Tennessee Board of Regents (TBR) policy obligates all faculty members for service of no less than 37.5 hours per week on behalf of the University on- and off-campus. During the regular fall and spring semesters a minimum of 30 of these hours, including class hours, must be scheduled each week on campus or official educational sites. Academic year appointments include no obligation for or guarantee of summer session employment.

Policies regarding hours during which faculty members are available for conferences with students will be set within individual departments in consultation with the department chair. Faculty members are expected to establish, publicize, and maintain scheduled office hours during which they are available to students for conferences and special instruction. Each faculty member is expected to maintain an adequate number of such hours in addition to the regular teaching load and other working hours and to post the scheduled conference hours. Office hours policies are applicable for faculty when teaching in the summer session as well as the regular academic year.

For the purpose of determining faculty workloads, TBR policy defines a full faculty load as 15 credit hours of undergraduate teaching per semester, or the equivalent, or 12 credit hours of graduate teaching per semester, or the equivalent. University faculty usually carry 12 credit hours of undergraduate or 9 credit hours of graduate teaching with 3 credit hours of equivalency for other activities for which faculty are responsible including advising, administration, research/creative activity, institutional/public service or other professional service associated with the profession. If in some cases a full-time faculty member does not provide services that justify the granting of any approved reassigned time from teaching, then that person is required to carry 15 hours of undergraduate or 12 hours of graduate instruction in keeping with the terms of the governing board’s policy on faculty workloads.

The Office of the University Provost is responsible for the development of workload policy and associated staffing formula, collection and analysis of workload data, and assurance
of comparable workload reporting among departments and across college lines. Additionally, the Office of the University Provost makes decisions regarding exceptions to these guidelines and periodically updates the policy and related staffing formula as needs arise.

Staffing to meet workload requirements is the responsibility of the University Provost. New instructional positions are requested by the department chairs and deans as a part of the budgetary process and are justified primarily upon student credit hour production. The University Provost makes staffing recommendations to the President who approves the positions and their funding and authorizes the filling of the positions. The President’s approval is subject to Tennessee Board of Regents approval.

While the department chair is responsible for making faculty workload assignments, guidelines must be followed that will assure reasonable consistency in making workload determinations among all departments and among all faculty in individual departments. Regardless of how a department chair may elect to distribute faculty workloads among the functions of instruction, advising, administration, research/creative activity, institutional/public service and other professional service, positions allocated to the departments for those purposes are allocated on the basis of student credit hours produced. Attachment A includes the methodology and staffing profile used for allocating faculty positions to departments. It is the responsibility of the department chair to see that assignments are made in such a manner as to achieve departmental objectives and to distribute workloads on an equitable basis.

In accordance with TBR Guideline (A-052), the department chair, with the approval of the president or his/her designee, may assign a faculty member a reduced teaching load, with the balance of his/her assigned load consisting of approved advising, administration, research/creative activity, institutional/public service or other professional service. When this is done, however, the number of student credit hours produced by the department is the primary determinant of the number of faculty positions allocated to the department. Allocations of non-instructional assigned time should reflect the mission, goals and needs of the institution. Distribution of effort should be generally reported in amounts not less than a .75 credit hour
equivalency (5% of total 15 credit hour load) except for academic advising. Distributions of effort of less than this amount imply a precision that is not generally realistic.

The following guidelines are designed to permit the department chair the highest practicable degree of flexibility in making faculty workload assignments. Workload assignments should be determined by the department chair and discussed with each faculty member individually. Assignment of non-teaching responsibilities and workloads exceeding 15 credit hours, or the equivalent, is subject to the approval of the college dean. Each department will complete a summary of Non-Instructional Workload Assignments (Attachment B) each semester.

The Faculty Workload Report – Part B (Attachment C) is designed to record professional activities that will be the basis for the department chair’s determination of a faculty member’s total workload for each semester. This report requires the signature of the faculty member and the department chair. Distribution of effort reported on Part B should match the reported distribution of effort recorded in the Banner Faculty Load Module (Part A). The Faculty Load Module Term Analysis Report (Part A) is an electronic Banner reporting system that produces a workload report (example in Attachment D) for each faculty member each semester. The report includes both the instructional and non-instructional assignments for the faculty member reported in credit hour equivalencies. This report requires the approval of the faculty member, the department chair and college dean prior to submission to the Office of the University Provost.

Care should be exercised in the assignment and reporting of workload since these data are used both internally and externally for decision-making. The Office of the University Provost analyzes workload data for staffing considerations. Additionally, faculty workload data are reported nationally to the University of Delaware for the Delaware Instructional Cost Study. Benchmark comparisons of instructional costs by academic discipline and course level are developed using these data.
I. Instruction (Part A of Faculty Workload Report - (Banner Generated Form)

A. Typical Undergraduate Course

A typical undergraduate three-hour course will normally constitute 20% of a faculty member's workload of 15 credits, or the equivalent. It would not exceed 20% except as specifically permitted within the following guidelines. Preparations in excess of three regular academic courses per term are strongly discouraged. When a faculty member teaches several sections of the same course, the department chair may adjust the credit hour load of such courses. Likewise, a faculty member engaged in an active institutional service or research program and teaching courses with which he/she is quite familiar through repetition may request a workload adjustment to reflect more active involvement in the non-teaching activity. The department chair may accommodate this request, but not by more than 25% of the workload value of the course. For example, the credit for a typical three-hour course may not be adjusted lower than 2.25 hours. On the other hand, the chair may acknowledge courses requiring a high degree of individual instruction, preparation of courses being taught for the first time, or other instructional duties which require a more than average amount of effort by assigning additional credit. Not more than 25% of the value of the course may be assigned. For example, the credit for a typical three-hour course (with less than 48 students) may not be adjusted higher than 3.75 hours.

B. Graduate Courses

The department chair may assign a one-course load reduction for a graduate faculty member teaching one or more graduate (6000 level) courses. The department chair may assign a two-course load reduction for a graduate faculty member teaching one or more graduate (7000 level) courses.
C. **Honors Courses**

The department chair may assign up to 1.25 times the credit of an honors course.

D. **Courses with Contact Hours in Excess of Credit Hours**

For courses in which contact hours are greater than credit hours, such as lab, nursing clinical and studio courses, additional credit may be awarded when it can be demonstrated by the department chair that additional contact hours truly require greater effort on the part of the faculty member.

To adjust the credit hour load of a faculty teaching such a course, the number of contact hours in excess of the credit hours may be multiplied by a factor of 0.5 and then added to the credit hour value of the course. For example, a three-credit hour lab/studio course meets for six contact hours each week. The three additional contact hours exceeding credit hours may be multiplied by a factor of 0.5 and then added to the credit hour value of the course as shown below:

\[
6 \text{ Contact Hrs.} - 3 \text{ Credit Hrs.} = 3 \text{ Excess Hrs.} \times 0.5 \quad \text{Factor} = 1.5 \quad + \quad 3 \text{ Cr. Hr.} = 4.5
\]

ACH

E. **Classes with High Enrollment**

Setting quantitative cut points at the University level to determine when a faculty member gets additional credit for a course with high enrollment is fraught with potential unfairness. Since the teaching of a large enrollment class (minimum of 48 students) may require increased faculty time and effort, depending on pedagogical methods employed, the department chair may recommend to the dean additional credit for such teaching, weighing such variables as additional preparation required, increased numbers of papers to be read, outside of class assistance provided to students, as well as the amount of assistance available from TA's or other staff. Where additional credit is warranted, factors greater than one may be used as multipliers. The maximum multiplier a chair may use
for large enrollment/non-traditional pedagogy courses is 2.0. The dean will establish college parameters for approving these adjustments.

F. **Off-Campus Courses**

The time involved in driving to and from off-campus sites, transporting supporting library materials and audio-visual aids, and counseling students may add appreciably to the normal workload of teaching the course on-campus. If the distance traveled and other conditions attending the delivery of an off-campus course justify it, the department chair may award up to a maximum of 1.25 times the credit of the course for a course taught greater than 25 miles from campus. A second course taught off-campus on the same day and at the same site would not qualify for additional credit.

G. **Classes with Less than Minimum Enrollment**

If a department chair is authorized to offer a course which has enrolled fewer than the minimum number of students normally required (viz., 15 lower division, 10 upper division, 8 at 6000 level, 6 at 7000 level), the workload credit which he/she awards should be appropriately adjusted.

H. **Student Teaching Supervision and Professional Counseling Program**

For student teaching supervision, a faculty member may be allowed .75 credit for each student teacher assigned, i.e., supervision of four student teachers would be equivalent to a three-hour credit assignment. For the professional counseling program, a faculty member may be allowed .75 credit for each student assigned, i.e., supervision of four counseling practicum or internship students would be equivalent to a three-hour credit assignment.
I. **Problems Courses, Practica, Independent Study, Cooperative Education, Service Learning, and Intern Supervision**

Courses which do not lend themselves to traditional classroom or laboratory methods but which must be taught in an individual, tutorial or consultative manner are credited to the faculty member on the basis of 0.1 credit for each SCH.

J. **Private Instruction in Music/Class Instruction of Instruments/Jazz Combos**

   a. Private Instruction - Courses providing private instruction in music will provide .33 credit hours per one-half hour of instruction or .33 credit for each enrolled student. Courses providing private instruction in music will provide .67 credit per one hour of instruction or .67 for each enrolled student. For junior and partial senior recital courses (MUAP 3800 and 4800), a faculty member is provided .17 credit per student. For the senior recital course (MUAP 4900), a faculty member is provided .34 credit per student. For the graduate recital course (MUAP 6670), a faculty member is provided .67 credit per student.

   b. Class Instruction of Instruments (Includes Piano with 6-10 students, Guitar with 6 to 20 students, and Voice with 6 to 15 students) – One credit hour courses designed to provide individualized instruction in applied music in a group setting with 6 or more students, particularly for beginning and intermediate students, and meeting for two contact hours will be calculated for workload purposes as no more than two adjusted credits.

   c. Jazz Combos – Small jazz ensemble courses with 4 to 8 students awarding one hour of credit will be calculated as two adjusted workload credits in recognition of the preparatory, rehearsal and performance work required of the faculty member.
K. **Instructional Improvement Implementation**

Efforts to improve an individual faculty member's courses and/or teaching methodology are considered to be a part of one's normal teaching assignment. A faculty member assigned the task of developing a new academic program, or experimenting with new pedagogies or technologies to be officially adopted by the department may be given a workload assignment of up to a three (3) credit hour equivalency during the first semester of piloting the newly developed pedagogy or technology. Greater workload assignment must have the approval of the dean. Credit greater than a six (6) credit hour equivalency will require prior approval by the Office of the University Provost.

L. **Thesis/Dissertation Supervision**

Credit for supervising a significant number of graduate student theses or dissertations or undergraduate research/honor's theses may be granted to a faculty member only if he/she has been assigned official responsibility by the department chair. For thesis and dissertation supervision, a faculty member may be credited on the basis of 0.1 credit for each SCH. Once a faculty member formally supervises two (2) doctoral dissertations or five (5) master's theses to successful completion, the faculty member will be eligible for a one course release at a future time negotiated with the department chair.
II. **Non-Instructional Activities (Part B of Faculty Workload Report - Distribution of Effort)**

(Attachment C)

The allocation of faculty time to various non-instructional functions such as advising, administration, research/creative activity, institutional/public service or other professional service should reflect the mission, goals and needs of the institution.

In determining the credit hour equivalency for the allocation of faculty time to non-instructional functions, the following clock hour to credit hour conversion should be taken into consideration. The projected equivalency teaching time to be allocated should be determined by estimating the number of clock hours required for the effort/project.

- **50 clock hours = One credit hour**
- **150 clock hours = Three credit hours**
- **750 clock hours = Fifteen credit hours**

It is not necessary to record any activity that is less than .75 credit hours as this implies a precision that is not generally realistic. The designation of alternative professional assignments which are deemed equivalent to all or part of a faculty member's teaching load and approved as a work assignment standing in lieu of it requires the approval of the department chair and is subject to the approval of the college dean.

**NOTE:** Faculty members receiving reassigned research time (above and beyond the usual three hours provided faculty in reducing the 15 hour load requirement to 12 hours for advising, administration, research/creative activity, institutional/public service or other professional service associated with the profession) are not eligible to receive teaching overload compensation. Exceptions must be approved by the Office of University Provost prior to the assignment.
A. **Academic Advising**

Every faculty member recognizes that a certain amount of advising is part of one's work as a teacher. Answering students' questions, listening to their concerns and helping them with their class schedules, degree plans and other problems are complements to the classroom and, thus, parts of the ordinary workload. A department chair may award workload credit for this activity if students are officially assigned to a faculty member as active academic advisees, and a plan has been developed and submitted to the department chair for advising and counseling each of these students at least once during the semester. Workload credit may be awarded to a faculty member who is actively advising students using the following guideline:

\[
30 \text{ advisees} = 1 \text{ credit hour load}
\]

Demonstration of satisfactory advising is required to support the continuation of workload credit for advising.

B. **Academic Administration**

The workload assignment of a department chair or other faculty for administrative duties will be determined by the college dean and the University Provost. Factors to be considered are the size of the department, the departmental budget, the departmental institutional service and research effort (contracts and grants), and whether or not there are other members of the staff carrying part of the administrative load. Chairs may assign official workloads to faculty members for administrative responsibilities in the department (e.g., coordinators of graduate studies, coordinators of freshman English, coordinators of laboratories, etc.). The work assignment must be defensible as something which clearly supports the mission of the University and which cannot be accomplished through other, more economical means.
C. **Departmental Research and Creative Activity**

Included in this category are pure and applied research, creative writing, artistic productions (plays, operas, concerts, exhibitions, etc.) and other scholarly endeavors related to a faculty member's area of interest and expertise. This research/creative activity does not include such activities as reading and experimentation performed primarily as preparation for teaching, which are defined as a part of Instruction. The workload assignment in any semester will be determined by the department chair and will be based on a qualitative evaluation of a faculty member's past productivity and the potential of the proposed work. **The faculty member will make a written progress report each semester on the research/creative activity for which workload assignment has been made.** Copies of significant reviews, critiques, programs, recordings, artistic productions, etc. will be helpful to the department chair as he/she makes an assessment. The continuation of workload assignment for research/creative activity in subsequent semesters will depend upon the extent to which the research/creative activity is productive.

The chair may assign research workloads up to a three (3) credit hour equivalency without other approval. Research workloads greater than this will require prior approval of the dean. Research workloads greater than a six (6) credit hour equivalency will require prior approval of the University Provost.

D. **Institutional/Public Service – Activities External to the University**

Workload assignments for institutional service can be made only when such service is an accepted responsibility of the University. Workload assignments may include (but are not limited to) work with professional associations, governmental agencies, public schools, business and industrial organizations, health services, etc. **Workload assignments may not include membership in or ordinary personal involvement with professional organizations, civic clubs, church**
groups, etc., nor may they include any kind of service for which extra compensation is paid the faculty member. The workload assignment in any semester will be determined by the department chair and will be based on a qualitative evaluation of a faculty member's past productivity and the potential of the proposed work. **The faculty member will make a written progress report each semester on the institutional/public service for which workload assignment has been made.** Copies of significant reviews, critiques, etc., will be helpful to the department chair as he/she makes an assessment. The continuation of workload assignment for institutional/public service in subsequent semesters will depend upon the extent to which the service is productive.

If the department chair agrees that a faculty member's service to a recognized group is an accepted responsibility of the University, a workload assignment up to a three (3) credit hour equivalency can be made without other approval. Granting of greater workload assignments will require the prior approval of the dean. Institutional service workloads greater than a six (6) credit hour equivalency will require prior approval by the Office of the University Provost.

Non-credit instruction may constitute a portion of a faculty member's assigned workload in this category provided the faculty member does not receive extra compensation for this instruction.

E. **Other Professional Activities**

1. **Instructional Improvement.** Efforts to improve an individual faculty member's courses and/or teaching methodology are considered to be a part of one's normal teaching assignment. A faculty member assigned the task of developing a new academic program, or experimenting with new pedagogies or technologies with a view toward departmental implementation may be given a workload assignment of up to a three (3)
2. **Committee Work or University Activities.** Faculty participation in the work of committees is generally recognized as the appropriate mechanism through which faculty contribute to the decision-making processes of the university. While the value of collective faculty participation in committee work can hardly be overstated, individual participation varies widely from one committee to another depending on the work scheduled by the committee and the level of interest of a given faculty member. Workload credit is limited to the presidency of the Faculty Senate (9 credit hours), secretary of the Faculty Senate (3 credit hours), membership on the Liaison Committee (.75 credit hours), and membership on other university committees (applying a standard of .75 credit hour equivalency workload credit for total time devoted to all committee work that averages two hours per week). Faculty members devoting an inordinate amount of time to official university activities (e.g., band, theatre, debate, etc.) may be given workload assignments by the department chair. Faculty members working with student groups, which relate to the department or discipline, in an advisory or supervisory capacity may also be included in this category.

Add to these uncertainties the realization that the chair must annually evaluate the performance of faculty in each workload assignment. The variation in level of activity among committees and the variations in individual participation of a committee have led to the conclusion that the desired degree of consistency in awarding credit for committee work is not likely to be achieved. The difficulty of developing criteria and procedures for evaluating individual performance on committees and the
tedium of applying evaluation procedures to workload percentages of the low order of magnitude expected for committee assignment have led to a similar conclusion regarding the subsequent evaluation of faculty performance on committees.
Each year the number of faculty positions allocated to a department is based upon the recommendations of the University Provost with the approval of the President. While the allocation may vary with the amount of state appropriations and that portion of the appropriations which is allocated to the MTSU budget for instruction and departmental research, the number of faculty positions allocated to a department is primarily a function of the student credit hours produced in the Fall semester.

The basis for computation, subject to change to accommodate changes in funds available, is one faculty position per 375 lower division SCH, one for 325 upper division SCH, one for 187 SCH lower division honors, one for 192 student teaching, and one for 162 graduate level and upper division honors course SCH, adjusted in the following manner:

Labs, studios, clinics, etc. designed and approved for 13 or more students.

Add 1/2 credit hour for each contact hour above the credit hour value of the course. Examples:

- 1 credit/2 contact hr. = 1.5 credits
- 1 credit/3 contact hr. = 2.0 credits
- 3 credit/6 contact hr. = 4.5 credits

Labs, studios, clinics, etc., designed and approved for 12 or less students.

Equate contact hours directly to contact hours. Examples:

- 2 contact hrs. = 2 credits
- 3 contact hrs. = 3 credits

Private music lessons, internships, and other instruction designed and approved as one-on-one instruction.

Each student will yield 2 SCH per credit hour. Examples:

- Each student in 1 credit hour course yields 2 SCH
- Each student in 2 credit hour course yields 4 SCH
It is recognized that some departments must be granted exceptions in order to fulfill their approved objectives. The student credit hour productivity required to grant these exceptions will be distributed as equitably as possible among other departments.

After faculty positions are allocated, it is the responsibility of the department chair to see that assignments are made in such a manner as to achieve departmental objectives and to distribute loads on an equitable basis.
Staffing Profile for Fall ______

Department:

I. FTE Faculty Earned by Application of Staffing Formula:

A. FTE Earned from SCH Generated:
   1 Lower Division: 375 = 0.00
   1a. Lower Division/Honors: 187 = 0.00
   1b. Lower Division Online: 300 = 0.00
   2 Upper Division: 310 = 0.00
   2a. Upper Division/Honors: 162 = 0.00
   2b. Upper Division Online: 300 = 0.00
   3 Graduate (5000/6000; includes online): 150 = 0.00
   4 Graduate (7000; includes online): 0 100 = 0.00
   5 Student Teaching: 0 192 = 0.00
   6 EXL Courses (all levels): 0 300 = 0.00
   7 Research, Thesis, and Dissertation (all levels): 0 100 = 0.00
   Total SCH: 0

   Total FTE Earned from SCH Generated: 0.00

B. FTE Earned from Labs (if applicable):
   1 Lower Division: 0 336 = 0.00
   2 Upper Division: 0 310 = 0.00
   3 Graduate: 0 150 = 0.00

   Total FTE Earned from Labs (if applicable): 0.00

C. FTE Earned from Majors (Advisees): 450 = 0.00

Total FTE Faculty Earned for Staffing Purposes (Sum of A, B & C) 0.00

II. Actual FTE Faculty Employed in Fall Semester:

A. Number of Full-Time Faculty: 0.00
   1 Tenured
   2 Tenure-Track
   3 Temporary

B. Adjunct Faculty (No. Hrs. Taught /15): 0 15 = 0.00
   No. FTE SACS Qualified GTAs (Credit Hours/15): 0.00 15 = 0.00

   Subtotal FTE Faculty Employed for Fall Term (Sum of A & B): 0.00

C. Approved Non-Instructional Activity Time - 0.00
   1 Academic Administration Allotment: 0.00 15 0
   2 College: 0.00 15 0
   3 University: 0.00 15 0

D. Total Faculty Positions Loaned to Department for Fall Term - 0.00

   Subtotal FTE Faculty Available to Teach Fall Term 0.00

III. Number UNFILLED Faculty Positions, Fall Term 0.00

Number OVERSTAFFED OR UNDERSTAFFED (II minus I) 0.00

TOTAL REQUESTED NEW FACULTY POSITIONS, FY_______ _
Departmental Summary of Non-Instructional Workload Assignment  
Teaching Equivalency Time Provided

This form will document on a teaching load equivalency basis the percentages of effort reported on the faculty workload report for all categories except instruction. Do not report the 3 credit hours of equivalency load generally provided faculty for advising, administration, research/creative activity, institutional/public service or other professional service associated with the profession. This is reported on Part B of the workload report.

Examples of non-instructional workload assignments include: chair administration, undergraduate program coordinator, facility/scheduling coordinator, student organization sponsor, editor for professional journal, faculty research/public service grant, and university committee work.

For all graduate faculty receiving a reduced instructional workload, the non-instructional workload assignment should be reported as AURC in the category column. For all faculty receiving a reduced teaching load for departmental research (and the faculty member is not teaching a graduate course), the non-instructional workload assignment should be reported as WDPR in the category column.

Faculty with no teaching load assignment, such as Chairs of Excellence and NIA grant recipients, should be included on this form. Non-instructional workload for Chairs of Excellence should be distributed among the applicable categories and NIA grants should be reported as AURC in the category column.

Department:  
Term:  

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Graduate Faculty</th>
<th>Non-Instructional Workload Assignment</th>
<th>Category</th>
<th>Credit Hr. Equiv.</th>
<th>FTE*</th>
</tr>
</thead>
</table>

*Hours divided by 15 = 1 FTE

Categories:
- WADV - Academic Advising
- WPSV - Sponsored Service
- WSPS - Non-sponsored Service
- AURC - University Research/Creative Activity
- WDPR - Departmental/College Research/Creative Activity
- WSER - Other Professional Activities
- WSPR - Sponsored Research (Externally Funded)
- WAIR - Academic Instruction

Note: The faculty member will make a written progress report each semester on the research/creative activity or institutional/public service for which workload assignment has been made.
Part B of the Faculty Workload Report is designed to record professional activities that will be the basis for the department chair's determination of a faculty member's workload (15 credit hours) for the semester. MTSU policy requires a faculty member to spend at least 30 hours per week engaged in on-campus activities. Part B should be completed by each full-time faculty member and should include specific activities in each applicable category. An estimate of the time (expressed in credit hour equivalency) devoted to each activity should be recorded. It is not necessary to record any activity that is less than .75 credit hours. The department chair will meet with each faculty member to review and approve the workload plan. The faculty member will make a written progress report each semester on the research/creative activity or institutional/public service for which workload assignment has been made. Faculty Workload - Part B is to be attached to Faculty Workload Report - Part A, and is maintained in the Office of the University Provost.

1. Instruction
   a. Course Instruction -
      Adjusted workload credit hours
      (Do Not List Specific Courses - Teaching load is recorded on Part A)

   b. Instructional Support (AINS)
      Faculty estimate of workload credit hours
      [A faculty member who is assigned to maintain instructional equipment
       may have credits under equipment maintenance, for example.]

**LIST SPECIFIC COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hrs</th>
<th>Description</th>
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<tbody>
<tr>
<td>Accompaniment (Music) (ACCY)</td>
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<td>Course Revision (CRRV)</td>
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<td>Curriculum Development* (CUDV)</td>
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<td>Equipment Maintenance (EQMT)</td>
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<td>Lab Preparation (LBPR)</td>
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<td>Other (Ex: New Course Prep) (OTIS)</td>
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* A faculty member assigned the task of developing a new academic program, or experimenting with new pedagogies or technologies to be officially adopted by the department may be given a workload assignment of up to 3 credit hours during the first semester of piloting the newly developed pedagogy or technology.
c. Sponsored Instruction (ASPI)

Faculty estimate of workload credit hours

(Examples include: Middle East Studies, Concrete Industry Match, Match, National Writing Project, MT Colors, Middle TN Writing Project, STEPping UP Undergraduate Research, Plasma Mass Spectrometer, Solid Works Software, etc.)

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<th>Credit Hrs</th>
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2. Academic Administration (WADM)

Faculty estimate of workload credit hours

[Instructor/coordinator type faculty may have credits in Lab Coordination, for example.]

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<th>Credit Hrs</th>
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3. Academic Advising (WADV)

Number of Students

Faculty estimate of workload credit hours

NOTE: Assignment Type = (ACAV)
4. **Research/Creative Activity**  
(Departmental, Sponsored and University)

a. Departmental/College Research/Creative Activity (WDPR)  
Faculty estimate of workload credit hours  
**PROVIDE DETAIL BELOW**

<table>
<thead>
<tr>
<th>Artistic Productions (ARPR)</th>
<th>Credit Hrs</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Creative Writing (CRWR)</td>
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<td>Pure and Applied Research (PAAR)</td>
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<tr>
<td>Scholarly Endeavors (SCEN)</td>
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<tr>
<td>Other (OTDR)</td>
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</table>

Provide details of designated research goal for this semester:

b. Sponsored Research (Externally Funded) (WSPR)  
Faculty estimate of workload credit hours  
**LIST SPECIFIC GRANT TITLE**

<table>
<thead>
<tr>
<th>State (STAT)</th>
<th>Credit Hrs</th>
<th>Description</th>
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<tr>
<td>NASA (NASA)</td>
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<td>NIH (NIH)</td>
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<td>NSF (NSF)</td>
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<td>Other Federal (OTFD)</td>
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Provide details of designated research goal for this semester:

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<th>Credit Hrs</th>
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**c. University Research/Creative Activity (AURC)**

Faculty estimate of workload credit hours

PROVIDE DETAIL BELOW

<table>
<thead>
<tr>
<th>Credit Hrs</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

| FRCPC (FRCA) | | |
| Graduate Course Instruction (GRIN) | | |
| Grant Writing (supported by university funding) (GRWR) | | |
| Non-Instructional Assignment (NIA) | | |
| University Initiatives (REP, CARS, etc.) (UNIN) | | |
| Other (OTUR) | | |

Provide details of designated research goal for this semester:

<table>
<thead>
<tr>
<th>Credit Hrs</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

5. **Institutional/Public Service**

(Activities Outside of the University)

a. **Non-sponsored Service (WPSV)**

Faculty estimate of workload credit hours

Workload assignments for institutional service can be made only when such service is an accepted responsibility of the University. Workload assignments may not include membership in or ordinary personal involvement with professional organizations, civic clubs, church groups, etc., nor may they include any kind of service for which extra compensation is paid the faculty member.

PROVIDE DETAIL BELOW
<table>
<thead>
<tr>
<th>Category</th>
<th>Credit Hrs</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Community Partnerships (COPR)</td>
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<tr>
<td>Business &amp; Industrial Organizations (BUIO)</td>
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<td></td>
</tr>
<tr>
<td>Editor, Professional Journal (ERPJ)</td>
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<td></td>
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<tr>
<td>Government Agencies (GVAG)</td>
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<tr>
<td>Officer of Professional Organization (OOPO)</td>
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<tr>
<td>Professional Association (PRAS)</td>
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<tr>
<td>Academic Institutions (ACIN)</td>
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<tr>
<td>Other (Ex. Workshops) (OTNS)</td>
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<td></td>
</tr>
</tbody>
</table>

b. Sponsored Service (WSPS)

Faculty estimate of workload credit hours
(Examples include: TECTA, Consortium for Title IVE, Train FAA Aviation Safety Inspector, Waterworks, LEAP, Susan Milan Master Class)

**LIST SPECIFIC GRANT TITLE**

<table>
<thead>
<tr>
<th>Source</th>
<th>Credit Hrs</th>
<th>Description</th>
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<tbody>
<tr>
<td>State (STAT)</td>
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<tr>
<td>NASA (NASA)</td>
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<tr>
<td>NSF (NSF)</td>
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<tr>
<td>U.S. Dept. of Education (USDE)</td>
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<tr>
<td>Other Federal (OTFD)</td>
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<tr>
<td>Other (OTSS)</td>
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</table>

6. Other Professional Activities (WSER)

Faculty estimate of workload credit hours
(Instructional Improvement, Committee Work, and University Activities)

**PROVIDE DETAIL BELOW**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Credit Hrs</th>
<th>Description</th>
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<tbody>
<tr>
<td>Diversity Initiatives (DVIN)</td>
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<td>Faculty Mentor Program (FAMP)</td>
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<td>Faculty Senate Pres./Sec./Liaison Comm. (FCSN)</td>
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<tr>
<td>Fellowships/Internships (FWIN)</td>
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</tr>
<tr>
<td>Instructional Improvement (INIM)</td>
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<td></td>
</tr>
</tbody>
</table>
**Special Projects (SPPJ)**

**Student Organization Sponsor (STPS)**

**University Activities (Band, Theatre, Debate) (UNAC)**

**University Committee Work (UNCW)**

**Other (ONIS)**

**Leave of Absence (ALOA)**

Faculty estimate of workload credit hours
(Educational, Maternity, Military, Sick, etc.)

**Educational Leave (EDLV)**

**Maternity Leave (MALV)**

**Military Leave (MILV)**

**Sick Leave (SICK)**

**Other (OTLA)**

**TOTAL WORKLOAD**

(Must total 15 credit hours - overloads must have prior approval by the Dean)

---

*Last Revised: 8/15/08*
College: BA Basic and Applied Sci  Department: ABAS Agribusiness and Agriscience

Id: M123456789  Name: Doe, John

Status: AC Active  Category: FTFAFO Full-Time Professor


Staff Type: FT Full Time  Workload Rule: FT Full Time

***** College & Department Information *****

Home College

Department

Y  BA Basic and Applied Sci  ABAS Agribusiness and Agriscience

***** Instructional Assignment *****

<table>
<thead>
<tr>
<th>CRN</th>
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<th>Std</th>
<th>Adj</th>
<th>Res</th>
<th>Wkld</th>
<th>Weekly Contact Hours</th>
<th>Course FTE</th>
<th>P O</th>
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<tbody>
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***** Non-Instructional Assignment *****

<table>
<thead>
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<th>Type</th>
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<th>Workload</th>
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<th>TOPS</th>
<th>FTE</th>
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<tbody>
<tr>
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<td>CHAR</td>
<td>Chairperson</td>
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</table>

***** Workload Summary *****

Session Credit Hours: 6.000  Instructional Credit Hours: 6.000
Generated Hours: 117.000  Instructional Workload: 6.000
Weekly Contact Hours: 6.180  Non-Instructional Workload: 6.000
Term Contact Hours: 0.000  Total Workload: 12.000
Term FTE: 0.80