

Name	CLID	Rank	Tenured	College	Department	Workload Track	Calendar Year
Refer to the Faculty Handbook Document XXI, The University of Louisiana at Lafayette Faculty Workload Policy for additional information regarding each workload track. A faculty member's track will be determined in consultation with his/her department head and dean. Below are general descriptions. Reference the instructions for Completing Faculty Workload Form for specific information on completing the form.							
Track 1 Teaching 70-90%- typically undergraduate Research 0-20%- appropriate to rank Service 10-20%- advising, other duties	Track 2 Teaching 55-70%- mostly undergraduate & some graduate Research 20-35%- moderate productivity Service 10-20%- advising, other duties	Track 3 Teaching 35-55%- undergrad & graduate Research 30-55%- significant productivity Service 10-20%- advising, other duties	Track 4 Teaching 20-35%- typically graduate Research 50-70%- heavy productivity Service 10-20%- advising, other duties	Track 5 Teaching 10-70%- undergrad & graduate Research 0-35%- appropriate to role Service 10-20%- advising, other duties Administration 20-70%- with approval			

Planning and Self Evaluation							
Required: Planning : Check and complete the appropriate planning section on this page.							
<input type="checkbox"/> My workload activities will not change for the upcoming plan year.							
<input type="checkbox"/> My workload activities and plan will change for the upcoming year. If so please explain in the space below.							
		Faculty Signature		Date:		Depart. Head Signature:	

Optional: Self-Evaluation: Self Evaluation can assist you to: improve the educational experiences you provide for your students, identify the professional education you need to further develop your capacity to teach and research well and, prepare for your performance review with your department head. Self-evaluation can range from personal reflection to formal assessment. Based on a constructive self-evaluation of your abilities to teach, conduct research and scholarly activities, and participate in service activities, please indicate changes you plan to implement for the upcoming year.

<p>B. Individual Studies, Internships, and practicums.</p>	<p>Name, Semester, Course No.</p>	<p>Rubric Notation</p>	
<p>Include undergraduate research, McNair Scholars, Honors Thesis, Honors Contracts, etc.</p>			
<p>C. Graduate Thesis/ Doctoral Synthesis/Dissertation Chair</p>	<p>Name, Total Cumulative Sem(s) Enrolled, Ongoing or Completed</p>		
<p>D. Graduate Thesis/ Dissertation/Synthesis Member</p>	<p>Name, Title, Which Semester(s)</p>		
<p>Include Comprehensive Exam Chair, and Comprehensive Exam Committee member.</p>			
<p>E. Other Instructional Activities and Innovations</p>			
<p>Course technology or distance learning development, mentoring activities, retention activities, student research, or course travel.</p>			
<p>F. Faculty/Educational Development-Instructional</p>			
<p>Include seminars, workshops, discussion groups, etc.</p>			
<p>Section I Teaching Evaluation Weight (percentage of workload attributable to teaching: normally one 3-hour course = 20%)</p>	<p>Comments:</p>	<p>Subtotal % Spring</p>	
		<p>Subtotal % Fall</p>	

Section II: Research/Scholarship		ACTUAL ACTIVITY:	
A. Research & Scholarship	List all patents, inventions and/or copyrights issued. Separate publications according to the following recommended headings and distinguish between peer review and non-peer review: books, book chapters, journal articles, web-based journal articles, published multi-media, abstracts and/or proceedings, performances, and exhibitions. Citation format appropriate to the discipline, e.g., APA, AMA, MLA.	Rubric Notation	
Patents, publications, presentations, performances, exhibitions, honors, scholarship, major invited speeches, on-going research, preparation, and number of grant proposal/application(s), etc.			
B. University Supported Grants and Awards	Separate grants according to active, pending, and completed. For each grant or contract list effective dates, role (PI or Co-PI) and % effort, project title, type of grant/contract, funding unit, funding amount, and annual research funding managed. Citation format appropriate to the discipline.		
STEP Grants, Educational Grants, summer research awards, sabbaticals, etc.			
C. Externally Supported Grants & Contracts*	Separate grants according to active, pending, and completed. For each grant or contract list effective dates, role (PI or Co-PI) and % effort, project title, type of grant/contract, funding agency, funding amount, and annual research funding managed. Citation format appropriate to the discipline.		
D. Faculty/Educational Development-Research			
Grant writing workshops, online trainings.			
Section II Research/Scholarship-Evaluation Weight (percentage of workload attributable to research/scholarship)	Comments:	Subtotal % Spring	
		Subtotal % Fall	

Section III: Service	ACTUAL ACTIVITY:					
A. Advising Enhance educational engagement of student through advising, mentoring, student organization advisor, etc.	For example: semester, number of students, innovations, and awards.	Rubric Notation				
B. Professional National, regional, and or local professional organization service includes reviewer, session chair, officer and or program coordinator, journal editor or editorial board member, panel participant, or featured speaker at a professional meeting.	For example: Chair, Membership Committee, American Board of Chairs, and summarize accomplishments.					
C. University/College/Dept. Participation in university governance through committees, task forces, Faculty Senate, special projects such as accreditation, recruitment, etc.	For institutional service, list all committees serviced or chaired, charge, and action.					
D. Community Typically, pro bono work for a non-profit organization using expertise from one's discipline include presenting continuing education, programs for public organizations, service on public boards.	For example: name of organization, service performed, and effort.					
E. Faculty Development-Advising & Service Advisor training workshops, etc.						
Section III: Service Evaluation Weight (percentage of workload attributable to service)	Comments:	<table border="1"> <tr> <td data-bbox="1736 1318 1925 1380"> Subtotal % Spring </td> <td data-bbox="1934 1318 2020 1380"></td> </tr> <tr> <td data-bbox="1736 1383 1925 1445"> Subtotal % Fall </td> <td data-bbox="1934 1383 2020 1445"></td> </tr> </table>	Subtotal % Spring		Subtotal % Fall	
Subtotal % Spring						
Subtotal % Fall						

<p>Section IV: Administration (approved by Dean and Provost/Academic Vice- President)</p>	<p>ACTUAL ACTIVITY:</p> <p>List significant administrative roles, responsibilities, and actions taken. The relative importance of the components varies depending on the role and mission of the unit. These roles may serve multiple constituencies, including students, faculty, higher-level administrators, and alumni and other groups external to the University. Department heads and academic directors refer to Document XXXVI Goals, Duties, Roles, and Responsibilities of Academic Department Heads.</p>					
<p>A. Leadership</p>		<p>Rubric Notation</p>				
<p>Positions include department heads, directors of schools/centers, associate deans, assistant department heads, graduate coordinators, program coordinators, etc.</p>						
<p>B. Strategic Initiatives</p>						
<p>Develops a vision and builds consensus support for the units mission and future goals, etc.</p>						
<p>C. Communication</p>						
<p>Serves as an advocate for the unit, promotes morale, works collegially; conveys decisions, policies and procedures, etc.</p>						
<p>D. Management</p>						
<p>Efficiently and effectively collaborates with others to ensure operation of unit.</p>						
<p>E. Role Specific</p>						
<p>May include the following: development, recruitment, accreditation, etc.</p>						
<p>Section IV: Administration Evaluation Weight (percentage of workload attributable to approved administrative duties)</p>	<p>Comments:</p>	<table border="1"> <tr> <td data-bbox="1709 1315 1917 1393"> <p>Subtotal % Spring</p> </td> <td data-bbox="1917 1315 2022 1393"></td> </tr> <tr> <td data-bbox="1709 1393 1917 1477"> <p>Subtotal % Fall</p> </td> <td data-bbox="1917 1393 2022 1477"></td> </tr> </table>	<p>Subtotal % Spring</p>		<p>Subtotal % Fall</p>	
<p>Subtotal % Spring</p>						
<p>Subtotal % Fall</p>						

Notes: (may include explanation of accomplishments in teaching, research, and service)

Faculty	Sign:	Date	Comments:
	Print:		
Department Head/Unit Director	Sign:	Date	Comments:
	Print:		
Dean	Sign:	Date	Comments:
	Print:		
	Sign:	Date	Comments:
	Print:		