

WORKLOAD WORKSHEET

Name:

Classification:

Department:

Timebase/Total WTUs:

Campus:

Term:

All Assignments Including Courses, Release Time, Assigned Time, etc.

All Assignments (Class or other activity)	WTUs for Assignment	For classes -- Number of students	Approximate Weekly Hours by Task for Assignment
<i>Ex. Intro to the Discipline</i>	<i>Ex. 3</i>	45	<i>Ex. 3 in class; 8 for prep (reading and 3 lecturer/class preps); 3 for feedback and assessment (averaged out over the semester; 1 office hour</i>
			Total Hours Worked:

Please describe why you believe you have an excessive or unreasonable workload:

What changes/adjustments would you like to see to your workload?

Approximate total hours of unreasonable/excessive workload (for example 15 hours of unreasonable/excessive workload):

Was the assignment determined by the appropriate administrator after consultation with the faculty member in accordance with Article 20.2 (b)?

Has the faculty member requested to meet with the appropriate administrator regarding the assignment, in accordance with Article 20.2(b)?
What was the outcome?