

DEPARTMENT HEAD WORK LOAD FORM

Name:					Calendar Year:					Track:	
Rank:					Department:						
Identification #:					College:						
WORK LOAD CATEGORIES											
Section I: Instruction	PROJECTED Activity				ACTUAL Activity						
A. Teaching/Courses	Course	Sec	Cr Hrs	Max	Course	Sec	Cr Hrs	Con Hrs	Comments	Enroll.	
										<u>UG</u>	<u>GR</u>
(Spring)											
(Fall)											
B. Individ. Studies/Internships	Name Semester				Name Semester				Course No.		
	(Spring)										
	(Summer)										
(Fall)											
C. Thesis/Dissertation Chair	Name Semester				Name Total Cumulative Sem(s) Enrolled				Completed?		
D. Thesis/Dissertation Committee Member Comp. Exam Chair Comp. Exam. Comm. Mbr.	Name Semester				Name				Which Semester(s)		
Section I - Subtotal: %Spr					Subtotal:				% Spr		
% Fall									%Fall		

Section II: Research/Scholarship	PROJECTED Activity		%	ACTUAL Activity		%
A. Research & Scholarship						
B. University Supported Grants and Awards						
C. Grants & Contracts* *cf Externally funded projects; complete Addendum A						
	Section II - Subtotal:	% Spr		Subtotal	% Spr	
			% Fall			% Fall

Section III: Dept. Administration (cf. "Goals, Duties, Roles, and Responsibilities of Academic Department Heads")	PROJECTED Activity		ACTUAL Activity	
A. Departmental Leadership				
B. Departmental Management				
C. Communication				
D. Professional Development within Department				
	Section III - Subtotal:	% Spr	Subtotal:	% Spr
		% Fall		% Fall

Section IV: Service	PROJECTED Activity		%	ACTUAL Activity		%
A. Advising						
B. Professional						
C. University/College						
D. Community						
	Section IV - Subtotal:	% Spr		Subtotal:	% Spr	
		% Fall			% Fall	

	TOTAL	% Spr	100	TOTAL	% Spr	100
		% Fall	100		% Fall	100

Notes:

Dept. Head: _____ Date: _____

Academic Dean: _____ Date: _____

Academic VP: _____ Date: _____

President: _____ Date: _____