

Full time Faculty Workload Report

A Faculty Workload form must be completed and forwarded to your department chairperson **by the end of the third week of each semester.**

Please enter the following data in the appropriate spaces:

Enter complete course codes and section numbers for all courses taught as part of your full-time workload in section 1. (Do not list multiple position courses in section 1.)

Enter complete reassigned time information in section 2.

Add the total teaching hours in section 1 and the total reassigned time in section 2 for total workload in section 3.

Enter multiple position data, if any, in section 4.

If you have any questions regarding this form, please call

Ben O'Loughlin of HR at ext. 8302.



Human Resources

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FACULTY WORKLOAD REPORT

Semester _____ Year _____ Department _____

Name: _____ Rank: _____

1) TEACHING: Please list below course and section numbers of all courses taught as part of your full-time workload this semester and the teaching hours for each course. Do not include Multiple Positions here. List multiple positions in part 4, below.

Table with 2 columns: Course & Section no. and Teaching Hours. Contains 7 rows of blank entries.

TOTAL NUMBER OF TEACHING HOURS: _____

2) REASSIGNED TIME: Please list all reassigned time and project or assignment.

A) DEPARTMENTAL or ADMINISTRATIVE

Number of Hours _____ Project or responsibility _____
Number of Hours _____ Project or responsibility _____

B) GRANT FUNDED

Funding Source _____ RF # _____
Number of Hours _____ Project or responsibility _____

Funding Source _____ RF # _____
Number of Hours _____ Project or responsibility _____

TOTAL REASSIGNED TIME: _____

3) SEMESTER WORKLOAD:

Add total teaching hours + total reassigned time = SEMESTER WORKLOAD _____

4) MULTIPLE POSITION:

Course & Section no. _____ Teaching Hours _____

Signature of faculty/staff member _____ Date _____

Signature of Chairperson _____ Date _____