

Name: _____
Department: Choose
Calendar Year: **2027**

Title: Choose
% Appointment: 100

TEACHING/ADVISING

Courses that are part of teaching %:

Spring Courses	Cr hrs to faculty	Summer Courses	Cr hrs to faculty	Fall Courses	Cr hrs to faculty
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Spring total cr hrs to faculty 0
Summer total cr hrs to faculty 0
Fall total cr hrs to faculty 0

Proposed Overload Courses (for extra pay) policy 407.0

Semester	Course	Cr hrs
Choose	_____	_____
Choose	_____	_____

Calculated % teaching--> 0

Additional teaching activities or reasons why teaching % is non-standard (e.g., grant buyouts, etc.). NTT faculty, list scholarly plans, if any.

Teaching/ Advising %

0

Teaching %

Advising %

Anticipated advisee numbers:

Anticipated student committee numbers:

Undergraduate # _____	Honors: _____	Member _____	Chair _____
Masters # _____	Masters: _____	Member _____	Chair _____
Doctoral # _____	Doctoral advisory: _____	Member _____	Chair _____
	Dissertation/Capstone: _____	Member _____	Chair _____

RESEARCH

Refereed article submissions
Refereed article publications
Book manuscript submissions
International/national conference submissions/presentations
Grants submitted/administered
Non-refereed articles
Book chapters
Regional/state presentations

☐
☐
☐
☐
☐
☐
☐
☐

Additional Plans:

Check if applies:

Program Coordinator	☐	Undergraduate Coordinator	☐
Internship/Clinical Coordinator	☐	Graduate Coordinator	☐
Assistant Director/Dept Head	☐	Director/Dept Head	☐

Additional Plans (list out committee names or additional roles you may serve):

Research %

SERVICE

of Committees:

Departmental	Member ☐	Chair ☐
College	Member ☐	Chair ☐
University	Member ☐	Chair ☐
Professional (state/regional)	Member ☐	Chair ☐
Professional (national)	Member ☐	Chair ☐
Professional (international)	Member ☐	Chair ☐

TOTAL YEARLY WORKLOAD ASSIGNMENT (must equal % appointment):

0

Faculty Signature
Dept. Head Approval
Dean's Approval

Date
Date
Date

Service %

Optional additional notes from the faculty member about workload assignment:

Faculty members enjoy significant flexibility in their work schedule and location. At the same time, faculty members' consistent on-campus presence and engagement are valued and expected by the University of Arkansas and the College of Education and Health Professions. On-campus engagement—beyond scheduled teaching of in-person courses—enhances the student experience, creates opportunities for unstructured collaborations, and promotes departmental and program effectiveness. Inconsistent campus presence leads to inequities by placing undue burdens on those consistently present on campus. Faculty presence on campus helps advance shared academic and administrative tasks and positively contributes to building a productive and innovative work culture.

This workload document is intended to provide a shared understanding of anticipated responsibilities for the calendar year. It serves as a planning guide for faculty members and academic leaders rather than a contractual agreement. Workload assignments may be revised to support the changing needs of programs, departments/schools, the college or the University. A signature indicates that the faculty has seen the document and has had the opportunity to discuss the anticipated with their department head or school executive director

Policies related to faculty work:

Academic Policy 1200.40
Academic Policy 1200.50
Academic Policy 1405.11
Academic Policy 1858.10
Faculty Handbook 2.2