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Institutional Effectiveness, Research, and Planning

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TO: Full-time Faculty
RE: Snyder Report: 2025-2026 Faculty Workweeks data

The Office of Institutional Effectiveness, Research, and Planning (OIERP) is requesting your cooperation in providing faculty workload and productivity information. This faculty data will inform portions of the **state mandated** Snyder Report.

The Snyder Report: The Public School Code Amendments (Act 61 of 2008) set forth requirements for state related institutions (Penn State University, Temple University, Lincoln University, and University of Pittsburgh) to submit “Instructional Output and Faculty Salary Costs of the State-related and State-owned Universities” data. This report, known as the Snyder Report, is submitted to the Pennsylvania General Assembly, as required by the annual appropriation acts for the State-related universities.

Snyder Report: Section 5- Faculty Workweeks

Undergraduate and Graduate Classroom Contact Hours (calculated by OIERP): Each faculty member’s classroom contact hours will be calculated from the official term schedules (as indicated in web advisor).

Class Preparation Hours (provide data in the table on the next page): Each full time faculty member provides an estimate of their average number of hours/week spent in weekly course preparation, all levels combined. Examples could include: preparing materials for lecture/classwork, developing and grading tests/quizzes/assignments, assessment responsibilities, etc.

Research Hours (provide data): Each full time faculty member provides an estimate of their average number of hours/week spent in weekly scholarly research. Examples could include: reviewing current research in the discipline, research grant proposal development and reporting, research planning, implementation and reporting, etc.

Other Hours (provide data): Each full time faculty member provides an estimate of their average number of hours/week spent in other university-related time including public service, student service and university support. Examples could include: office hours, release time, advising, committee work/meetings, mentoring, advising/mentoring student clubs and organizations, etc.

Example Table:

ACTIVITY	AVERAGE HOURS PER WEEK	
	Fall 2025	Spring 2026
Class Preparation Hours (faculty self-report)	16	12
Research Hours(faculty self-report)	6	8
Other Hours (faculty self-report)	10	9
Faculty Workweek Total: Average hours/week (calculated by OIERP)	32	29



Please complete and submit to oierp@lincoln.edu :

Academic Year: 2025-2026

NAME _____

DEPARTMENT _____

ACTIVITY	AVERAGE HOURS PER WEEK	
	Fall 2025	Spring 2026
Class Preparation Hours		
Research Hours		
Other Hours		

Thank you for your assistance.

Office of Institutional Effectiveness, Research, and Planning.