

Faculty Name _____ Rank _____ Check if Term App't _____

Department _____ Academic Year _____ Check if Revised _____

The information entered on pages 1 and 2 of the Annual Work Plan includes only commitments for base salary. Record assignments for X-pay or other overload on page 3 of this document. Work Plan % of effort should total 100.

Instruction (Normal range 40% to 80%). Clearly indicate courses to be banked for future credit and show % effort as 0. Explain plan for use of banked courses under "Additional Information" on page 2. Indicate banked courses being redeemed under "Comment," showing when course was banked. If course load deviates from the standard in the department, explain under "Additional Information" on page 2.

A. Courses (Normally 10 % each) :

Course No.	Term	Cr Hrs	<input type="checkbox"/> if distance ed course	Comment	% Effort

B. Supervision of graduate assistants or other personnel:

Course No.	Term	No Sections	Comment	%Effort

C. Supervision of indep. st. and Honors students (Normally 1-2% each). # Students expected _____

D. Supervision of thesis and dissertation students and of post-docs. # Individuals expected _____

E. Professional development focusing on inclusion and equity in teaching.

F. Other (explain):

Total Percentage of Effort in Instruction

Research and Creative Activity (Normal range 10% to 55%). Indicate nature of activity and expected accomplishments. For externally funded activity, please provide agency, grant number, and % effort for each grant.

Total Percentage of Effort in Research and Creative Activity

Service (Normal range 5% to 20%)	
Category of Service:	% Effort
A. Student Advising (% time spent)	
B. Participation in college and department meetings (Normally 3%)	
C. Professional development or service that promotes diversity.	
D. Service to the University. Describe committee service and other expected activities:	
E. Service to the Community. Describe expected activities:	
F. Service to the Profession. Describe expected activities:	
G. Administration. Title of position: _____	
Total Percentage of Effort in Service	
Total Percentage of Effort in Instruction, Research and Creative Activity, and Service	

Additional Information:

Faculty Name _____ Rank _____

Department _____ Academic Year _____ Check if Revised _____

Base Contract Type (check one):

B-10 (Base salary paid over 10 months)

B-12 (Base salary paid over 12 months)

A-12 (Administrative title, if any, from page 2 of FWLA: _____)

Additional Teaching Assignments for X-Pay:

Course No.	Term	Cr. Hrs.	<input type="checkbox"/> if distance ed. course	Comment

For Faculty with Externally Funded Projects:

Funding Agency	Account Number	Total annual value of grant	Amount of summer salary, if any, and dates of payment	% of base salary paid by agency, if any

Other Additional Compensation Arranged, if any, with Explanation:

Signatures

All assignments are subject to revision according to program needs. This Work Plan agreement is subject to correction of typographical or mathematical errors. This agreement is subject to general regulations for faculty appointments, the Personnel Policy of the College of Arts and Sciences, and, where applicable, to conditions of appointment carrying the A-12 status.

By my signature as a faculty member, I agree to the assignments indicated on all pages of this document and I agree to meet the obligations of this agreement. My signature indicates also that I have (1) a valid Conflict of Interest form on file with the University and (2) a completion certificate for the Preventing Sexual Harassment Competency Test on file in my department.

Faculty Member's Signature _____ Date _____

Department Chairperson _____ Date _____ Dean's Office _____ Date _____