

# Faculty Workload Assignment Form

## Valley View University

### PRE - SEMESTER

\*This form must be completed in quadruplicate and signed by appropriate authorities.

\*\*File copies as follows: 1 = Pro – Vice Chancellor’s Office; 2 = Dean’s Office; 3 = Head of Department’s Office; and 4 = Faculty Member.

\*\*\*This form is due, two – weeks before the beginning of each Semester.

Name of Faculty Member \_\_\_\_\_ Rank \_\_\_\_\_

Academic Year \_\_\_\_\_ Semester \_\_\_\_\_ Session (CADE only) \_\_\_\_\_

**Faculty Member’s Employment Status (Please check all that apply):**

- \_\_\_\_\_ Dean (6 Credits + Administrative Duties)
- \_\_\_\_\_ Head of Department (9 Credits + Faculty Mentoring + Administrative Duties)
- \_\_\_\_\_ Full Time Faculty (12 – 15 Credits: extra duties based on academic rank and experience)
- \_\_\_\_\_ Part Time Faculty (6 Credits; teaching only)
- \_\_\_\_\_ Other (please indicate): \_\_\_\_\_

**Faculty Member’s Workload (teaching and advising; research; and community service)**

**1. Teaching and Advising**

A. Teaching Load

#	Course Number	Course Name	Course Credit Hours
1			
2			
3			
4			
5			
6			
7			
8			

Total Credit Hours: \_\_\_\_\_

B. Academic Advising Load

Number of Undergraduate Students	
Number of Graduate Students	
Other (please indicate)	
<b>Total:</b>	

C. Thesis/Final Project Supervision

Number of Undergraduate Students	
Number of Graduate Students	
Other (please indicate)	
<b>Total:</b>	

**2. Research (Conference Presentations/Publications)**

(Please list all project(s) you are working on for 2017/2018 Academic Year and indicate the work-in-progress).

Project Title: \_\_\_\_\_

---

Level of Completion (Please circle one)

\_\_\_\_\_ initiated;

\_\_\_\_\_ 25%;

\_\_\_\_\_ 50%;

\_\_\_\_\_ 75%;

\_\_\_\_\_ 100%

Date Article/Proposal submitted for Publication/Conference Presentation \_\_\_\_\_

Date submitted Article/Proposal accepted \_\_\_\_\_

Date submitted Article/Proposal rejected \_\_\_\_\_

Date and Location of Conference Presentation \_\_\_\_\_

Comments: \_\_\_\_\_

**3. Community Outreach/Service**

Project Title: \_\_\_\_\_

Project Location: \_\_\_\_\_

Hours Per Week On Project: \_\_\_\_\_

**Funding Source:**

Self-Funded: \_\_\_\_\_

University Funded: \_\_\_\_\_

Class Project: \_\_\_\_\_

Other (Please indicate): \_\_\_\_\_

**Examples of Community Service:**

1). Action Research involving the community; 2). Class project benefiting the local community; 3). Free computer literacy class for the community; 4). Free music lessons for the community; 5). Serving in Local School Board; 6). Leading a government initiated programs benefiting the community; 7). Leading a local church initiated programs benefiting the community; 8). Adopt a local JHS/SHS; 9). Research based on the environment; 10). Community enhancement through fund raising activities to fix a run-down waterway; pathway; etc.

**\*In any activity you embark on, you must be seen as the LEAD PROJECT ORGANIZER or CO – ORGANIZER**

Total Semester Hours: \_\_\_\_\_

**SUMMARY**

Type of Work	Percentage of Total Effort	
	Self-Rank	Dean's Ranking
1. Teaching and Advising		
2. Research (Conference Presentations/Publications)		
3. Community Outreach/Service		
<b>Total Rank by Dean</b>		

**SIGNATURES**

Faculty Member	_____	Date	_____
Head of Department	_____	Date	_____
Dean	_____	Date	_____
Pro-Vice Chancellor	_____	Date	_____