

College of Arts & Sciences Annual Work Plan

Emp. ID #

Page 1

Academic Year

Faculty Name

Check if Term App't.

☐

Rank

Department

Check if Revised

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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: If course load deviates from the dept. standard, explain under "Comments" (e.g., course buyout from grant, admin course release, etc). Any internship or practicum supervision courses should be noted as such under "Comments." Indicate courses to be banked and show % effort as 0; indicate projected redemption term under "Comments." Indicate banked courses being redeemed under "Comments," noting when course was banked.

A. Courses (Normally 10 % each) :

Course No. and Section	Term	Cr Hrs	Distance ed course?	Comments	% Effort

B. Supervision of graduate assistants or other personnel in **LABS, RECITATION AND/OR DISCUSSION SECTIONS**

Course No. and Section(s)	Term	No Sections	Comment	%Effort

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

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

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

F. Other (explain)

Total Percentage of Effort in Instruction

Research and Creative Activity: Indicate nature of activity and expected accomplishments. Pre-tenure faculty should have at least 30% in RCA.

Total Percentage of Effort in Research and Creative Activity

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Service	
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	

Revisions (note the date and what specifically has changed from the prior version):

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Additional Teaching Assignments for X-Pay:

Course & Section No.	Term or specific dates	Cr. Hrs.	If distance ed. course	Comment - Include speedtype and amount of compensation

Additional Administrative Assignments or Service Activities for Supplemental Pay or other Additional Compensation:

Title	Dates of Service	Total Compensation	Brief Description of Responsibilities	Comment/funding source

Externally Funded Projects:

Yes No

Does the faculty member anticipate having external grant funding during this academic year (including summer)?

If yes, will grant funding be used to buy out one or more courses?

If yes to one or both, be sure to submit a Sponsored Programs Payment Form to the A&S Research Office
(asresoff@louisville.edu)

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Other additional compensation arranged, if any, with explanation, dates, and funding source:
(Include start-up funds here **only** if paid as summer salary.)

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. For those on annualized pay, July salary presumes full-time service at the university through Dec. 31.

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 an Attestation and Disclosure form on file with the University.

Faculty Member's Signature

Date

Department Chairperson Signature

Date

Dean's Office Signature

Date