

Frequently Asked Questions (FAQs) FY20  
Full-Time Workload  
(Revised July 22, 2019)

**Q-1 To whom should I direct questions about my workload?**

**Answer:**

Your department chairperson and the school faculty workload coordinator.

**Q-2 While on a paid leave of absence (LOA), do I need to submit an electronic faculty workload (eFWL) form?**

**Answer:**

Yes, faculty on approved paid LOA are required to submit a workload form totaling 9.5 reassigned hours per semester during FY20 on the e-FWL form under **Other Duties on either line #5 or #6.**

- Fellowship/Sabbatical/Scholar Incentive.
- Travia
- FMLA – Contact Human Resources regarding FMLA leave dates and procedures.
  - Faculty on FMLA leave \_ Schools **must** notify The Office of Academic Personnel ASAP ensuring the accuracy of workload and multiple position reporting.

**Q-3 Am I allowed to apply my reassigned time hours earned during the current academic year (i.e. AY 20) to the upcoming academic year (i.e. AY21)?**

**Answer:**

- **No**, reassigned time hours are to be applied to the semester and/or academic year in which the work was completed.

**Q-4 While on a paid leave of absence (LOA), am I allowed to work reassigned time?**

**Answer:**

- **No**, reassigned time or teaching tutorials, Graduate Center teaching and Doctorial Supervision are not allowed during a paid LOA. **This also applies to Graduate Center (GC) appointments.**

**Q-5 Are substitute faculty required to submit an e-FWL form via Lehman Connect?**

**Answer:**

- Yes, all full-time substitute faculty are required to submit an e-FWL form during the semesters they teach full-time.
  - If a substitute faculty member moves into a full-time job title with an under/overload balance. These under/overload balances are not carried over into their new full-time job title.
  - The annual teaching contact hour workload of faculty in **substitute titles** shall be three hours greater than the annual teaching contact hour workload for the equivalent rank.

**Q-6 How are workload hours calculated for tutorials?**

**Answer:**

- Faculty are credited 0.25 workload hours per undergraduate student. Workload hours for tutorials should not exceed assigned contact hours for the course.
- Faculty are credited 0.50 workload hours per graduate student. Workload hours for tutorials should not exceed assigned contact hours for the course.

**Q-6a Can I split my workload hours for a single class e.g., apply half of the hours to a regular course and the remaining hour(s) in the same class as extra compensation?**

**Answer:**

**No**, splitting a course is not permitted as the scheduled course is part of the faculty member's annual workload (salary).

**Q-7 How many workload hours per semester can I use to work down my overload?**

**Answer:**

- During FY20 the maximum number of hours to be used per semester are nine and a half (9.5).
- Note faculty sitting out to decrease overload balances **must** submit a workload form reflecting zero hours (teaching and/or reassigned time entries are left blank) for that semester.

**Q-8 How do I determine if my FY20 teaching load was reduced by one hour?**

**Answer:**

- Lehman College’s IT department has decreased the annual full-time faculty workload formula by one (1) hour in Lehman Connect for FY20.
- You will not need to make any adjustments to your workload form to reflect this second year of the new policy started during FY19.

**Effective with the start of the fall 2018 semester:**

<i>Full-Time Titles</i>	<i>FY18 (Old Contract)</i>	<i>FY19</i>	<i>FY20</i>
<b>Professors, Associate Professors in the Senior Colleges</b>	21	20	19
<b>Instructors and Lecturers</b>	27	26	25

<i>Substitute Titles</i>	<i>FY18 (Old Contract)</i>	<i>FY19</i>	<i>FY20</i>
<b>Professors, Associate Professors in the Senior Colleges</b>	24	23	22
<b>Instructors and Lecturers</b>	30	29	28

**Q-9 Where do I place fall/spring courses paid as an adjunct, for extra compensation on the e-FWL form?**

**Answer:**

- Extra Compensation courses are automatically populated into the fall/spring **teaching** area on the form; and must be manually relocated by the instructor to the fall/spring Extra Compensation area at the bottom of the form.
- **Reminder** after relocating course(s) paid as an adjunct on the form, those class(s) must be **deleted** from the **teaching** area of form.
- Note: NSS, SOE & HS2N courses are relocated on the eFWL form by the school’s workload coordinator (SWC).

**Q-9a. Where would I see my Intersession (winter) Courses on the e-FWL form?**

Answer:

- **Step 1:** Intersession (winter) courses are populated in the spring teaching area of the Lehman Connect e-FWL form; and must be manually relocated by the instructor and/or school workload coordinator to the intersession area of the form. Reminder after relocating intersession course(s) the class(es) must be deleted from the teaching area on the form.

Intersession course identifiers appear within the course section number i.e., ART 760 **IJ**IH

**IJ** (Winter)

**IH** (Hybrid)

**IA** (Online)

**Q-9b. How do I record winter courses (counted toward annual workload or paid as extra compensation) during the intersession?**

Answer:

- **Step 2:** Select one (1) of the applicable options from the drop-down menu under Intersession Courses:
- **Paid as Adjunct/Hourly** (not counted toward annual workload)
- **Part of Annual Workload** (not paid as extra compensation, counts towards faculty's annual "*Spring*" workload).

The system automatically calculates workload based on your selection above.

**Q-10 Will I need to process electronic workload and multiple position report forms if I am on an unpaid Leave of Absence (LOA)?**

Answer:

- **No.** However, you must complete a workload form for all paid leaves (i.e. sabbatical, Travia & FMLA).

**Q-11 If I am ABD (All But Dissertation) and my degree has not been conferred, when will my untenured (New Hire) reassigned time start?**

- Untenured reassigned time runs concurrently with your appointment in a professorial title and your tenure clock. If you are ABD and your degree is not conferred by September 30<sup>th</sup> of the academic year you are hired, your tenure clock begins in August of the following academic year. You will not be able to use any untenured reassigned time during the first year of your employment. Please confirm with your Department Chairperson and Human Resources your "tenure eligibility date."

**Q-12 When can untenured reassigned time be used?**

- It can only be used when the untenured faculty member is on their tenure clock.  
Example: If an untenured faculty member starts after September 30<sup>th</sup>, their tenure clock does not start until the following year.

**Q-13 How do I know how many Graduate Center workload hours I have been assigned?**

*Answer:*

- The Graduate Centers Provost office forwards the workload hours twice annually to Lehman's Provost Office. These hours are then shared with school Deans, for distribution to department chairs, to be shared with their GC faculty.

**Q-14 How many Graduate Center (workload hours) for Doctoral Administrative activity and Instructional activity are assigned to faculty.**

*Answer:*

- In general faculty are credited with 0.6 hours per student to a maximum of 3.0 credit hour per dissertation supervision and independent study. However, each faculty member must confirm all Graduate Center workload hours with their department chair, or the (SWC) school's faculty workload coordinator, as this activity varies depending on the assignment.
- Dissertation Supervision 90000 or Independent Study for the same student can only be credited for a maximum of six semesters, or the equivalent of three years, excluding those semesters in which the faculty member is on leave.