

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

Title: Choose % Appointment: 100

TEACHING/ADVISING

Courses that are part of teaching %:				Proposed Overload Courses (for extra pay) policy 407.0			Teaching/ Advising %
Spring Courses	Cr hrs to faculty	Fall courses	Cr hrs to faculty	Semester	Course	Cr hrs	
_____	_____	_____	_____	Choose	_____	_____	0
_____	_____	_____	_____	Choose	_____	_____	
_____	_____	_____	_____	Calculated % teaching --> 0			0
Spring total cr hrs to faculty 0 Fall total cr hrs to faculty 0				Additional teaching activities or reasons why teaching % is non-standard (e.g., grant buyouts, etc.). NTT faculty, list scholarly plans, if any.			Teaching % 0
Anticipated advisee numbers: Undergraduate # _____ Masters # _____ Doctoral # _____				Anticipated student committee numbers: Honors: Member _____ Chair _____ Masters: Member _____ Chair _____ Doctoral advisory: Member _____ Chair _____ Dissertation: Member _____ Chair _____			Advising % 0

RESEARCH

Refereed article submissions	☐	Additional Plans: 	Research % 0
Refereed article publications	☐		
Book manuscript submissions	☐		
International/national conference submissions/presentations	☐		
Grants submitted/administered	☐		
Non-refereed articles	☐		
Book chapters	☐		
Regional/state presentations	☐		

SERVICE

# of Committees:				Check if applies:				Service %
	Member	Chair						
Departmental	Member ☐	Chair ☐	Program Coordinator	☐	Undergraduate Coordinator	☐	0	
College	Member ☐	Chair ☐	Internship/Clinical Coordinator	☐	Graduate Coordinator	☐		
University	Member ☐	Chair ☐	Assistant Director/Dept Head	☐	Director/Dept Head	☐		
Professional (state/regional)	Member ☐	Chair ☐	Additional Plans (list out committee names or additional roles you may serve):					
Professional (national)	Member ☐	Chair ☐						
Professional (international)	Member ☐	Chair ☐						

TOTAL YEARLY WORKLOAD ASSIGNMENT (must equal % appointment):

0

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

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 member has seen the document and has had the opportunity to discuss the anticipated responsibilities 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