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

FOR:

DEPARTMENT/SCHOOL OF:

Period is current rank *only*. Duties for the period 2018-2019 through 2025-2026 have been distributed as follows:

Academic Year	**2018-19**	**2019-20**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2024-25**	**2025-26**
FTE Each Year								
Teaching%								
Research, Scholarship and Creative Activity%								
Service% *Internal and External*								
Administrative Service%								
Clinical Service%								
Extension%								
Other Professional Activities%_____								
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. List leaves without pay as "LWOP." This table can be modified if there is a need to include more years within 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 is **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 section is **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 section is **non-evaluative**.*

Requirements and description for ADMINISTRATIVE SERVICE, CLINICAL SERVICE, EXTENSION and OTHER PROFESSIONAL ACTIVITIES:

*Use **Appendix A** for Shared Appointments or appointments in more than one unit and **Appendix C** for participation in GIDPs and other interdisciplinary units. This section is **non-evaluative**.*

_____	_____	_____
Candidate's Signature	*Department Head's Signature*	*Date*

☐ Additional Pages Attached

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