

Middle Tennessee State University

Part B – Faculty Workload Report (Tenured/Tenure Track/Specialized Track Faculty Only)

Note: Completion of Part B is not required for Full Time Temporary or Instructor Track faculty members

Faculty Member Information

Banner ID	Last	First	Middle	Rank
	Tenured	Tenure Track	Specialized Track Faculty: Clinical/Professional Practice Coordinator Research	

Department:

Term/Year:

Faculty Workload Unit (WU) Calculation:

Instructional WU - From Part A, Faculty Workload Report

Subtotal Instructional WU:

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Non-Instructional WU - Typical faculty duties (minimum 3.00 hours expected in these areas)

Instructional Support (AINS):

- Student Mentoring/Advising (ACAV)
- New Faculty Course Preparation (FAMP)
- Other Instructional Support (OTIS)

Academic Administration (WADM):

- Accreditation (ACCR)
- Chairperson (CHAR)
- Coordinator (COAA)
- Facilities/Lab/Technology Coordinator (COLB)
- Scheduler (SCHD)
- Other Academic Administration (OTAA)

Research and/or Creative Activity (AURC):

- Departmental Research/Creative Activity (OTDR)
- Sponsored Grants/Contracts (OTSR)
- University Funded Grants (OTUR)

Public and/or Institutional Service (WSER):

- Institutional Service (ONIS)
- Sponsored External Service (OTSS)
- Non-Sponsored External Service (OTNS)

Leave of Absence (ALOA):

- Educational (EDLV) enter EDLV type, ex.: Unpaid, Sabbatical, etc.
- Military (MILV)
- Sick/FMLA (SICK)

Subtotal Non-Instructional WU:

Excess Instructional WU Banked

Banked Instructional WU Expended

Total WU:

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* Instructional loads greater than 12.00 WU imply an overload to be paid or banked for a future term for tenured, tenure track, and specialized track faculty. Instructional loads greater than 15.00 WU imply an overload to be paid or banked for a future term for full time temporary faculty (instructor track and lecturer).

** Total WU (Instructional WU + Non-Instructional WU) must equal 15.00 hours minimum for all faculty types.