*Please note: if faculty member’s work changes significantly, a revised workload must be completed, signed, and copied to the Provost’s Office.*

Academic Year: Date: Revised: Term: [ ] Fall [ ]  Spring [ ]  Alternate AY

*(define period)*

Name:

College/School:

Rank:

(e.g. Associate Professor of Chemistry)

Department:

**Please Check:** [ ]  9 month contract (30 workload units)

Contract length is contingent upon approval by dean, director or designee and availability of funding.

[ ]  9 month contract +1 month

additional (33 workload units)

[ ]  9 month contract +2 months

additional (37 workload units)

[ ]  9 month contract +3 months

additional (40 workload units)

[ ]  0-3 months additional/Summer

assignment

[ ]  Overload

***Teaching Activity***

1. Instruction in regular academic courses (Note the semester for each course)

|  |  |  |  |
| --- | --- | --- | --- |
| **Fall Semester** | **Course #** | **Title** | **Credits** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Semester Total** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  **Spring Semester** | **Course #** | **Title** | **Credits** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Semester Total** |  |

2. Other instructional activities

Teaching Activity Workload Credits:

***Research/Scholarship/Creative Activity***

Fall:

Fall Semester Total:

Spring:

Spring Semester Total:

Research/Creative Activity Workload Credits:

***Service***

List of service components:

• Public:

• University:

• Professional:

• Department Chair:

Service Workload Credits:

***Administrative*** (only if applicable)

Administrative Workload Credits:

**Total Proposed Workload Credits:**

*Excerpted from Article 13* *of the UNAC Collective Bargaining Agreement, effective January 1,2022-December 31, 2024*

13.2.3 The workload may consist of three (3) parts: teaching, research (which may include scholarship and/or creative activity), and service.

1. Teaching: classroom, studio, laboratory, and distance delivery instruction in regular academic courses with assigned contact hours; development and coordination of special undergraduate and graduate seminars; preparation of student materials for classes; preparation of a new course or program or substantial revision of an older course or program; general advising of undergraduate students; supervision of student mentorships; supervision of graduate student theses, dissertations, and research/creative projects; supervision of undergraduate theses and research/creative projects; supervision of directed study through individualized courses and student projects; non-credit educational programs on-campus or elsewhere; and other activities benefiting students' academic development.
2. Research/Creative Activity: all professional activities leading to publication, performance or formal presentation in the bargaining unit member's field, or leading to external funding recognizing the bargaining unit member's current or potential contribution to that field. Such activities include: manuscript submission; grant/contract proposal submission; supervision of funded research projects; development and commercialization of intellectual property; additions to a portfolio; digital projects; and other original contributions appropriate to the bargaining unit member's field.
3. Service:
	1. Public service: serving in organized, non-remunerative, educational and consultative activities which devolve from a bargaining unit member's professional expertise and further the interests or prestige of the University.
	2. University service: serving as department head/chair, program director, program coordinator, program chair, or governance officer; serving on administrative and governance, department, college, school, or university committees; and performing other tasks as deemed necessary by the University. In addition, service will be recognized when a bargaining unit member serves as a member of the MAU appeals board, as a member of the MAU disciplinary committee or as a member of a joint labor management committee or task force established by this Agreement. Bargaining unit members who serve as the MAU grievance chair will receive service credit of up to three (3) workload units.
	3. Professional service: reviewing grant/contract proposals, serving as an editor and/or reviewer for a journal, serving as accreditation reviewer, serving on a professional licensing board, as an ad hoc reviewer in the bargaining unit member's area of expertise; as an officer in a professional society; organizing and/or chairing conferences, symposia, seminars, etc.; teaching short courses, seminars, etc. that are not regular academic courses; editing journals, books, special volumes of papers, or other relevant activities.

Faculty Member Date Director Approval, if applicable Date

Department Chair Date Dean Approval Date

*In the determination of the workload for this faculty member, I considered the workload proposal from the faculty member and the department chair/head in light of the above definitions provided in Article 13 of the collective bargaining agreement between the University of Alaska and United Academics-AAUP/AFT.*