

# East Texas A&M University Faculty Workload Report Form

First Name: \_\_\_\_\_

CWID: \_\_\_\_\_

Last Name: \_\_\_\_\_

Department: \_\_\_\_\_

Position: [Click or tap here to enter text.](#)

Semester/Year: \_\_\_\_\_

**Administrative Assignment** (Department Heads, program coordinator, student performance evaluation, committee chair, etc.)

Administrative FTE: \_\_\_\_\_

**Academic Support** (Deans, Associate Deans, School/Division Director, etc.)

Academic Support FTE: \_\_\_\_\_

**Research, Scholarly, Creative Activity Assignments** (include expected deliverable outcomes. Bulleted list or narrative is acceptable.)

RSCA FTE: \_\_\_\_\_

**Service Agreements** (Include realistic time commitments and expected outcomes. Public services, student services, institutional support, etc. Bulleted list or narrative is acceptable.)

Service FTE: \_\_\_\_\_

Total FTE: \_\_\_\_\_

**Teaching Assignments** (List the courses assigned, SCH, equivalent workload SCH, and their seating cap). Complete another form if needed or send Teaching SCH as an appendix.

Prefix	Course #	Title	Section #	SCH	Equivalent Wkld SCH	Cap

Teaching SCH: \_\_\_\_\_

Teaching FTE Percentage: \_\_\_\_\_

Administrative: Administrative assignments which directly supplement the teaching function, such as heads of teaching departments, coordinator of special programs or multi-section courses, etc. Any other professional assignments which an institution considers to be directly related to the teaching function. This will include the release time for Department Head and/or Program Coordinator duties and assignments.

Academic Support: Assignments include activities in the offices of academic and graduate deans; directors of major teaching department groupings such as colleges, schools, or divisions; and librarians. Not included are the offices of the heads of teaching departments, which are administrative functions, as defined by the Texas Higher Education Coordinating Board.

Research, Scholarly, Creative Activities: Faculty assignments for activities specifically organized to produce research/scholarly/creative outcomes. Expected deliverable outcomes must be included with this explanation or request, and could be assessed as part of an annual review.

Service Agreements: Though this can include a large variety of types of services, the primary items for consideration will include public services, student services, and institutional support. Activities associated with admissions and registration, financial aid, student affairs, executive direction and control, business and fiscal management, personnel, administrative data processing, campus security, purchasing, physical plant administration, and auxiliary enterprise operations. If you have questions about support qualifications, contact your department head.

Overload: An overload applies when a faculty member is employed full-time (100%) and has teaching assignments in addition to the 100% load. This is to be used only for those teaching assignments which are in *addition* to a 100% teaching load.

**Acknowledged by:**

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**Department Head / Date**

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**College Dean / Date**

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**Provost or Designee / Date**