## 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)	<b>Group 1</b> - Select from the dropdown menu:	Notes			
3	MUSC 1000	1) Lecture	Team Teach			
3	ECON/AG ECON 1010	1) Lecture				
	ourses 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 e.g. Lesson, the Internship, Readings, Clerkship, Practicum, Independent Study, Independent Research, Thesis Research, Dissertation Research, Continuing Registration		
1	ILT (Instructional Laboratory Teaching)		Laboratory section		
3	NCT (Non-Classroom Teaching)		Supervises student in clinical setting		
1	LCT (Large Classroom Teaching)		Course enrollment 100+		
	Coverage towaht   Coverage release must	agual 21 a	redit hours (Formula will outomatically calculate)		
	Courses taught + Course release must	equal 21 c	redit hours (Formula will automatically calculate.)		
	Research/C	reative Ac	tivity		
Percentage of wo		%	and statewide engagement)		
Enter Activity/expe	· · · · · · · · · · · · · · · · · · ·	outreach a	and statewide engagement)		
		%			
	A	dvising			
Enter Activity/expe		9			
Percentage of wor	rkload	%			

## **Clinical/Professional Practice**

Enter Activity/expectation						
Percentage of workload	%					
Exte	nsion (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	%					

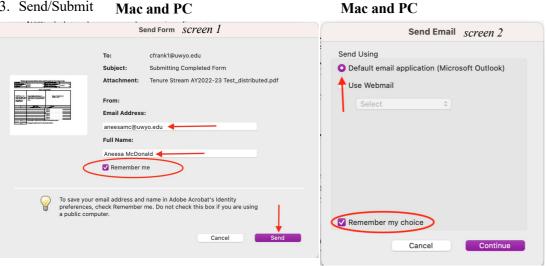
Total percentage of all categories combined must equal 100%

(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). I have reviewed my job description and understand the duties and expectations that have been Electronic Signature assigned. (typed full name is I acknowledge that workload distribution may be modified in accordance with unit, college and acceptable) 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



PC

