

**YEARLY WORK ASSIGNMENT**  
**COLLEGE OF EDUCATION AND HEALTH PROFESSIONS**  
**UNIVERSITY OF ARKANSAS**

For work assignment purposes, 100 percent equals a full-time appointment for two semesters.

**Range of Effort Possibilities**

<u>Faculty Tenure Track</u>	<u>Non-Tenure Track and/or</u>
<u>(100%) University Funded</u>	<u>External Funding</u>

- A. Normally 60%, but can range from 0-80%.
- B. Tenure Track, but non-tenured faculty must have a minimum of 30% in research.

**Assumptions**

1. The minimum research expectation is for 10 percent of a full-time assignment.
2. The usual service expectation is for 10 percent of a full-time assignment.
3. Teaching a 3 credit hour course is equal to 10 percent of a full-time assignment.
4. The distribution of advising percent will be determined by each department.
5. Six student teachers in one semester (clinical supervision) equal 10 percent of a full-time assignment.
6. External funding or grants will alter work assignments based upon purchased percent of time.
7. Special assignments such as coordinating undergraduate or graduate studies, supervising student teaching, or clinical supervision will be assigned work percentages for administration or service depending upon numbers of students involved and other factors as appropriate.
8. Not all research, service or administrative responsibilities will be reflected in released time from teaching.
9. Work assignments for non-tenure track faculty will be consistent with positions held.
10. Non-tenured faculty will typically have minimal service and administrative assignments, if any.

A Yearly Example of Graduate Faculty on Tenure Track  
Teaching 9 Credits per Semester (Starting Point)

Teaching	18 credits	60 percent
Research		30 percent
Service		10 percent
Advising		<u>0 percent</u>
		100 percent

**General Special Assignment Guidelines**

Coordinator of UGS	50%
Coordinator of GS	50%



**RESEARCH EFFORT**

*Yearly Plans (List projected number of articles/books/presentations, etc.):*

Refereed articles to be submitted #	Non-refereed articles to be submitted #
Book manuscripts to be submitted #	Book chapters to be submitted #
International/national presentations #	Regional/state presentations #
Grant proposals to be submitted #	

Additional Plans:

**SERVICE EFFORT**

*Yearly Plans (List anticipated number of committees and note committees chaired):*

Departmental Committees #	College committees #
University Committees #	Professional committees #

Additional Plans:

**TOTAL YEARLY WORKLOAD ASSIGNMENT**

Faculty Signature	Date
Dept. Head Approval	Date
Dean's Approval	Date