Faculty Workload Adjustment  
Terms & Commitments  
2022-23

This agreement is intended to provide clarity related to an adjustment to workload agreed upon for an academic year based on a special assignment, alteration to normal workload, release from some portion of duties for special circumstances, or other purposes that affect distribution of duties. Documenting adjustments provides a means to account for faculty time that protects individual faculty and provides a means of holding parties accountable.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty assignment: \_\_\_ Tenured/tenure track \_\_\_ Clinical \_\_\_ Instructional

Normal workload: \_\_\_\_\_ % teaching \_\_\_\_\_ % research \_\_\_\_\_ % service

Please describe the alternative workload requested and approximate amount of time you plan to spend performing the alternative workload (If this is a course release, please keep in mind that a course is calculated at 120 hours):

Please describe the outcome or deliverable expected in lieu of regular assignment and specify the approximate completion date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty signature Date

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Dean / associate dean signature Date