



Human Resources

Borough of Manhattan Community College
The City University of New York
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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.

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

Select Sign yourself to sign

Signature of faculty/staff member

Date

Select Sign yourself to sign

Signature of Chairperson

Date