

WORKLOAD PLAN TIMELINE

Aug/Sept '24

Start developing workload plans with all FTE faculty for '24/'25

Nov 1 2024: Have workload plans entered into Qualtrics

Nov 30, 2024

Deans complete review of workload plans

May '25: Annual Reviews due to Dean

Aug/Sept '25

Start developing workload plans with all FTE faculty for '25/'26

Oct 15, 2025

Workload Report '24/'25 due to System Office Oct 31, 2024

All workload plans should be completed in Qualtrics form (Dept level)

Jan '25: Mid-cycle update due to BOG Jan '25: Begin Annual Review for '24

Jan-May '25

Work Plan

 Discuss progress & updates in 1:1s and Annual Review conversations

Sept '25

'24/'25 Workload Report due for BOT review & approval

Continue cycle above

For internal use only: For questions, contact Academic Affairs 828.262.2070