

Course Assignment Inventory

Instructions for Chairs and Directors

January 24, 2025

- The instructions below are applicable to the tabs with Tenure Track Faculty.
- It is important that this tool be useful to both the department and the college. Please try to fill it out accurately and completely. Before beginning, review these instructions for background information and for definitions of the course reduction categories, as well as information about submitting special assignment recommendations.
- Important: Do not fill out the top portion of the document (rows 1-7). These sections are auto-populated as the information is added for individual faculty members in the sections below.
- There are two tabs related to Tenure Track Faculty; one without columns for enrollments, and one with columns for enrollments and number of sections offered. Based on your preference, you can use either tab to fill in the course reductions and additions.
- Separate tabs are provided for Clinical Teaching Practice Faculty and for Associated Faculty. Some departments complete these sections in addition to the ones for Tenure Track Faculty, to have a full picture of the teaching assignments for their units.

BASE LOAD

- Review the list of faculty members for accuracy. In December 2024, when the Course Inventories are created for FY26, the names of Tenure Track Faculty are populated based on information available in Workday, OAA-Academic Appointments Report, as of December 2, 2024. You can update the faculty names on your own in column A. If you need assistance, please send an email to ASC-Reporting@osu.edu. If the changes are inconsistent with the information in Workday, you can work with your Human Resources Partner to make a correction there as well.
- Review the FTE and base load (columns B and C) for each of your faculty members. If a faculty member has a contractual split appointment, ensure that the correct appointment for your department is listed for them and that their base load accurately reflects that appointment (e.g., for a 50% appointment, the base load is listed at 2 instead of 4 for 100% FTE, etc.).
- Review base loads for any faculty who have an ongoing permanent or term course reduction related to their faculty position (e.g., Ohio Eminent Scholar, special hiring agreement, etc.). Typically, these teaching loads are less than the base load. Column I with “Rationale for Reduction / Base Increase” could include notes about these special reductions.

- If faculty are receiving reductions for other reasons (e.g., faculty start-up, FPL/FMLA, short-term retention/offer letter reductions, or reductions for administrative responsibilities), the base load listed should be the standard load in the unit, with reductions then taken as detailed below.

REDUCTIONS/ADDITIONS

- Use only the drop-down boxes to enter categories for course reductions and additions in Columns D and F. This is necessary for the formulas in the document.
- Reductions: In Column D select the category for a course reduction. Individual faculty members can have course reductions in more than one category, but each one must be listed on a separate line. Examples include Faculty Professional Leave, Admin Role in the Department, Offer Letter/Retention. In Column E list a numeric value for the course reduction on the corresponding row. Note that faculty who have a reduction because of an overload in a previous year should have their reduction entered in this column.
- Additions: In Column F select the category for any additional planned courses over the base load. Examples for these categories would be: Reduced Research or Service Assignment for those who teach over the standard base load in exchange for a reduction in research or service; Course Owed from Prev. Year to reflect those that “owe” a course from a prior year (e.g., cancelled class, etc.); and Course Overload for individuals who take on an increased teaching load for any other reason. Again, individuals can have more than one category for course reductions, but each one must be listed on separate lines. In Column G list the number of course additions for the academic year on the corresponding row.
- In Column I list the rationale for the reductions and additions. It is helpful to both the college and the department to give a detailed rationale as it helps to ensure that reductions/additions are being recorded and used correctly.
- Once reductions and additions are categorized and weighted in the appropriate sections, the totals at the top of the form are automatically tabulated.
- Column H will automatically populate as you complete the form.

ACADEMIC TERMS

- This section is used to track whether individual faculty members are completing their assigned number of courses and that the department has assigned the correct number of courses.
- For each faculty member, list the course number(s) they are scheduled to teach for each term, including those that are in other units. If you do not know the exact course, you can put a placeholder in this section (e.g. xxx). In the Weight column, list a numeric value on the corresponding row for each course taught that term. Use decimals to represent partial credit (e.g., 0.5 for half a course).
- The rest of the columns will automatically populate as you complete the form.

TIPS FOR USING THE COURSE ASSIGNMENT INVENTORY WORKSHEET

- Yield is calculated by dividing the Adjusted Load for Yield by the Base Load.
- Notice that Yield is calculated based upon the reductions and additions listed to the left of the Yield

configuration box. Reductions to the right (Course Buy Outs, FML, etc.) reduce the number of courses that your department needs to assign but do not affect your overall yield percentage.

- This document should also be used by department chairs and school directors to determine how to allocate special assignments and recommendations for Faculty Professional Leave.
 - To do so, record all other course reductions and additions first. The numbers at the top of the section, including the yield percentage will adjust as the information is added.
 - From there you can experiment with increasing the number of reductions and see how it affects the yield. The table below is an illustration of how you can use the information to make decisions:

	No Add 'l Reductions	Option 1	Option 2	Option 3
Base Load	120	120	120	120
Current reductions counted in yield	-15	-15	-15	-15
Current additions counted in yield	2	2	2	2
Proposed additional reductions to yield	0	-2	-5	-7
Adjusted Load for Yield	107	105	102	100
Yield	89.20%	87.50%	85%	83.30%

- The example above shows that a chair could accommodate up to 5 additional course reductions within the 85% yield target.
- After final reductions have been included, the department would have an adjusted load of 102 courses. If it then had 10 reductions equivalent to courses (again, those are Course Buy Outs, FML, etc.), the department would have 92 course to assign to faculty members.

PLANS FOR FY26

- Starting with 2020-21, FY21, an excel file is provided as a template. This file has 5 tabs:
 - Instructions (repeats the information in this document)
 - TEMPLATE _TT
 - TEMPLATE _CTP
 - TEMPLATE _Associated
 - Data Source
- Departments with CTP and Associated Faculty positions could use these templates to track the teaching assignments. There are no columns for course additions and reductions. The top part of the templates do not include totals related to yield rates.

WHO DOES WHAT AND WHEN (TENTATIVE DATES AS OF 11/18/24)

- By January 24, 2025, the template file will be posted in Team: "Division" | "Department" | "Department" Course Assignment Inventories | "Subfolder for FY26 for each department"
- Ideally, by February 21, 2025 departments will update the Course Assignment Inventory file and post it back into their Team channel by uploading a new version of the excel file. The due dates are flexible.
- By mid-April, 2025, Divisional Deans review the Course Assignment Inventory files for their respective

departments. Any changes agreed to with the chairs during these reviews will be made on the Inventory that is already in their respective Team channel.

- By end of February 2026, the Course Assignment Inventories will be reviewed by each department to update any necessary information: new faculty members, update course numbers, and enrollments if chosen by departments. For those departments who list no courses associated for Summer 2025, this would be the last update and will complete the FY25 Course Assignment Inventory document.
- By end of September 2026, the Course Assignment Inventories will be reviewed by each department to update any necessary information: new faculty members, updated course numbers, and enrollments if chosen by departments. At this point, it's appropriate for these files to be used by other offices like ASC-HR and ASC-Finance for additional discussions and purposes.

OVERALL CONSIDERATIONS

- These documents are created to track internal protocols related to course assignments and some enrollments for specified courses within the College of Arts and Sciences.
- In some cases, these documents are used during budget review meetings and discussions.
- This process works for most of the ASC departments but not for all. We are striving for improvement and looking forward to receiving productive feedback and new ideas. Email your suggestions to ascfacultyaffairs@osu.edu or ASC-Reporting@osu.edu.