

*Frequently Asked Questions and Answers (FAQ)  
Full-Time Workload*

**Q1 – While on a paid leave of absence (LOA), do I need to submit an electronic faculty workload (eFWL) form?**

***Answer:***

Yes, faculty on approved paid LOA are required to submit a workload form totaling 10.5 reassigned hours per semester on the e-FWL form under ***Other Duties #5***.

- Fellowship/Sabbatical/Scholar Incentive/Travia
- FMLA – Contact Human Resources regarding FMLA leave dates and procedures.

**Q2 – While on a paid leave of absence (LOA), am I allowed to work reassigned time?**

***Answer:***

No, reassigned time isn't allowed during a paid LOA. This also applies to Graduate Center appointments.

**Q3 – Are substitute faculty required to submit an e-FWL form via Lehman connect?**

***Answer:***

Yes, all full-time substitute faculty are required to submit an e-FWL form during the semesters they teach full-time.

**Q4 – How are workload hours calculated for tutorials?**

***Answer:***

- Faculty are credited 0.25 workload hours per undergraduate student. Workload hours for tutorials should not exceed assigned contact hours for the course.
- Faculty are credited 0.50 workload hours per graduate student. Workload hours for tutorials should not exceed assigned hours for the course.

**Q-5 Where do I place fall courses paid as an adjunct, for extra compensation on the e-FWL form?**

***Answer:***

Extra Compensation course are populated into the fall ***teaching*** area on the form; and must be moved by the instructor to the fall Extra Compensation area of the form. *Reminder* after relocating course(s) paid as an adjunct on the form, these class(s) must be deleted from the ***teaching*** area of form.

**Q6 – Where would I see my Intersession Courses on the e-FWL form?**

**Answer:**

- Intersession (winter) courses are populated into the spring teaching area of the Lehman Connect e-FWL form; and must be moved by the instructor to the intersession area of the form. *Reminder* after relocating intersession course(s) they must be deleted from the **teaching** area on the form.

Intersession course identifiers appear within the course section number i.e., ART 760 **IJ**IH

**IJ** (Winter)

**IH** (Hybrid)

**IA** (Online)

**Q7 – How do I record courses paid as extra compensation during the intersession?**

**Answer:** Select the applicable option from a drop down menu under Intersession Courses displaying two selections.

- Paid as Adjunct/Hourly (not counted toward annual workload)
- Part of Annual Workload (not paid as extra compensation, counts towards faculty's annual spring workload)

All Intersession (winter) courses are populated under the faculty members spring teaching load, once moved, these courses remain listed under Intersession Courses on the faculty members Lehman Connect e-FWL form. This includes intersession courses being applied to a spring annual workload. The system automatically calculates workload based on your selection above.

**Q8- How do I know, how many Graduate Center workload hours I have been assigned?**

**Answer:**

The Graduate Centers Provost office forwards the workload hours twice annually to Lehman's Provost Office. These hours are then shared with school Deans, for distribution to department chairs, to be shared with their GC faculty.

**Q9- How many Graduate Center (workload hours) for Doctoral Administrative activity and Instructional activity are assigned to faculty.**

**Answer:**

- In general faculty are credited with 0.6 hours per student to a maximum of 3.0 credit hour per dissertation supervision and independent study. However, each faculty member must confirm all Graduate Center workload hours with their department chair, or the school's faculty workload coordinator, as this activity varies depending in the assignment.
- Dissertation Supervision or Independent Study for the same student can only be credited for a maximum of six semesters, or the equivalent of three years, excluding those semesters in which the faculty member is on leave.