



**Other Teaching Activities:** In addition to teaching activities outside of the course schedule, please provide unique circumstances related to the course schedule such as a new course offered for the first time, if the course is taught by this faculty member for the first time, or if there is a major redevelopment of an existing course. Also provide other activities including librarianship, clinical care or clinical supervision, and supervision of student research:

Planned Workload Activities for Upcoming AY	Actual/Planned Outcomes from Current AY

**Professional Activity:** please list any research, scholarship, creative activities and commercialization in this section:

Planned Workload Activities for Upcoming AY	Actual/Planned Outcomes from Current AY

**Service Activity Section:** please list any institutional, professional, community or administrative service in this section:

Planned Workload Activities for Upcoming AY	Actual/Planned Outcomes from Current AY

**Leaves:** please note semesters faculty will be on sabbatical or other planned leave:

Term	Leave type	Notes

**Workload Percentages:**

Teaching: \_\_\_\_\_ Professional: \_\_\_\_\_ Service: \_\_\_\_\_ (percentages must total 100%)

**Upload Instructions:** Please upload the completed form to the Workload Form after completing the following:

1. Sharing this form with the department for a minimum of 3 days per Article 10.3.2.1 of the tenured/tenure-track CBA and per Article 8.4.6 of the lecturer CBA.
2. Updating the Banner course schedule with the appropriate instructors at least one day before uploading this PDF to the form submission link above.