Annual Performance Review and Post-tenure Review (APR-PTR)

Summary of Faculty's Workload Assignment

for

Calendar Year 2015

Per COH APR/PTR Criteria: 3.2 "The expectation is that the workload for most faculty members will be as follows: 40 percent devoted to teaching, 40 percent to research/creative activity, and 20 percent to service.” 3.4 “In some cases faculty members will have responsibilities that differ from the 40-40-20 norm; for example, when they are on sabbatical or leave, have significant administrative assignments, or make other arrangements with the department or program head. When faculty have such arrangements, the formula for arriving at an overall score will be adjusted accordingly.” 3.5 “Any negotiated variation from the 40/40/20 allocation should be noted and explained in the annual review of each faculty member.” 3.6 “The information specified in items 3.4 and 3.5 will be made available to the college committee when conducting the dean’s level audit.” Per COH APR/PTR Procedures: “A copy of the signed agreement between the department head and the faculty member, specifying the faculty member’s academic responsibilities for that calendar year” (3.2.1) should be provided (see Procedures 3.0 Initiating the Annual Performance Review/Post-tenure Review Process).”

Please fill out accordingly:

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<th>Spring 2015</th>
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<th>Fall 2015</th>
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<td>Other</td>
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PLEASE NOTE: Split-appointment faculty should also attach a copy of their “Checklist for Shared Appointments” documenting how their workload is divided between their units.

Comments: ______________________________________________________

_________________________________________________________________

Signatures:

PRIMARY UNIT: ___________________________________ Date: __________

Signature, Department Head

SECONDARY UNIT (in cases of split appointment): ______________________ Date: __________

Signature, Department Head

I agree with the foregoing summary of my workload assignment.

Signed: ___________________________________ Date: __________

Faculty Member

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COH AUDIT 2015