



**To:** Mathematics Department TT Faculty  
**From:** Esther Billings  
**Re:** Instructions for 2025 TT Faculty Workload Plans (FWPs)  
**Date:** 17 September 2024

**Executive Summary:** You need to create a Faculty Workload Plan (FWP) *formerly called Faculty Activity Plan (FAP)* for 2025. Read on for more details. **Email your FWP as a PDF attachment to Ana. The official deadline for FWP is Tuesday, October 1.** However, I will not begin reviewing them until October 7 so as long as they are submitted by 8am 10/7 they will not be considered late. Use the guidelines and formatting outlined on pp. 2-4 of this memo to ensure you provide all of the necessary information we need.

**Overview of FWP and Process:** The standard teaching load for tenure-track faculty members is 18 credits teaching and 6 hours significant focus (SF) per academic year. Any reassigned time you receive for service or other duties is subtracted from your standard teaching load. FWPs (and FWRs) are based on calendar years; however our teaching assignments/SF are based on academic years. As a result, we ask that you also use your current 24-25 assignment and projected 25-26 teaching information on the FWP so that we can ensure your workload adds up correctly across the academic years. You will not know your 25-26 teaching assignment by October 1, so simply enter your intended plan for credit hours.

The FWP provides an opportunity to plan your significant focus and highlight professional goals for the year ahead (calendar year 2025). I will review your FWP in light of department, college, and university needs and goals (in consultation with the Advisory Committee (AC) if questions/concerns arise). If you are asked to revise your FWP, either myself or a member of the AC will meet with you and discuss concerns, questions and/or suggested changes. Once your FWP is approved, I will sign it and we will keep signed versions on file in the Math Department Office.

**Accessing the FWP form:** Access the FWP form on Faculty Success (formerly Digital Measures) [here](#): Log in using your GVSU credentials, scroll to the bottom of the page to "Workload Planning" and select "Faculty Workload Plan." On the Faculty Activity Plan page, select "Add New Item." Then supply the calendar year (2025) and the current date. The remainder of this memo ("Completing the FWP") provides specific details for what to include in the various sections of the form.

**Save/Submit the FWP:** When done entering all the information, click "Save". To produce the report, click "Rapid Reports", then select "Faculty Workload Plan -- CLAS" from the Report pulldown menu, set the start and end dates to January 1, 2025 and December 31, 2025 respectively, and choose the file format you wish to save it in, then click "Run Report". Don't forget to proof-read your FWP--then save as a PDF renaming the file "last name-2025FWP" and email it as an attachment to Ana ([vanbraga@gvsu.edu](mailto:vanbraga@gvsu.edu)).

**Questions?** Please let Esther know if you have any questions, about your particular circumstance, choosing or calculating your significant focus, or about this process. ***Want to discuss your SF and/or rationale?*** Stop by Esther's Open Office Hours or send an email to set up another time to connect.

## Completing the FWP

*Please use the following guidelines and formatting to ensure all the relevant information is included.*

### SECTION A-TEACHING AND PROFESSIONAL WORK

**(1) Teaching Schedule:** Indicate your known and projected teaching information for four semesters: Fall 2024, Winter 2025, Fall 2025 and Winter 2026.

**Example of what to include in this section:**

*Fall 2024: MTH 201-1; MTH 201-11; MTH 350-1 (11 credits)*

*Winter 2025: MTH 201-2; MTH 202-5 (8 credits)*

*Fall 2024: 10-11 credits*

*Winter 2026: 7-8 credits*

*Target: I plan to have a total of 18 credits for teaching in AY 24-25*

- Each academic year, your teaching hours should sum to at least 18 credit hours (more if you choose significant focus in teaching and less if you have reassigned time -- any reassigned time you receive for service or other duties is subtracted from your standard 18 credit teaching load).
- Since we haven't yet participated in staffing for 25-26 AY, project the number of credits you intend to sign up for. **Also, indicate your total number of target teaching hours for 24-25**-this will help the leadership team in planning.
- Our Fall/Winter course offerings are more balanced than in past. However, most faculty members teach at least 9 credits in the fall; please consult with the leadership team about feasibility if you want to schedule a significantly heavier winter load.
- We need information for 4 semesters to ensure we have calculated SF correctly and to account for FWPs being based on calendar year and our SF/teaching assignments based on academic years.

**(2) Reassigned Time:** List number of credits, semester(s) and description for reassigned time for each AY.

- Items listed here must be approved by the Dean (or have been in the past), such as: Assistant Chair, co-organizing Math in Action, etc.
- The document "[Compensation for Course Coordinators and Other Positions](#)" contains more information on standard reassigned time and significant focus compensations
- If you plan to ask for reassigned time for 2025-26 consult with me before you fill out your FWP.
- If you will have a grant buy-out, place this information here.

**Example of what to include in this section:**

*Reassigned Time 25-26: NSF Grant (Fall 25- 3 credits; Winter 26 -- 3 credits)*

*Reassigned Time 24-25 and 25-26: Math in Action (Winter 25 - 1 credit; Winter 26-1 Credit)*

**SECTION B-SCHOLARSHIP:** *"Personal professional development, engagement in scholarly discourse, and research in progress constitute the foundation of scholarly endeavor and thus are expected components of everyone's annual workload." (from [Math Evaluation Standards](#), v4.1, p.9, table p. 13).*

In this section include an overview of expected plans for your annual workload. **Do not include projects that you view as part of your significant focus**; describe scholarship plans/projects you consider part of significant focus in [section D](#).

**SECTION C-SERVICE:** *"All faculty should engage in active, effective service appropriate to the needs of the department and the faculty member's rank." Faculty should demonstrate effective contributions: assistant professors, after their first year at GVSU, to the unit; associate professors to the unit and to at least one of the following: the institution at the college or university level, the discipline/profession, or the community; and professors to the institution (unit, college, and/or university) and to the*

discipline/profession or the community as outlined in the “Criteria and Evaluation of Service” tables (from [Math Evaluation Standards v4.1, p.9, tables pp. 14-15](#)).

In this section, include service activities you plan to undertake in the upcoming calendar year. Describe additional service commitments/projects you consider part of significant focus in [section D](#).

**SECTION D-SIGNIFICANT FOCUS:** “A significant focus is concentrated activity that will, at its conclusion, produce a meaningful, documented outcome in teaching, scholarship, and/or service (from [SG3.01G](#)). Roughly, 1 credit of SF is approximately 50 hours of work per semester (3.3 hours per week); 3 credits of SF is approximately equivalent to teaching a 3 credit course, or approximately 10 hrs of work per week.

**(1) Provide an overview of the SF Distribution Over the 2 Academic Years that encompass 2025:** Your SF should add to 6 for each AY. List the following:

- (A) each semester for 24-25 and 25-26 (FWP year plus surrounding semesters, like in section A)
- (B) assigned (or projected) teaching credits,
- (C) category (teaching, scholarship, service) and associated number of SF credit hours for 4 semesters

\*\*For support/examples determining SF, see p4: “[how do I calculate SF?](#)”

#### Example of Overview of SF Distribution

Fall 2024: -- 11 credit hrs teaching (2 teaching SF + 1 scholarship SF) <<note: since teaching above 9 credits each semester, no lending needed-2 teaching SF

Winter 2025: 10 credit hrs teaching (1 teaching SF + 2 scholarship SF) <<note: since teaching above 9 credits each semester, no lending needed-2 teaching SF

Fall 2025: 10 or 11 credit hrs teaching (2 or 1 scholarship SF)<<note: no SF teaching due to lending to W26

Winter 2026: 8 or 7 credit hrs (3 or 4 scholarship SF) + (1 service SF) <<note: project how you’ll use SF hours; you won’t provide details until next FWP

**(2) Provide a significant focus rationale, organized by semester for 2025:** Provide an overview of the SF work you plan to engage in for 2025, separating each semester (W25 and F25) . (Details are not needed for the surrounding semesters). [Give enough detail to convey the scope of the work during the FWP year and any anticipated outcome/product.](#)

#### Notes:

- In the past, teaching independent studies/directing honors senior projects, etc., did not necessarily show up as part of individual faculty’s workload plan. These activities cannot count as part of the 18 hours of teaching workload, however you may list them as part of your significant focus; depending on time spent. Depending on the nature of the work, list as SF for teaching or scholarship. Determine the amount of SF, based on your expected time spent supervising this course/project.
- Be sure proposed work is commensurate with SF expectations (*approximately 50 hrs of work per 1 credit of SF per semester, or 3.3 clock hours per week on average*).

#### Rationale Example

**Winter 2025:** I will use 2 credits of SF for scholarship to support my research related to mediated field experiences (MFEs). I will transcribe and analyze data related to teachers’ learning during the “analyze phase” of the learning cycle, a component of MFEs, and plan to write up preliminary results for a conference presentation (I expect to spend 6-7 hrs/wk)

**Fall 2025:** I will use 1 credits of SF for scholarship to draft a manuscript for the MFE work described in W25; using feedback received from the conference presentation that may lead to re-examination of data/coding. I intend to submit a completed manuscript to the journal, *Mathematics Teacher Educator*, by the end of the semester. (I expect to spend 3-4 hr/week)

### How do I calculate my significant focus?

Although we do FWP and FWRs for *calendar* years, the CLAS Dean's office determines teaching loads and significant focus using *academic* years. Every faculty member needs to account for 6 hours of significant focus per academic year. **In brief, you need a minimum of 18 credits teaching each AY—so don't just look at the calendar year to figure out SF; base it on AY and "borrow" teaching credits between semesters as needed.**

- If you teach  $n$  credits more than 18 credits (or whatever your target teaching load is when accounting for reassigned time) in an academic year; then these  $n$  credit hours would be considered teaching SF hours.
- The default teaching load is 9 credits per semester: if you teach less than 9 credits one semester, then think of it as "lending" teaching credits between semesters within the academic year in order to reach your target (18) teaching credits each AY. Any additional assigned teaching hours within an AY would count toward a teaching significant focus (depending on the semester assigned), and the remainder of your SF hours need to be accounted for (6 per academic year).
- Since workload planning is for the CALENDAR year, your 2025 FWP will describe your SF plans for 2025: W25 (where you already have concrete plans for teaching) and F25 (projected plans).
- To provide context for interpreting the 2025 SF and since each AY surrounding the FWP year should have 6 credits of SF accounted for, you will need to list your significant focus hours for each semester surrounding this 2025 FWP year--i.e., F24 and W26 so I can double check your workload adds up correctly.

#### *Example-Sample Calculation with Explanation*

*Fall 2024: 11 credit hours teaching (2 teaching SF + 1 additional SF)*

*Winter 2025: 11 credit hours teaching (2 teaching SF + 1 additional SF)*

*Fall 2025: 11 credit hours teaching (1 lent to W26, so only 1 teaching SF + 1 additional SF)*

*Winter 2026: 8 credit hours (4 non-teaching SF)*

**Explanation:** Say you have a teaching schedule of 11 hours in F25 & 8 hours in W26, so you plan to teach 19 credit hours in 25-26 AY. You will "lend" 1 teaching credit from F25 to W26, so you would list only 1 hour teaching SF for F25 on your 2025 FWP. Then, you need to allocate 5 additional (non-teaching) SF hours for the AY, and given the courses you expect to teach, the non teaching SF won't look evenly distributed between F24 and W25 semesters. You would anticipate taking 4 SF credits (non-teaching) in W26 and 2 SF credits (1 teaching + 1 non-teaching) in F25 in order for the SF numbers to add up to 6 for the AY.

Note: Each semester the number of actual teaching credit hours + non teaching SF should add to 12.

- **More examples:** See this [spreadsheet](#) for additional examples for calculating teaching SF.