

**SECTION 2: SUMMARY OF CANDIDATE’S WORKLOAD ASSIGNMENT - TENURE-TRACK AND CONTINUING TRACK**

**FOR:** \_\_\_\_\_

**DEPARTMENT/SCHOOL OF:** \_\_\_\_\_

**FTE:** \_\_\_\_\_

Period in current rank only. Duties for the period 2017-2018 through 2024-2025 have been distributed as follows:

Academic Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Teaching%								
Research, Scholarship and Creative Activity%								
Service% <i>Internal and External</i>								
Administrative Service%								
Clinical Service%								
Extension%								
Other Professional Activities% _____ <i>Name and see below to describe activity. (For CE and CS only.)</i>								
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 or sabbatical leave to recognize candidates’ assigned duties. Use an asterisk next to the years with delays. List sabbaticals as "SABB," leaves without pay as "LWOP," and clock delays as "CDL" in the "Clock Delays or Leave(s)" row. This table can be modified if there is a need to include more years in rank.*

**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. This section should be non-evaluative.*

**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. This should be non-evaluative.*

**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. This sections should be non-evaluative.*

**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(s) assigned during their current rank, please see note below following “Additional Pages Attached”):**

*This section should be non-evaluative. 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 or continuing status positions **REQUIRES** the official **position descriptions** assigned during current rank.

**Prepared and Signed by Department/Unit Head. Signed by the Candidate**