**Appendix II:**

***Template***

**Individual Faculty Annual Workload Assignments**

*Pending: The format of this template (but not the required content) may be*

*modified by the Office of the Provost prior to its use in late Fall 2021*

Horizontal logo

**TEMPLATE: Individual Faculty Annual Workload Assignment**

|  |  |
| --- | --- |
| **Academic Unit:** | **Academic Supervisor Approval Date:** |
|  |  |
| **Academic Supervisor:**  *(chair, director, dean, or equivalent)* | **Director/Dean Approval Date:** |
|  | **Assignment Effective Date:** |
| **Workload Year:**  (Calendar Year) |  |
|  | **Faculty Member Signature and Acknowledgement Date:** |
|  | |



**Annual Individual Workload Assignment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category of Work** | **Faculty Annual Assignment** | **Equivalent Workload Units** | **Workload %** |
| *These are the fundamental categories of work to which SLU commits its faculty.* | This is a description of the specific work in each category that the individual faculty member has been assigned to by their supervisor (chair, dean, or equivalent). | This is an expression of the annual workload assignment, per work category, in terms of “workload units.” | This is a statement of the assigned workload unit(s) expressed as a percentage of the total annual workload (100%).  *NOTE: Round up from .5 and above; round down from .4 and below. 100% +/- 1% is acceptable.* |
| **Teaching** |  |  |  |
| **Scholarship, Research, and Creative Endeavor** |  |  |  |
| **Service to the University** |  |  |  |
| **Professional Service** |  |  |  |
| **Public Service** |  |  |  |
| **Administration** |  |  |  |
| **Clinical Work** |  |  |  |
| **TOTAL = \_\_\_ Workload Units**  (unless an overload assignment has been approved) | | | **TOTAL = 100%**  *(unless an overload assignment has been approved)* |

**If this annual workload assignment differs notably from that of the previous year, please summarize below the ways in which it differs and the related rationales for the differences. This provides an ongoing record of workload changes that can be readily referenced by all parties as needed.**

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