**FACULTY WORKLOAD PLAN**

Dean’s Approval

Initial/date

Initial/date

Initial/date

**Eberly College of Arts and Sciences**

**Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plan for: Academic Year** 20XX-20XX

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (e.g. Associate Prof., Clinical Prof., Teaching Assistant Prof, Senior Lecturer)

1. Assignment percentages per appointment letter (date: \_\_\_\_\_\_\_\_ ) or subsequent MOU (date: \_\_\_\_\_\_\_\_\_ ):

 Teaching \_\_\_\_\_\_ % Research \_\_\_\_\_\_ % Service \_\_\_\_\_\_\_ %

 Absent specification in appointment letter or MOU, the default for tenure track faculty is 40:40:20

2. Evaluation percentages for this evaluation period:

 Teaching \_\_\_\_\_\_ % Research \_\_\_\_\_\_ % Service \_\_\_\_\_\_\_ %

3. If different from appointment letter/MOU, reason for temporary adjustment:

Plan for this evaluation period:

|  |  |
| --- | --- |
| **Teaching** |   |
|  | Course No. | Credit Hours | Enrollment | Course Title |
| Fall Semester |  |  |  |  |
|  |  |  |   |  |
|  |  |  |   |  |
|  |  |  |  |  |
| Spring Semester |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Course Equivalent assignments:  |
| Other Teaching Efforts (Graduate Committees, Supervision, Advising, etc.):  |

**Research/ Scholarship** (Be Specific About Goals)

|  |  |
| --- | --- |
| **Service/****Administrative Responsibilities** | (Be Specific About Activities) Service involves the application of the benefits/products of teaching and research to address the needs of society and the profession, including service to the department, university, state, region, nation, and world. |

**Faculty Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chair’s Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: Areas of significant contribution for promotion and/or tenure are governed by the appointment letter and any subsequent MOUs. Performance-based raise calculations are based on evaluation percentages for the review period. Temporary adjustments must be approved by the Dean (upper right corner) prior to this form being filed in the faculty member’s personnel file. Annual evaluations consider the quality of work and the extent to which program, college, and university goals are met.

12/11