

SECTION 2: SUMMARY OF CANDIDATE'S WORKLOAD ASSIGNMENT

SUMMARY OF WORKLOAD ASSIGNMENT FOR:

DEPARTMENT/SCHOOL OF:

FTE:

Duties for the period 2013-14 through 2020-21 have been distributed as follows:

Academic Year	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Teaching %								
Research %								
Service/Outreach % <i>Internal and External</i>								
Administrative Service %								
Clinical Service %								
Extension%								
Other Professional Activities% <small>Name & describe activity</small>								
Clock Delays or Leave(s)*								
Total	100%	100%	100%	100%	100%	100%	100%	100%

* Do not include percentages for years in which candidates were on leaves without pay and did not have assigned duties, but do include percentages for years with clock delays to recognize candidates' assigned duties. Use an asterisk for years with delays.

Requirements to meet departmental expectations for **TEACHING**:

Example: 40% teaching means approximately four 3-unit courses each academic year. This should correspond to general expectations in the department. Do not list specific course numbers, student names, etc.

Requirements to meet departmental expectations for **RESEARCH**:

Example: 40% research, which means an active research program that produces publishable research and/or tools or instruments that contribute to such research and grants. Do not list research projects, grants, or any information that specifically relates to the candidate's activities, as opposed to general expectations in the department/unit.

Requirements to meet departmental expectations for **SERVICE**:

Example: 20% service, which includes service to the department and university, participation or leadership in national or international scientific organizations or advisory groups, and outreach to schools and the general public. Do not list committees the candidate has served on or specific service duties.

Requirements and description for workload assignment in **ADMINISTRATIVE SERVICE, CLINICAL SERVICE, EXTENSION** (please see note below following "Additional Pages Attached"), and **OTHER PROFESSIONAL ACTIVITIES**:

Use Appendix A for Shared Appointments and Appendix C for participation in GIDPs and other interdisciplinary units.

Candidate's Signature

Department Head's Signature

Date

See Additional Pages Attached: **Dossier preparation for continuing or continuing-eligible positions REQUIRES the inclusion of all official Position Descriptions assigned during time in current rank.**