



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