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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Faculty:** | |  | | | | | | **Dean:** |  | | | |
| **Academic Year/Semester:** | |  | | | | | | **Discipline:** |  | | | |
| Please explain circumstances leading to course load modifications: | | | | | | | | | | | | |
| **If the faculty does not meet workload obligations, the Dean may (please check the one that applies):**  Extend the course load to the next semester. *(If course load extended into next semester, faculty must teach their required course load in addition to a course(s) to fulfill the previous semester obligation, no ETA shall be assigned until the obligation is met)*  Assign the faculty member courses in another discipline/division (*this must be based on needs of that area*)  Faculty assigned a course load comprising of more than 50% of online courses  Create a course load plan comprised of work equivalent to contact hours needed for the faculty member to make load (*must be preapproved and equivalent to a minimum of 5 hours per week of work (16 week class)* | | | | | | | | | | | | |
| **Fall** | | | | | | **Spring** | | | | | | |
| **Course(s) & Section(s)**  [List courses below that did not make] | | | **Format** | **Contact Hours** | **Session** | **Course(s) & Section(s)**  [List courses below that did not make] | | | | **Format** | **Contact  Hours** | **Session** |
|  | | | Campus |  |  |  | | | | Choose an item. |  |  |
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| **Chair/Lead or Other Paid Assignments:** | | | | | | | | | | | | |
| **Campus Office Hour Modifications** (*minimum 10 hours per week)* | | | | | | | | | | | | |
| Monday |  | | | | | Thursday |  | | | | | |
| Tuesday |  | | | | | Friday |  | | | | | |
| Wednesday |  | | | | | Saturday |  | | | | | |
|  | | | | | | | | | | | | |
| Please describe in detail any work equivalent projects being assigned: | | | | | | | | | | | | |
| |  |  | | --- | --- | | **Online Course Load**  *List online courses/sections being taught beyond 50% of workload (Does not include online programs)* | | |  |  | |  |  | |  |  | |  |  | |  |  | | **Rationale:** | |   Faculty Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dean Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  VPAA/Provost: ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Approval of VPAA/Provost required for workload exceptions (workload revisions: < 15 contact hours, 100% online workloads, etc.)* ***ONLY****.* | | | | | | | | | | | | |