

# Faculty Work Activity Dashboard Examples – Handout #1

Handout #1 includes examples of different faculty work activity dashboards meant to track the teaching, research, and service commitments of faculty within a department. A faculty work activity dashboard is an easy-to-read and simple data visual aimed at increasing transparency in how faculty workload is distributed across members of a department (O’Meara et al. 2020). Departments can create dashboards using pre-existing data sources (e.g., faculty annual reports, instructional reports, annual merit review data). In this handout, we provide an examples of teaching credit dashboards and service credit dashboards. Although departments can create dashboards that also track research-related work activities, we focus on teaching and service, as they are the activities that are often not measured in traditional faculty workload systems. We describe in greater detail how departments and institutions can develop faculty work activity dashboards in [this article](#).

In Example 1, we present two teaching credit dashboards. In each teaching dashboard, a total course load is calculated for each department member, taking into account the kind of course (100-level versus graduate seminar; large enrollment versus writing intensive), new course preps, and/or course releases. The actual course load is then compared to the standard course load expected for faculty at different ranks (e.g., assistant, associate, full) and in different kinds of faculty positions (tenure and tenure-track versus instructional lecturers). These dashboards help individual faculty members and departments assess if certain faculty members have teaching loads that are larger or smaller than what is expected based on the standard load. The dashboards also give credit to faculty members teaching courses that require extra effort.

## Example 1. Teaching Credit Dashboard

Rank	Faculty ID	100-Level	200-Level	300-Level	400-Level	Grad Seminar	New Course Preps	Course Release	Total Course Load	Standard Load
Assoc	F-1	1		1		1		1	3	4
Asst	F-2		1	1					2	2
Assoc	F-3	1		1	1			1	3	4
Asst	F-4	2				1	1	2	2	4
Senior Lecturer	F-5	2	2						4	6
Full	F-12					3		2	1	4
Full	F-13			1		1		2	0	4
Assoc	F-14			1		2	1	1	3	4
Lecturer	F-15	3	2	4					9	4

Rank	Faculty ID	100-Level	200-Level	Large Enrollment	Writing Intensive	Service Learning	Course Release	Total Course Load	Standard Load
Lecturer	F-1	1	3			1		5	6
Asst	F-2		1	1				2	2
Assoc	F-3	1		1	1		1	2	4
Full	F-4	2				1		3	4
Asst	F-5	2		1				3	2
Full	F-12		1	1			2	0	4
Assoc	F-13	2	1	1			2	2	4
Assoc	F-14	1	2	1			1	3	4
Senior Lecturer	F-15	3	2	4				9	6

Units may wish to count in their teaching dashboards whether faculty members had teaching assistants (TA), especially for large enrollment courses. A TA might be considered a resource and be counted against a faculty member's total course load (similar to a course release). On the other hand, supervision of TAs might be considered a wash and thus not counted.

In Example 2, we present a service credit dashboard. In the committee service matrix, each departmental, college, and institutional service committee is assigned an intensity category (low, medium, or high) based on the amount of effort associated with serving on the committee. The two subsequent dashboards present different ways the committee service matrix could be used to display and analyze department members' service commitments. In the bar chart, the average number of committees on which faculty members serve is calculated by rank (assistant, associate, and full). This dashboard allows individual faculty members and departments to benchmark faculty service, assessing whether faculty are doing more or less service compared to other faculty members at a similar rank. In the table, a points system is developed (low intensity committees = 1 point; medium intensity committees = 2 points; high intensity committees = 3 points + 1 point for chair). Based on this point system, each faculty member's total service load is calculated. This dashboard helps departments understand the total service contribution of each faculty member while taking into account the differences in effort required for different kinds of service work.

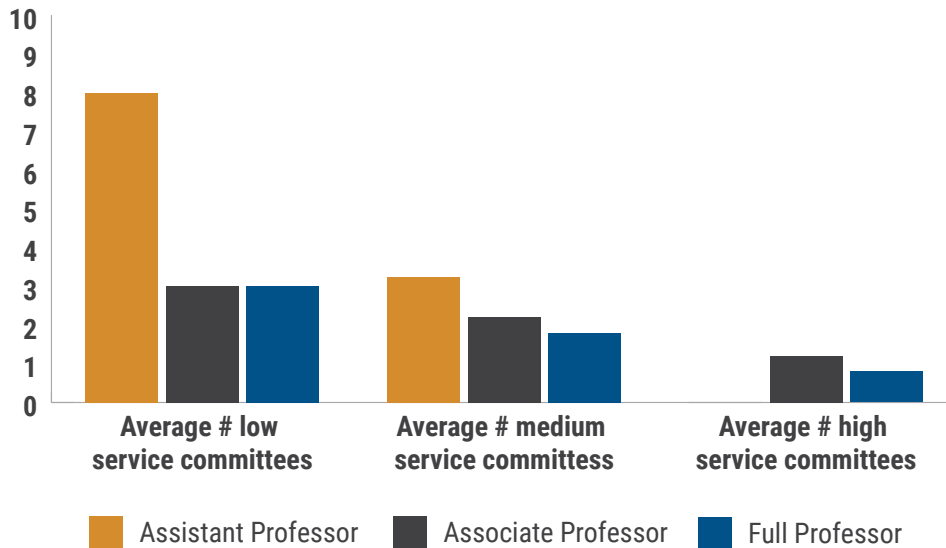
**Example 2. Service Credit Dashboard**

**Example: Committee Service Matrix**

Expected Time Commitment	Department	College	University
High	Merit/ Salary Review	Director or Assoc. Dean Search/ Review	Campus Promotion and Tenure Committee
	Graduate Admissions	Accreditation Review	Search Committee for Provost or Dean
	Faculty Search	Scholarship/Fellowship Selection	Provost/Senate Task Force or temporary ad-hoc task force
	Chair Search/Chair Review	College Committee Chair	Review of Executive-level Administrator
Medium	Undergraduate Recruitment	College Promotion and Tenure Committee	Chair of a Senate Committee
	Staff Search	Facilities Committee	Standing Campus Committee (Research Council, Sustainability Council, Living-Learning Review, etc.)
	Priorities/Strategic Planning	Awards Selection Committee	Faculty Board for General Education
Low	Technology Committee	College Administrative Council	Campus Senate
	IRB Committee	Diversity Committee	Senate Committee or Council
	Graduate Colloquium	College Senate	Graduate Council

**Example: Committee Service**

**Average Number of Committees Served for Academic Year 2015–16**



**Example: Calculating service based on hours spent per week for different service commitment**

Faculty	LOW (1 POINT)					MEDIUM (2 POINTS)				HIGH (3 POINTS + 1 for CHAIR*)						Total Comms	Total Service Load	
	Faculty Sponsor	Seminar Series	Curriculum, Enrollment & Distance Education Committee	Events committee	Handbook revisions	Promotion Tenure Review	Budget committee	Faculty Senate	Newsletter	Assessment Committee	Faculty Workload	MA Admissions	Search	Student Club	Undergrad Supervision			Grad Supervision
Number needed	1	1	4	2	2	3	3	3	2	6	6	7	4	1	1	1	47	
F-1			1							1					1		3	7
F-2																	0	0
F-3			1		1							1					3	6
F-4						1		1		1							3	8
F-5											1	1	1				3	9
F-6										1			1	1			3	9
F-7						1	1				1						3	7
F-8	1											1	1				3	7
F-9			1				1						1				3	6
F-10					1							1					2	4
F-11				1							1	1					3	7
F-12							1		1	1							3	8

\*chair indicated by yellow highlight.