*Please note: if faculty member’s work changes significantly, a revised workload must be completed, signed, and copied to the Provost’s Office.*

 Academic Year: Click here to enter text. Date: Click here to enter a date. Revised: Click here to enter a date.

 Term: [ ] Fall [ ] Spring [ ] Alternate AY Click here to enter text.

 *(define period)*

Name: Click here to enter text. Rank: Click here to enter text.

College/School: Click here to enter text. Department: Click here to enter text.

**Please Check:** [ ]  9 month contract (30 workload units)

Contract length is contingent upon approval by dean, director or designee and availability of funding.

[ ]  9 month contract +1 month additional (33 workload units)

[ ]  9 month contract +2 months additional (37 workload units)

[ ]  9 month contract +3 months additional (40 workload units)

[ ]  0-3 months additional/Summer assignment

[ ]  Overload

***Teaching Activity***

1. Instruction in regular academic courses (Note the semester for each course)

|  |  |  |  |
| --- | --- | --- | --- |
| **Fall Semester** | **Course #** | **Title** | **Credits** |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Semester Total** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Spring Semester** | **Course #** | **Title** | **Credits** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Semester Total** |  |

Teaching Activity Workload Credits: **Click here to enter text.**

1. Other instructional activities

Click here to enter text.

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

Fall: Click here to enter text.

Click here to enter text.

Fall Semester Total: Click here to enter text.

Spring: Click here to enter text.

Click here to enter text.

Spring Semester Total: Click here to enter text.

Research/Creative Activity Workload Credits: **Click here to enter text.**

***Service***

List of service components:

* Public: Click here to enter text.
* University: Click here to enter text.
* Professional: Click here to enter text.
* Department Chair: Click here to enter text.

Service Workload Credits: **Click here to enter text.**

***Administrative*** (only if applicable)

Click here to enter text.

Administrative Workload Credits: Click here to enter text.

**Total Proposed Workload** **Credits: Click here to enter text.**

*Excerpted from Article 13 of the UNAC Collective Bargaining Agreement, effective January 1, 2014, to December 31, 2016:*

13.1.3 The workload may consist of three parts: teaching, research (which may include scholarship and and/or creative activity), and service.

**a. Teaching**: classroom, studio, laboratory, and distance delivery instruction in regular academic courses with assigned contract hours; development and coordination of special undergraduate and graduate seminars; preparation of student materials for classes; preparation of a new course or substantial revision of an older course; general advising of undergraduate students; supervision of student mentorships; supervision of graduate student theses, dissertations, and research/creative projects; supervision of directed study through individualized courses; non-credit educational programs on-campus or elsewhere; and other activities benefitting students’ academic development.

**b. Research**: all professional activities leading to publication, performance or formal presentation in the unit member’s field, or leading to external funding recognizing the unit member’s current or potential contribution to that field. Such activities include: manuscript submission; grant proposal submission; supervision of funded research projects; development and commercialization of intellectual property; additions to a portfolio; and other contributions appropriate to the unit member’s field.

 **c. Service**:

1. Public service: in organized, non-remunerative, educational and consultative activities which devolve from a unit member’s professional expertise and further the interests or prestige of the University;

2. University service: as department head/chair, program director, or governance officer; on administrative and governance, department, college, school or university committees; and other tasks as deemed necessary by the University. In addition, service will be recognized when a unit member serves as a member of the MAU appeals board, as a member of the MAU disciplinary committee or as a member of a joint labor-management committee or task force as established by this Agreement. Unit members who serve as the MAU grievance chair will receive service credit of up to three workload units.

3. Professional service: on grant, journal, accreditation review or professional licensing boards, as an ad hoc reviewer in the unit member’s area of expertise; as an officer in a professional society; organizing and/or chairing conferences, symposia, seminars, etc.; teaching short courses, seminars, etc. that are not regular academic courses; editing journals, books, special volumes of papers, etc.

Faculty Member Date Director Approval, if applicable Date

Department Chair Date Dean Approval Date

*In the determination of the workload for this faculty member, I considered the workload proposal from the faculty member and the department chair/head in light of the above definitions provided in Article 13 of the collective bargaining agreement between the University of Alaska and United Academics-AAUP/AFT.*