

### 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 contact hours for each course. Do not include Multiple Positions here. List multiple positions in part 4, below.

Course & Section no. _____	Contact Hours _____
Course & Section no. _____	Contact Hours _____
Course & Section no. _____	Contact Hours _____
Course & Section no. _____	Contact Hours _____
Course & Section no. _____	Contact Hours _____

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

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

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

Project or responsibility \_\_\_\_\_

Number of Hours \_\_\_\_\_

Project or responsibility \_\_\_\_\_

Number of Hours \_\_\_\_\_

Project or responsibility \_\_\_\_\_

Number of Hours \_\_\_\_\_

B) **SPECIAL PROJECTS:**

Funding Source \_\_\_\_\_ RF # \_\_\_\_\_

Project or responsibility \_\_\_\_\_

Number of Hours \_\_\_\_\_

Tax Levy       Grant Funded

Funding Source \_\_\_\_\_ RF # \_\_\_\_\_

Project or responsibility \_\_\_\_\_

Number of Hours \_\_\_\_\_

Tax Levy       Grant Funded

**TOTAL REASSIGNED TIME:** \_\_\_\_\_

3) **SEMESTER WORKLOAD:**

Add total contact hours + total reassigned time = \_\_\_\_\_

4) **Multiple Position:** Include activities in the Winter Session with Spring semester activities.

Course & Section no. \_\_\_\_\_ Contact Hours \_\_\_\_\_

Course & Section no. \_\_\_\_\_ Contact Hours \_\_\_\_\_

Course & Section no. \_\_\_\_\_ Contact Hours \_\_\_\_\_

\_\_\_\_\_  
Signature of faculty/staff member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chairperson

\_\_\_\_\_  
Date