Workload Form Cover Sheet

Section 1—Name and rank/title, and department of faculty member

Section 2—Select whether this is the first plan done for the academic year, or if it is a revision of the existing AY plan

Section 3—Select the appropriate faculty type

Section 4—Select the appropriate term of appointment (summer session not included)

Instructional Activity: Collective Bargaining Agreement 13.3.1
Section 1 – This table should be used for scheduled activities. Additional sheets may be attached as needed.

- Quarter
  - Identify the appropriate quarter for the instruction or instruction service being performed

- Unit Type
  - This will be either:
    - I for Instructional
    - IS for Instructional Service, such as;
      - non-credit educational programs (on-campus or elsewhere)
      - supervision and management of teaching facilities
      - other activities benefiting students’ academic development

- Subject (Course Prefix)
  - Matches the subject section for the class, as used in SAFARI
    - Ex: COM for Communication

- Catalog Number
  - Matches the catalog numbers for the class, as used in SAFARI
    - If the class is not yet set up in SAFARI, enter the new number. The system will flag it for review.

- Course Type
  - For example; Lab, Lecture, Studio, Seminar

- Credits
  - Number of credits associated with this instruction/service

- Shared
  - Note whether or not this is a shared teaching appointment.
  - Enter the names of other instructors in the space provided below the graph

- Workload Units
  - Number of workload units associated with this instruction/instructional service
  - If this a shared appointment, enter in the number of workload units this faculty member is responsible for

Approved as of 04/18/06
Section 2 – Other Instructional Activities

- Fill in anything that is appropriate, including:
  - Instructional time that is being reassigned for any reason
  - Library Services (Please enter “Library Services” in this space)

Section 3 – Externally-funded release time for instructional activities

- Please note the workload units being purchased, and include additional information in the Description of Activities area.

Scholarship (Research/Creative Activity): Collective Bargaining Agreement 13.3.2

- Description of Activities and Products
- Externally-funded release time for scholarship
  - Please note the workload units being purchased, and include additional information in the Description of Activities area.

Service: Collective Bargaining Agreement 13.3.3

- Description of Activities and Products
- Externally-funded release time for service
  - Please note the workload units being purchased, and include additional information in the Description of Activities area.

Steps for approval:
1. Faculty member agrees
2. Chair or Department Head recommends
3. Dean or Director approves
4. Provost approves overloads and contract extensions

Approved as of 04/18/06