## **EAS Faculty Workload Plan**

## **Calendar Year \_\_\_\_\_\_\_**

### **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Percent appointment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Instructions:*Electronically submit your proposed Faculty Workload Plan (without signature) to the department chair by the last Friday in November.

The normal workload expectations for TT/T faculty is 50% (15 Cr) teaching, 30% research and 20% service, and for instructors it is 80% (24 Cr) teaching and 20% service. Your workload may be different based on employment contract, research buyout and other changes approved by the dean. You can request changes for approval by completing the Workload Request form. Please refer to department RPT document for evaluation criteria to aid in developing the proposed workload. By signing this contract, you understand that these plans do not necessarily constitute the standards and criteria against which you will be evaluated for the purposes of promotion and/or tenure.

***Workload Weighting***

*Teaching Research Service*

Percent: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

***Teaching Load Details***

(Spring, Summer and Fall)

 List courses and credit hours to be taught each semester:

***Offload Request Details***

(see guidelines backside of this page)

List details of offload request and credit hours needed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Signature Date

**Approval:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair Date Dean Date

**Purpose**:

The one-year workload plan is to facilitate departmental and college planning. Please refer to the EAS 2020 Strategic Plan and any departmental goals and workload guidelines.

**Process:**

Electronically submit your proposed workload (without signature) to the department chair by the last Friday in November. After discussion and revision (if necessary), the chair electronically submits the workload with his/her comments (without signature) to the dean by the first Friday in December. After discussion and revision (if necessary), the dean adds his/her comments. The final document with signatures of the faculty member, the chair and the dean are to be filed with the college HR Director by third Friday in December.

**Offload Request Guidelines:**

For teaching, list courses with credits taking into account contractual, research buy-out, new course preparation and dissertation/thesis/independent study accumulated supervision offloads as well as additional teaching to reduce research and/or research workload percentages. Additional teaching can be supported with graders as needed. List by semester (spring, summer and fall).

For research, request offload due to grants in effect during the proposed workload CY, request offload due to grants in the past three years that supported graduate students and/or due to substantial publications (and interested in writing proposals for externally funded grants)

For service, request offload for special projects.