

Appendix II:

Template EXAMPLE

Individual Faculty Annual Workload Assignments

TEMPLATE: Individual Faculty Annual Workload Assignment

Academic Unit: Department of Underwater Fire Prevention (UWFP)

Academic Supervisor Approval Date:

Academic Supervisor: Jane Doe, Chair
(chair, director, dean, or equivalent)

Director/Dean Approval Date:

Workload Year: 2020 (Calendar Year)

Assignment Effective Date:

Faculty Member Signature and Acknowledgement Date:

Annual Individual Workload Assignment

Category of Work	Faculty Annual Assignment	Equivalent Workload Units	Workload %
<i>These are the fundamental categories of work to which SLU commits its faculty.</i>	This is a description of the specific work in each category that the individual faculty member has been assigned to by their supervisor (chair, dean, or equivalent).	This is an expression of the annual workload assignment, per work category, in terms of "workload units."	This is a statement of the assigned workload unit(s) expressed as a percentage of the total annual workload (100%). <i>NOTE: Round up from .5 and above; round down from .4 and below. 100% +/- 1% is acceptable.</i>
Teaching	UWFP 2000-03: Intro to UWFP (3 cr) UWFP 3679-03: Methods of UWFP (3 cr) UWFP 2100-01: Underwater Lab Experience (3 cr) UWFP 6800-05: Dissertation Supervision (1 cr) UWFP 6800-06: Dissertation Supervision (1 cr) UWFP 4250-01: Societal Context of UWFP (3 cr)	3.0 4.0 0.50 0.25 0.25 3.0	12.5% 17% 2% 1% 1% 12.5%

Scholarship, Research, and Creative Endeavor	Work on 2 journal articles	5.0	21%
	Work on 1 NSF grant application	3.0	12.5%
Service to the University	Advising 3 graduate students	0.5	2%
	Mentoring 12 undergraduate students	1.5	6%
	Chair of the College-Wide P&T Committee	2.0	8%
Professional Service	Treasurer of the National Association of UWFP Professionals	0.5	2%
Public Service	Board member, Friends of St. Louis Fire Protection	0.5	2%
Administration	n/a	n/a	n/a
Clinical Work	n/a	n/a	n/a
TOTAL = 24 Workload Units (unless an overload assignment has been approved)			TOTAL = 100% (99.5%) (unless an overload assignment has been approved)

If this annual workload assignment differs notably from that of the previous year, please summarize below the ways in which it differs and the related rationales for the differences. This provides an ongoing record of workload changes that can be readily referenced by all parties as needed.

<p>Last year I only taught two classes (1:1) because of release from teaching due to my final year of participation in the \$42 million dollar NSF grant "Underwater Matches: Do they really work?" This year I'm back to my standard teaching load, as this workload assignment indicates.</p>
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