Faculty Services

View A Faculty Load Report

1) After login to the My.hofstra.edu portal, click the Hamburger icon ☰ and select

Faculty Services

General	
General	• Term Selection
Student Advisement Information	• Course Reference Number (CRN) Selection
	• Look-up Classes
	• Faculty Detail Schedule
	• Faculty Schedule by Day and Time
	• Faculty Final Exams Schedule
	• Full Class Roster
	• Brief Class Roster
	• Custom or Photo Roster
	• Last Date of Attendance (LDA) Roster
	• Final Grades (Main Campus)
	• Incomplete Grades Summary
	• LAW Electronic Gradebook
	• Office Hours
	• View active assignments
	• REACH Roster
	• Faculty Load Report
	• Faculty change of grade Request
	• Get Student Data
	• Degree Works

2) Under the General category Select Faculty Load Report

3) Select a term and click Submit.

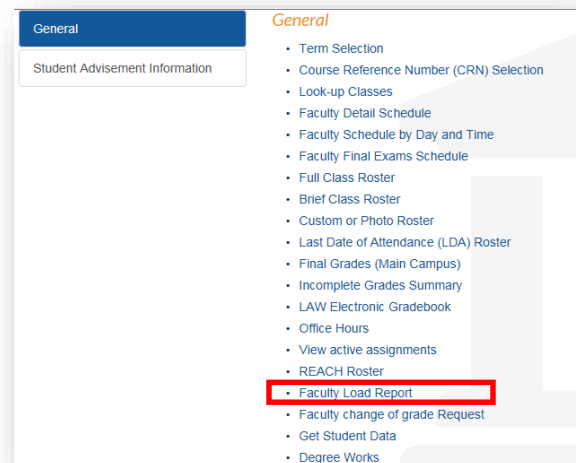**Select a Term:** Spring Semester 2011 ▼
Spring Semester 2011
January Session 2011
Medical School Fall 2010
Paralegal Fall 2010
Fall Semester 2010
Summer Session III 2010
Summer Session II 2010
Summer Session I 2010

Submit

RELEASE: 8.1

Note: The semester you choose will remain as your default semester until a different semester is chosen. Click the **TERM SELECTION** option from any menu to change the semester. You may choose any semester listed in which you have worked.

4) Select a Load Sequence # (Pay Date) and click SUBMIT.

NOTE: The latest load sequence# is the default. Use the drop down menu to choose an earlier date.

Select Load Sequence

Home > Faculty Services > Faculty Load Report > **Select Load Sequence**

John Q. Adams
Jul 13, 2011 01:33 pm
PRINT

Term   Fall Semester 2010
Select a Load Sequence # (Pay Date) 83 (15-MAR-2011) ▼

Submit

Select Term

RELEASE: 8.5   SITE MAP

Each tab categorizes your faculty load information.

IMPORTANT: Information listed under the LOAD PAY, COURSES and RELEASEDTIME/BANKED HOURS tabs represent SEMESTER information.

The INFO tab displayed here contains General Faculty Information.

5) The ANNUAL tab indicates projected and actual teaching load for the academic year, your current total banked hours, and owed hours.

OWED HOURS:
Owed hours represents the total hours owed from previous semesters:
It excludes current Under Load.

Please note that this total is only updated at the end of each academic year.

TOTAL BANKED HOURS:

This is your total cumulative amount of banked hours. Banked hours expire three (3) years from the time they are banked.

6) Under the LOAD PAY tab you will see semester based information.

Your TOTAL EXTRA or ADJUNCT PAY total for the semester is listed here. This amount is dispersed in pay periods throughout the semester.

ADJUNCT/FT OVERLOAD PAY:
(=Adjunct/Overload Rate * Adjunct Load or FT Overload).

For details on per capita pay and honors pay, see the COURSES tab.

HONORS OPTION PAY: Pay for honors option enrollment is not processed until the end of each semester after grades have been submitted and will not appear here until such time.

7) Under your COURSES tab you will see detail for onload, Per capita, and Honors pay for a specified semester.

See the link at the top of the page for per capita and honors pay/load equivalency calculations.

ONLOAD DETAIL: Detail of all courses paid on load. Courses with ISP codes may appear here if the system has converted them to meet load or if a faculty member has requested them to be paid onload. Conversion to onload is only possible for faculty with base load.

INDEPENDENT STUDY: Detail of all courses paid per capita.
Per Capita Load Equiv: All ISP courses have a load equivalency (=Total enrollment x faculty point x.5 x (fac. Load/stud. credit).
Compensation Per Course:
(= Total enrollment x per capita rate x faculty point x (fac. Load/stud. credit).

8) RELEASE TIME/ BANKED HOURS tab for a specified semester. For Banked Hours, a negative number in the HOURS column indicates that you have accrued banked hours for future use while a positive number indicates that you have used banked hours.

As per the current C.B.A., faculty may bank up to four (4) semester hours per semester for a maximum of nine (9) hours for up to three (3) years. Three (3) summer session credit hours can be banked once every year.

9) The PRINTER FRIENDLY VERSION tab displays a cumulative listing of all detail for each tab. Click the PRINT icon to print to your default printer.

Faculty are urged to review their load reports before the beginning of each semester and discuss any concerns or questions about the load report information with the chair of the department in which they are teaching.