



Faculty Workload Assignment

Name of Faculty Member _____

Academic Year _____

Faculty Member's Status

Department Head
Tenured
Not Tenured, On Track

Visiting Assistant Professor
Lecturer
Other Full-Time
Part-Time

1. TEACHING / ADVISING

Baseline Teaching Load _____ Total Credit Hours

Justification of Baseline Teaching Load

Course Releases

Semester	Credit Hours	Justification

Actual Teaching Load (Baseline – Releases) _____ Total Credit Hours

A. Organized Courses

Fall Course Name	Course Number	Credit Hours	Delivery (online, hybrid, campus)	Marker, New prep, New Course

Spring Course Name	Course Number	Credit Hours	Delivery (online, hybrid, campus)	Marker, New prep, New Course

B. Academic Advising

Fall # of undergraduate students _____ # of graduate students _____

Spring # of undergraduate students _____ # of graduate students _____

C. Graduate Student Mentoring

Name	Program	Year	Project/Thesis/Dissertation	Semester(s)

D. Graduate Student Committees

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E. Undergraduate Student Mentoring

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2. RESEARCH/SCHOLARSHIP/CREATIVE ACTIVITY

Fall projects and goals

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Spring projects and goals

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3. SERVICE/ADMINISTRATION

Fall committees, projects, and activities

Department	
College	
University	
Profession	
Community	

Spring committees, projects, and activities

Department	
College	
University	
Profession	
Community	

SUMMARY

Area	Projected Percentage of Total Effort
Teaching/Advising	
Research/Scholarship	
Service/Administration	

SIGNATURES

Faculty Member _____ Date_____

Head / Director _____ Date_____

Dean _____ Date_____