

**Worksheet for Determining Workload Adjustment/Job Description for Academic Personnel**

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| Name:       (Last name, first name) |  | Date Initial Job Description Completed:       |
| College of:  |  | Period for Job Description:       (Specify AY/FY) |
| Department:       |  | FTE:       (between 0 and 1.0) |
| Academic Title:  |  | Change from previous workload:  |
| Academic Rank (Select ‘full’ for highest rank unless “Senior”:  |  | Date Job Description Changed:       |
| Notes (e.g., is faculty who teach overload being compensated for additional work, is FY faculty teaching additional courses beyond standard AY teaching load [3/2 tenure stream or 4/3 non-tenure track):       |

**Job Description**

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| **Teaching (****%)** *(This percentage should account for the* ***total courses/credit hours scheduled to be taught****, including credit given for Group 2 classes. See guidance document for metrics.)* ***Do not include course releases or adjustments here.***  |
| **Credits**  | **Course Prefix & Number** *(ex. MUSC 1000-01)* | **Group 1 or Group 2** *(Default is Group 1,double click to change to Group 2 if appropriate)* | **Explanation** If credit hours differ than what is posted in the schedule, please explain. *(e.g., giving 1 extra credit to a 3-credit class because of large enrollments and instructor does not have graduate student support; reducing a 4 credit class to 2 credits due to team teaching).* *You may note if class is in person or online here. Textboxes expand as you type.* |
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| **Advising or Mentoring (** **%)**  |
| **Activities/Expectations**:        |

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| **Research/Creative Activity (** **Research\_TB%)** *(Percentage should reflect total workload for this category,* ***including community engaged research and any adjustments for reduction in teaching or other categories****, if appropriate*. *Example: research load increased to 50% due to demonstrated excellence beyond that which is expected for the research load; one 3-credit course reduction.)* |
| **Activities/Expectations:**  |

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| **Service (** **%)** *(Use this section for university or professional service, including outreach activities. University service may include workload allocations for faculty who carry out unit level leadership duties such as graduate or undergraduate coordinators.)* |
| **Activities/Expectations**:       |

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| **Community Engaged Service (      %)**  *( Community engagement [not associated with research outcomes and/or teaching classes that involve service learning] can be reported here instead of in the “service” section above.).*  |
| **Activities/Expectations:** |

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| **Extension (****%)** *Limited to College of Agriculture, Life Sciences & Natural Resources* |
| **Activities/Expectations:**  |

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| **Clinical, Professional, or Diagnostic Practice (** **%)** *(Only complete if activities are not embedded in other categories. Included here may be clinical practice, professional practice such as librarianship, and diagnostic duties such as those in the Wyoming State Vet Lab.)* |
| **Activities/Expectations:**  |

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| **Administration (      %)** *(Generally, this category is used for department heads and associate/assistant deans. See instructions for more details.)* |
| **Activities/Expectations:** |

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| **Professional Development (      %)** *typically only applicable to non-tenure track faculty where teaching is a primary responsibility. A portion of the total workload may be allocated in this category, as well as to administration, advising, or other activities as appropriate, for a maximum of 12.5% combined.*  |
| **Activities/Expectations:** |

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| **Total percentage of all categories combined\* (****%)** *manually add up percentages from all highlighted fields* |

**\*** *The percentage total for AY faculty should add up to your FTE. (Example: FTE is 1.0, total percentage should add up to 100%. Where exceptions have been approved to have a lower FTE, the percentage total should reflect the lower FTE. For example, if FTE is .75, the total percentage should add up to 75%).*

*\* For FY faculty, additional classes may be assigned for summer session, but the overall teaching percentage would not change (e.g., 15 credit hours in the AY and 6 credit hours in the summer session would still be 62.5%).*

*may be greater than 100% if additional classes [beyond baseline for AY faculty] are taught ‘on-load’ during the summer or J-term. The baseline for AY tenure stream faculty is 3/2 (or 15 credits) and AY non-tenure stream faculty with primary teaching responsibilities (e.g., Lecturers) is 4/3 (or 21 credits).*

**SIGNATURES (electronic signatures accepted):**

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| **Faculty Member** | **Date (m/d/y)** |
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| **Department Head** | **Date (m/d/y)** |
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| **Dean** | **Date (m/d/y)** |