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”

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course #</th>
<th>Title</th>
<th>Credits</th>
<th>Course Equivalent</th>
<th>Estimated Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

Faculty Member Date / ___ Please check if additional documents are attached to this form.

Chair’s Approval Date /

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 1/14