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| **University of Oregon - College of Education****Tenure Track Faculty Annual Workload Description Worksheet** |
| Name: |  | Department |  | AY: |  |
| Title/Rank: |  |  |
| **Purpose:** Please use this form to provide your best knowledge of your workload activities for the upcoming academic year based on the current workload policy expectations of instruction, research, service. See the instructions listed for each section. Please complete and save in the same folder provided. |
| **A: Instructional Activities (.40 before buyout)** |
| Instruction: Use this section to provide your Department Head with your suggested / preferred instructional courses as they reflect your instructional availability for the upcoming academic year. Suggestions should be based on your expertise, prior experience, and/or evolving professional interest. Department Heads will take these suggestions and preferences into consideration when building the department-wide instructional calendar. No instructional courses are guaranteed by their inclusion here. [Note: Supervisors may indicate their anticipated supervision workload based on prior years with any additional context noted]. |
| **Faculty Suggestions / Preferences** |  |
| **Term(s)** | **PREFIX** | **Course #** | **Course Title** | **Provide any relevant factors related to your time in this course. (Examples: co-teaching, teaching only a section of the course, course less than 3 credits, etc.…)** | **Dept. Head Notes** |
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| **Department Head Course Additions / Changes (Department Head may add rows as** |
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|  |  |  |  |  |  |
| ***Total Number of Courses:*** |  |
| Advisees: Use this section to indicate students for whom you are serving as primary faculty or research advisor. [Note: TTF advising is not an independent workload category. Thisinformation is considered part of a TTF instructional or research load and while not used to constitute course releases it may be used to inform a Department Heads instructional decision-making process.] |
| **Student Name:** | **Description of Activity:****(thesis or dissertation committee, graduate projects, research mentoring)** | **Term(s)** |
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| **B: Research Activities** |
| **1. Course Buyouts from sponsored funding:** Use this section to indicate only the research activities that you are using to purchase course buyouts using external grants, contracts, designated operations, foundation, or research funds that are controlled by you or another office or individual faculty member. | **Number of courses bought out** |
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| ***Total number of courses bought out on external/sponsored funds:****1 course = .15 buyout rate* |  |
| 2. **Research Portfolio:** Use this section to make any reference to your overall portfolio of active research (.4 FTE). Use the abbreviation "CR" to indicate which area(s) you are requesting be applied to receive the policy-approved course reduction\* from 5 to 4 courses. Do not include any research already indicated as part of course buyouts in the section above. [\*To be eligible, faculty must take a leadership role (e.g., principal investigator, co-investigator) in directing or applying for external research funding.] |
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| **C: Service Activities** |
| Use this section to provide your best knowledge about your upcoming service activities (.2FTE). These are activities that you voluntarily engage in or are asked to participate in in service of program, department, college, university, state, national, private, or non-profit activities, and that you engage in as part of your faculty workload without a formal course release. |
| **Description of Activity:** | **Indicate Role, contribution, and outcomes:** | **Indicate if service activities are related to the dept., college, university, or professional service:** | **Approximate hours per quarter** |
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| **Total Planned Service:** |  |
| **D: Additional Activities** |
| Use this section to indicate any administrative, service, or research activities that you anticipate receiving a course release from your Department Head to engage in (based on prior discussion or prior experience).Note all course releases must be approved by Department Head prior to submission to COE prior to becoming part of your formal workload assignment. |
| **Identify Course Load Reductions:** | **Notes** | **Term(s)** | **FTE** |
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