



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.

Course & Section no. _____	Teaching Hours _____
Course & Section no. _____	Teaching Hours _____
Course & Section no. _____	Teaching Hours _____
Course & Section no. _____	Teaching Hours _____
Course & Section no. _____	Teaching Hours _____
Course & Section no. _____	Teaching Hours _____
Course & Section no. _____	Teaching Hours _____

**TOTAL NUMBER OF TEACHING HOURS:** \_\_\_\_\_

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

A) **DEPARTMENTAL, ADMINISTRATIVE  
or UNTENURED FACULTY RESEARCH**

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