SECTION 2: SUMMARY OF CANDIDATE'S WORKLOAD ASSIGNMENT–CAREER-TRACK FACULTY

SUMMARY OF WORKLOAD ASSIGNMENT FOR:

DEPARTMENT/SCHOOL OF:

Period is current rank *only*. Duties for the period 2016-2017 through 2023-2024 have been distributed as follows:

Academic Year	**2016-17**	**2017-18**	**2018-19**	**2019-20**	**2020-21**	**2021-22**	**2022-23**	**2023-24**
FTE Each Year								
Teaching%								
Research, Scholarship and Creative Activity%								
Service% *Internal and External*								
Administrative Service%								
Clinical Service%								
Extension%								
Other Professional Activities%_____ Name and see below to describe activity. *(For CE & CS only.)*								
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**. List leaves without pay as "LWOP."*

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/unit. Do not list specific course numbers, student names, etc.

Requirements to meet departmental expectations for *RESEARCH, SCHOLARSHIP or CREATIVE ACTIVITY:*

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/unit 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 ADMINISTRATIVE SERVICE, CLINICAL SERVICE, EXTENSION and OTHER PROFESSIONAL ACTIVITIES (It is required for continuing-eligible and continuing status positions to include the official position description assigned during their current rank, please see note below: "Additional Pages Attached")*:**

*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*

☐ Additional Pages Attached

Dossier preparation for continuing-eligible and continuing status positions **REQUIRES** the official **Position Descriptions** assigned during time in current rank.