

Name: _____ Department: _____ Calendar Year: _____

Title: _____ % Appointment: _____

TEACHING/ADVISING

Courses that are part of teaching %:			
	Cr hrs		Cr hrs
Spring Courses	to faculty	Fall courses	to faculty

Proposed Overload Courses (for extra pay) policy 407.0		
Semester	Course	Cr hrs

Teaching/
Advising %

Calculated % teaching -->

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

Teaching %

<i>Anticipated advisee numbers:</i>	<i>Anticipated student committee numbers:</i>		
Undergraduate #	Honors:	Member	Chair
Masters #	Masters:	Member	Chair
Doctoral #	Doctoral advisory:	Member	Chair
	Dissertation:	Member	Chair

Advising %

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:

Research %

SERVICE

	<u># of Committees:</u>	
Departmental	Member	Chair
College	Member	Chair
University	Member	Chair
Professional (state/regional)	Member	Chair
Professional (national)	Member	Chair
Professional (international)	Member	Chair

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):

Service %

TOTAL YEARLY WORKLOAD ASSIGNMENT (must equal % appointment):

Faculty Signature _____ Date _____

Dept. Head Approval _____ Date _____

Dean's Approval _____ Date _____