

COLLEGE OF ARTS AND SCIENCES
DEPARTMENTAL TEACHING LOAD PLAN
Semester: _____

Department Name: _____

1. Board Appointed Faculty: Tenured: _____ Untenured: _____ Term: _____
This is a headcount of all board appointed faculty, including professional/clinical specialists, but not including adjuncts. These include all members of the bargaining unit and the department chair, whether or not they are actually teaching for this semester. See Faculty list for this years faculty.

List below, by name, board appointed full-time faculty whose teaching availability is reduced for Fall semester due to external grant buy-outs at full cost (i.e. not PT rates), sabbatical leave (limited to 10% of BAF), professional leave of absence, or partial appointment prior to retirement. Each faculty member should be listed by name, with the reason for the reduction in FTE, and the amount of the FTE reduction, as shown in the two examples

Do NOT include in this list any reductions in teaching load due to advising, departmental administration (other than chairs/directors), departmentally assigned time for research, grant buyouts at PT rate (such as FRACA grants), or credit for directing student research or internships.

Name	Reason for Reduction	Amount of Reduction
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Tenured:

Untenured:

Term:

- | | tenured | untenured | term |
|---|---------|-----------|-------|
| 3. Student Credit Hours for "regular" (not Honors) sections with board appointed faculty (BAF) as instructors of record*: | _____ | _____ | _____ |
| 4. Student Credit Hours for HONORS College Sections by BAF appointed faculty (BAF) as instructors of record*: | _____ | _____ | _____ |
| 5. Number (headcount) of Teaching Assistants and Doctoral Associates who are actually teaching as instructors of record.* Graduate assistants teaching a lab or recitation section are counted here if they report a separate grade to the registrar. | | | _____ |
| 6. Student Credit Hours for sections with TAs & DAs as instructors of record.* Include SCH for lab & recitation sections only if the TA reports a separate grade to the registrar. | | | _____ |
| 7. Number (headcount) of Part-Time, Staff and Adjunct faculty teaching as instructors of record.* Those teaching lab or recitation sections are counted here if they report a separate grade to the registrar. | | | _____ |
| 8. Student Credit Hours for sections with Part-Time, Staff and Adjuncts as instructors of record.* Include SCH for lab and recitation sections only if the PT/Adjunct reports a separate grade to the registrar. | | | _____ |

* Instructor of record is the person who reports the grade to the registrar at the end of the semester.