

## TUGSA Weekly Workload Reports

Our contract specifies that our workloads should not exceed twenty hours per week, and the contract provides a mechanism for the review and remedy of excessive workloads. In order to enforce the contractual cap on workloads, TUGSA will pursue the workload review process aggressively, and individuals who anticipate their workloads exceeding twenty hours per week will need to document their work scrupulously.

To document your work, use the attached sheets to record the hours you spend performing the duties of your job. Log all relevant activities — e.g., in-class time, time spent developing lesson plans, office hours, time spent evaluating student work, office hours, etc.

In your log of time worked, record the time at which you begin a task or working session, the time at which you complete a task or working session, the length of the work session in hours (rounded down to the quarter-hour), the general category of work being performed (using the codes below), and brief notes recording some details of the work (e.g., specifying the number and nature of student assignments graded). The more precisely we are able to document exactly how much time it takes to complete exactly what job-related tasks, the stronger our case will be for the workload review process.

In the “Activity” blanks in the logs, use the codes below to categorize the work performed:

- C**    *In-Class Time*
- H**    *Office Hours*
- P**    *Lesson Preparation (including professional development, the development of syllabi, the maintenance of course web sites, the assembly of instructional materials, etc.)*
- G**    *Gradings (including all activities related to the evaluation of student work — e.g., reading and commenting upon ungraded drafts of student papers)*
- T**    *Ttoring (including all instructional time spent with students outside of scheduled class sessions and regular office hours)*
- R**    *Research*
- O**    *Other (describe in the log entry’s comments)*

If you have questions about maintaining the logs, or if you find you are routinely clocking in excess of 20 hours per week, contact the Grievance and Workload Review Committee at the union office: 215-235-0512.

# TUGSA Weekly Workload Report

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Day	Start of Work	End of Work	Hours <sup>†</sup>	Activity <sup>‡</sup>	Comments <sup>††</sup>
Sunday 8/11/02					
Monday 8/12/02					
Tuesday 8/13/02					
Wednesday 8/14/02					
Thursday 8/15/02					
Friday 8/16/02					
Saturday 8/17/02					
Weekly Total					

<sup>†</sup> Round down to the quarter-hour.

<sup>‡</sup> Use the following codes: **C** (in-class time), **H** (office hours), **P** (lesson preparation), **G** (grading), **T** (tutoring), **R** (research), **O** (other, described in Comments)

<sup>††</sup> Use this space to describe in detail the work performed (e.g., the number and nature of assignments graded).

# TUGSA Weekly Workload Report

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Day	Start of Work	End of Work	Hours <sup>†</sup>	Activity <sup>‡</sup>	Comments <sup>††</sup>
Sunday 8/18/02					
Monday 8/19/02					
Tuesday 8/20/02					
Wednesday 8/21/02					
Thursday 8/22/02					
Friday 8/23/02					
Saturday 8/24/02					
Weekly Total					

<sup>†</sup> Round down to the quarter-hour.

<sup>‡</sup> Use the following codes: **C** (in-class time), **H** (office hours), **P** (lesson preparation), **G** (grading), **T** (tutoring), **R** (research), **O** (other, described in Comments)

<sup>††</sup> Use this space to describe in detail the work performed (e.g., the number and nature of assignments graded).

# TUGSA Weekly Workload Report

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Day	Start of Work	End of Work	Hours <sup>†</sup>	Activity <sup>‡</sup>	Comments <sup>††</sup>
Sunday 8/25/02					
Monday 8/26/02					
Tuesday 8/27/02					
Wednesday 8/28/02					
Thursday 8/29/02					
Friday 8/30/02					
Saturday 8/31/02					
Weekly Total					

<sup>†</sup> Round down to the quarter-hour.

<sup>‡</sup> Use the following codes: **C** (in-class time), **H** (office hours), **P** (lesson preparation), **G** (grading), **T** (tutoring), **R** (research), **O** (other, described in Comments)

<sup>††</sup> Use this space to describe in detail the work performed (e.g., the number and nature of assignments graded).

# TUGSA Weekly Workload Report

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Day	Start of Work	End of Work	Hours <sup>†</sup>	Activity <sup>‡</sup>	Comments <sup>††</sup>
Sunday 9/1/02					
Monday 9/2/02					
Tuesday 9/3/02					
Wednesday 9/4/02					
Thursday 9/5/02					
Friday 9/6/02					
Saturday 9/7/02					
Weekly Total					

<sup>†</sup> Round down to the quarter-hour.

<sup>‡</sup> Use the following codes: **C** (in-class time), **H** (office hours), **P** (lesson preparation), **G** (grading), **T** (tutoring), **R** (research), **O** (other, described in Comments)

<sup>††</sup> Use this space to describe in detail the work performed (e.g., the number and nature of assignments graded).

# TUGSA Weekly Workload Report

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Day	Start of Work	End of Work	Hours <sup>†</sup>	Activity <sup>‡</sup>	Comments <sup>††</sup>
Sunday 9/8/02					
Monday 9/9/02					
Tuesday 9/10/02					
Wednesday 9/11/02					
Thursday 9/12/02					
Friday 9/13/02					
Saturday 9/14/02					
Weekly Total					

<sup>†</sup> Round down to the quarter-hour.

<sup>‡</sup> Use the following codes: **C** (in-class time), **H** (office hours), **P** (lesson preparation), **G** (grading), **T** (tutoring), **R** (research), **O** (other, described in Comments)

<sup>††</sup> Use this space to describe in detail the work performed (e.g., the number and nature of assignments graded).

# TUGSA Weekly Workload Report

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Day	Start of Work	End of Work	Hours <sup>†</sup>	Activity <sup>‡</sup>	Comments <sup>††</sup>
Sunday 9/15/02					
Monday 9/16/02					
Tuesday 9/17/02					
Wednesday 9/18/02					
Thursday 9/19/02					
Friday 9/20/02					
Saturday 9/21/02					
Weekly Total					

<sup>†</sup> Round down to the quarter-hour.

<sup>‡</sup> Use the following codes: **C** (in-class time), **H** (office hours), **P** (lesson preparation), **G** (grading), **T** (tutoring), **R** (research), **O** (other, described in Comments)

<sup>††</sup> Use this space to describe in detail the work performed (e.g., the number and nature of assignments graded).

# TUGSA Weekly Workload Report

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Day	Start of Work	End of Work	Hours <sup>†</sup>	Activity <sup>‡</sup>	Comments <sup>††</sup>
Sunday 9/22/02					
Monday 9/23/02					
Tuesday 9/24/02					
Wednesday 9/25/02					
Thursday 9/26/02					
Friday 9/27/02					
Saturday 9/28/02					
Weekly Total					

<sup>†</sup> Round down to the quarter-hour.

<sup>‡</sup> Use the following codes: **C** (in-class time), **H** (office hours), **P** (lesson preparation), **G** (grading), **T** (tutoring), **R** (research), **O** (other, described in Comments)

<sup>††</sup> Use this space to describe in detail the work performed (e.g., the number and nature of assignments graded).

# TUGSA Weekly Workload Report

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Day	Start of Work	End of Work	Hours <sup>†</sup>	Activity <sup>‡</sup>	Comments <sup>††</sup>
Sunday 9/29/02					
Monday 9/30/02					
Tuesday 10/1/02					
Wednesday 10/2/02					
Thursday 10/3/02					
Friday 10/4/02					
Saturday 10/5/02					
Weekly Total					

<sup>†</sup> Round down to the quarter-hour.

<sup>‡</sup> Use the following codes: **C** (in-class time), **H** (office hours), **P** (lesson preparation), **G** (grading), **T** (tutoring), **R** (research), **O** (other, described in Comments)

<sup>††</sup> Use this space to describe in detail the work performed (e.g., the number and nature of assignments graded).

# TUGSA Weekly Workload Report

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Day	Start of Work	End of Work	Hours <sup>†</sup>	Activity <sup>‡</sup>	Comments <sup>††</sup>
Sunday 10/6/02					
Monday 10/7/02					
Tuesday 10/8/02					
Wednesday 10/9/02					
Thursday 10/10/02					
Friday 10/11/02					
Saturday 10/12/02					
Weekly Total					

<sup>†</sup> Round down to the quarter-hour.

<sup>‡</sup> Use the following codes: **C** (in-class time), **H** (office hours), **P** (lesson preparation), **G** (grading), **T** (tutoring), **R** (research), **O** (other, described in Comments)

<sup>††</sup> Use this space to describe in detail the work performed (e.g., the number and nature of assignments graded).

# TUGSA Weekly Workload Report

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Day	Start of Work	End of Work	Hours <sup>†</sup>	Activity <sup>‡</sup>	Comments <sup>††</sup>
Sunday 10/13/02					
Monday 10/14/02					
Tuesday 10/15/02					
Wednesday 10/16/02					
Thursday 10/17/02					
Friday 10/18/02					
Saturday 10/19/02					
Weekly Total					

<sup>†</sup> Round down to the quarter-hour.

<sup>‡</sup> Use the following codes: **C** (in-class time), **H** (office hours), **P** (lesson preparation), **G** (grading), **T** (tutoring), **R** (research), **O** (other, described in Comments)

<sup>††</sup> Use this space to describe in detail the work performed (e.g., the number and nature of assignments graded).

# TUGSA Weekly Workload Report

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Day	Start of Work	End of Work	Hours <sup>†</sup>	Activity <sup>‡</sup>	Comments <sup>††</sup>
Sunday 10/20/02					
Monday 10/21/02					
Tuesday 10/22/02					
Wednesday 10/23/02					
Thursday 10/24/02					
Friday 10/25/02					
Saturday 10/26/02					
Weekly Total					

<sup>†</sup> Round down to the quarter-hour.

<sup>‡</sup> Use the following codes: **C** (in-class time), **H** (office hours), **P** (lesson preparation), **G** (grading), **T** (tutoring), **R** (research), **O** (other, described in Comments)

<sup>††</sup> Use this space to describe in detail the work performed (e.g., the number and nature of assignments graded).

# TUGSA Weekly Workload Report

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Day	Start of Work	End of Work	Hours <sup>†</sup>	Activity <sup>‡</sup>	Comments <sup>††</sup>
Sunday 10/27/02					
Monday 10/28/02					
Tuesday 10/29/02					
Wednesday 10/30/02					
Thursday 10/31/02					
Friday 11/1/02					
Saturday 11/2/02					
Weekly Total					

<sup>†</sup> Round down to the quarter-hour.

<sup>‡</sup> Use the following codes: **C** (in-class time), **H** (office hours), **P** (lesson preparation), **G** (grading), **T** (tutoring), **R** (research), **O** (other, described in Comments)

<sup>††</sup> Use this space to describe in detail the work performed (e.g., the number and nature of assignments graded).

# TUGSA Weekly Workload Report

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Day	Start of Work	End of Work	Hours <sup>†</sup>	Activity <sup>‡</sup>	Comments <sup>††</sup>
Sunday 11/3/02					
Monday 11/4/02					
Tuesday 11/5/02					
Wednesday 11/6/02					
Thursday 11/7/02					
Friday 11/8/02					
Saturday 11/9/02					
Weekly Total					

<sup>†</sup> Round down to the quarter-hour.

<sup>‡</sup> Use the following codes: **C** (in-class time), **H** (office hours), **P** (lesson preparation), **G** (grading), **T** (tutoring), **R** (research), **O** (other, described in Comments)

<sup>††</sup> Use this space to describe in detail the work performed (e.g., the number and nature of assignments graded).

# TUGSA Weekly Workload Report

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Day	Start of Work	End of Work	Hours <sup>†</sup>	Activity <sup>‡</sup>	Comments <sup>††</sup>
Sunday 11/10/02					
Monday 11/11/02					
Tuesday 11/12/02					
Wednesday 11/13/02					
Thursday 11/14/02					
Friday 11/15/02					
Saturday 11/16/02					
Weekly Total					

<sup>†</sup> Round down to the quarter-hour.

<sup>‡</sup> Use the following codes: **C** (in-class time), **H** (office hours), **P** (lesson preparation), **G** (grading), **T** (tutoring), **R** (research), **O** (other, described in Comments)

<sup>††</sup> Use this space to describe in detail the work performed (e.g., the number and nature of assignments graded).

# TUGSA Weekly Workload Report

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Day	Start of Work	End of Work	Hours <sup>†</sup>	Activity <sup>‡</sup>	Comments <sup>††</sup>
Sunday 11/17/02					
Monday 11/18/02					
Tuesday 11/19/02					
Wednesday 11/20/02					
Thursday 11/21/02					
Friday 11/22/02					
Saturday 11/23/02					
Weekly Total					

<sup>†</sup> Round down to the quarter-hour.

<sup>‡</sup> Use the following codes: **C** (in-class time), **H** (office hours), **P** (lesson preparation), **G** (grading), **T** (tutoring), **R** (research), **O** (other, described in Comments)

<sup>††</sup> Use this space to describe in detail the work performed (e.g., the number and nature of assignments graded).

# TUGSA Weekly Workload Report

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Day	Start of Work	End of Work	Hours <sup>†</sup>	Activity <sup>‡</sup>	Comments <sup>††</sup>
Sunday 11/24/02					
Monday 11/25/02					
Tuesday 11/26/02					
Wednesday 11/27/02					
Thursday 11/28/02					
Friday 11/29/02					
Saturday 11/30/02					
Weekly Total					

<sup>†</sup> Round down to the quarter-hour.

<sup>‡</sup> Use the following codes: **C** (in-class time), **H** (office hours), **P** (lesson preparation), **G** (grading), **T** (tutoring), **R** (research), **O** (other, described in Comments)

<sup>††</sup> Use this space to describe in detail the work performed (e.g., the number and nature of assignments graded).

# TUGSA Weekly Workload Report

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Day	Start of Work	End of Work	Hours <sup>†</sup>	Activity <sup>‡</sup>	Comments <sup>††</sup>
Sunday 12/1/02					
Monday 12/2/02					
Tuesday 12/3/02					
Wednesday 12/4/02					
Thursday 12/5/02					
Friday 12/6/02					
Saturday 12/7/02					
Weekly Total					

<sup>†</sup> Round down to the quarter-hour.

<sup>‡</sup> Use the following codes: **C** (in-class time), **H** (office hours), **P** (lesson preparation), **G** (grading), **T** (tutoring), **R** (research), **O** (other, described in Comments)

<sup>††</sup> Use this space to describe in detail the work performed (e.g., the number and nature of assignments graded).

# TUGSA Weekly Workload Report

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Day	Start of Work	End of Work	Hours <sup>†</sup>	Activity <sup>‡</sup>	Comments <sup>††</sup>
Sunday 12/8/02					
Monday 12/9/02					
Tuesday 12/10/02					
Wednesday 12/11/02					
Thursday 12/12/02					
Friday 12/13/02					
Saturday 12/14/02					
Weekly Total					

<sup>†</sup> Round down to the quarter-hour.

<sup>‡</sup> Use the following codes: **C** (in-class time), **H** (office hours), **P** (lesson preparation), **G** (grading), **T** (tutoring), **R** (research), **O** (other, described in Comments)

<sup>††</sup> Use this space to describe in detail the work performed (e.g., the number and nature of assignments graded).

# TUGSA Weekly Workload Report

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Day	Start of Work	End of Work	Hours <sup>†</sup>	Activity <sup>‡</sup>	Comments <sup>††</sup>
Sunday 12/15/02					
Monday 12/16/02					
Tuesday 12/17/02					
Wednesday 12/18/02					
Thursday 12/19/02					
Friday 12/20/02					
Saturday 12/21/02					
Weekly Total					

<sup>†</sup> Round down to the quarter-hour.

<sup>‡</sup> Use the following codes: **C** (in-class time), **H** (office hours), **P** (lesson preparation), **G** (grading), **T** (tutoring), **R** (research), **O** (other, described in Comments)

<sup>††</sup> Use this space to describe in detail the work performed (e.g., the number and nature of assignments graded).