

Department of _____
Faculty: _____

Summary of Faculty's Workload Assignment
for
Calendar Year 2019

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."

Please fill out accordingly:

Spring 2019

Fall 2019

Teaching: _____ %
Research/creative activity: _____ %
Service: _____ %
Other: _____ %

Teaching: _____ %
Research/creative activity: _____ %
Service: _____ %
Other: _____ %

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
