

## Personalized Workplan for: \_\_\_\_\_

**Academic Year: 2024-2025**

The college recognizes that there is a significant amount of work accomplished outside of the classroom. Regular faculty are expected to contribute to this work. Regular faculty can personalize their workload in cooperation with the Dean/Vice President via the Annual Personalized Work Plan. Faculty will carry a maximum workload of 15-17 Instructional Load Units (ILUs) per term for an annual total of 45-48 over 173 contract days. This workload may be supplemented by additional duties as described below:

<b>Department Chair (2.0 ILUs)</b>	See handbook for responsibilities
<b>New Course Proposal (0.5 ILUs) &amp; Development (2.0 ILUs)</b>	With prior approval: Develop course CCOG and complete New Course Proposal form (.5) and then: research, create syllabus, select textbook/OER, develop weekly objectives and content, and construct a functional/rolling Canvas blueprint shell (2).
<b>College Leadership (3 ILUs)</b>	___ Leadership Team ___ College Council Chair
<b>College Service (varies: min 0.5- max 2.0 ILUs)</b>	Subject Specific Committee Membership: ___ Equity/Diversity ___ Safety ___ New Employee (Terms: ___) ___ Instr. Tech ___ College Council Other (includes service to the community): <i>Note: The following meetings and committees are a part of regular faculty workload: Curriculum, Faculty, Hiring, Senate, and Staff. Meetings attended where minutes are not kept are not awarded workload points.</i>
<b>Program Review (1.0 ILU)</b>	Collaborate in completing during assigned year and present completed review to CC & TBCC board. <i>Note: Chairs not eligible as providing input/ assisting with program review is covered under Chair duties.</i>
<b>Dual Credit Sponsorship (1 ILU)</b>	Mentor up to four sponsored instructors including one term meeting each term, syllabus review, assessment alignment, review RFI, maintain a communication log, and complete regular class observations.
<b>Special projects as requested (vary)</b>	This category may count for variable credit as defined between the faculty member, Dean and/or VP. Describe:
<b>Hyflex</b>	Hyflex classes are compensated at a 1.25x normal credit load. Blended or other modalities do not have a differential.

### Instructional Load Unit (ILUs) Equivalencies

Category	Credit	Weekly Hours (10-11 week term)	ILUs/weekly hour	ILUs/credit
Lecture	1	1	1	1
Lecture/Lab	1	2	0.75	1.5
Lab	1	3	0.70	2.1
Nursing Lab/Clinical	1	3	0.82	2.46
ESOL	-	1	1	-
ABE/GED	-	1	.5	-

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FALL TERM	ILUs	WINTER TERM	ILUs	SPRING TERM	ILUs
Fall Total		Winter Total		Spring Total	

ANNUAL TOTAL: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President Signature: \_\_\_\_\_ Date: \_\_\_\_\_