Help text specific to Lawrence Tech is prefaced with [LTU].