**University of Vermont Faculty Workload Plan - Part A**

Name: Rank: Dept.:

Appointment Type: \_\_\_ 9-month \_\_\_ 10-month \_\_\_ 12-month FTE:

Workload for the period \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_ Check here if this is a revised plan: \_\_\_

***Teaching and Advising Activity***

**1.a. Instruction** in regular academic courses that are taught “on-load”

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| --- | --- | --- | --- | --- | --- |
| Semester | Course # | Title | Credits | Course Equivalent | Estimated Enrollment |
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**1.b.** **Other teaching activities** *(e.g. independent studies)*

FALL:

SPRING:

**Assignment Distribution 1a and 1b above %\_\_\_\_\_\_\_\_**

**2.** **Academic Advising** i.e., Advising students about their program of academic study and assisting them in course and program selection.

\_\_\_ Undergraduate Estimated no. of advisees

\_\_\_ Graduate Estimated no. of advisees

**Assignment Distribution – advising % \_\_\_\_\_\_\_\_**

**Total Teaching and Advising Assignment 1a, 1b and 2 (above)Distribution %**\* **\_\_\_\_\_\_\_\_**

***Scholarship/ Research/Creative Activity***

**Assignment Distribution %\*\_\_\_\_\_\_\_\_**

***Community/University/Professional Service Activity (including Clinical Practice for Clinical Faculty that does not involve the instruction of students)***

Note: List only service activities that are considered part of the assigned workload

**Assignment Distribution %\*\_\_\_\_\_\_\_\_**

***Administrative Assignment***

**Assignment Distribution %\*\_\_\_\_\_\_\_\_**

***Other Expectations or Plans*** (special leave, professional development, etc.)

Is overload or summer assignment anticipated? \_\_\_ Yes \_\_\_ No If ***yes***, please submit a Workload Plan Part B.

***\* Percentage of Assignment Distribution Must Total, But Not Exceed, 100%***

Faculty members are responsible for knowing the relevant guidelines and expectations for successfully achieving reappointments, promotions and tenure.

 / \_\_\_ Please check if additional

Faculty Member Date documents are attached to this form.

 /

Chair’s Approval Date

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Dean’s Approval Date

Please note: If a faculty member’s work changes significantly, a revised workload must be completed, signed, and copied to the University Contract Administrator. A copy of this workload plan, as well as revised workload plans, will be provided to United Academics upon their request.

 Updated March 2019