

Worksheet for Determining Workload Adjustment/Job Description for Non-Tenure Stream Faculty

Last Name:		First Name, Middle Initial:	
College/School/Unit:		Effective Date: (mm/dd/yyyy)	
Academic Rank:		Effective Academic Year:	
Department:		Revised Date: (mm/dd/yyyy)	

Group 1 Courses Taught

Credit Hours - List number of credits. Each course should be listed individually. See examples below.	Course Prefix and Number. If crosslisted/dual listed, list both prefixes and/or number (ex: ECON/AG ECON 1010)	Group 1 - Select from the dropdown menu:	Notes
<i>3</i>	<i>MUSC 1000</i>	<i>1) Lecture</i>	<i>Team Teach</i>
<i>3</i>	<i>ECON/AG ECON 1010</i>	<i>1) Lecture</i>	
	Courses taught - credit hour total (Formula will automatically calculate.)		
	Teaching percentage (Formula will automatically calculate.)		

Course Release, including adjustments for Group 2 Courses

[Guidelines for adjusting teaching load \(Click here for guidance document\)](#)

Number of credits (insert number only) - see <i>examples</i> below	Select adjustment code from dropdown if Group 2 course estimate enrollment.	Estimated Enrollment if G2	Explanation for course release (include any G2 classes <i>e.g. Lesson, Internship, Readings, Clerkship, Practicum, Independent Study, Independent Research, Thesis Research, Dissertation Research, Continuing Registration</i>)
<i>1</i>	<i>ILT (Instructional Laboratory Teaching)</i>		<i>Laboratory section</i>
<i>3</i>	<i>NCT (Non-Classroom Teaching)</i>		<i>Supervises student in clinical setting</i>
<i>1</i>	<i>LCT (Large Classroom Teaching)</i>		<i>Course enrollment 100+</i>
Courses taught + Course release must equal 21 credit hours (Formula will automatically calculate.)			

Research/Creative Activity

Enter Activity/expectation

Percentage of workload %

Service (including outreach and statewide engagement)

Enter Activity/expectation

%

Advising

Enter Activity/expectation

Percentage of workload %

Clinical/Professional Practice

Enter Activity/expectation

Percentage of workload %

Extension (limited to College of Agriculture & Natural Resources only)

Enter Activity/expectation

Percentage of workload %

Administration

Enter Activity/expectation

Percentage of workload %

Other: Including Professional Development

Enter Activity/expectation

Percentage of workload %

Total percentage of all categories combined must equal 100%

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(Formula will automatically calculate. If total does not equal 100%, check to make sure you made appropriate adjustments to percentages and credit hours you manually inserted.)

If faculty member has joint appointment please check the box confirming that both units have reviewed and agree on the information provided above (e.g. SER).	
Electronic Signature (typed full name is acceptable)	I have reviewed my job description and understand the duties and expectations that have been assigned. I acknowledge that workload distribution may be modified in accordance with unit, college and university needs. sign or type name here:
Date signed (mm/dd/yy)	

1. Fill in email address name
2. Set to automatic Default email (make sure Outlook is selected)
3. Send/Submit **Mac and PC**

Mac and PC	Mac and PC	PC
<i>screen 1</i>	<i>screen 2</i>	<i>screen 3</i>
		