

Worksheet for setting NTE teaching loads.

Faculty Name: _____

Date: _____

		FALL	SPRING
1	Begin each academic year NTE with a maximum standard teaching load of fifteen (15) credit hours per semester	15	15
2	The faculty member's anticipated contributions to the University (documented below), and for which no additional release or compensation is provided, meet the criterion routine service and exceed that for significant service (representing roughly 8-9 hours per week), demonstrating active engagement and productive leadership. Subtract three (3) credit hours in each semester		
3	List and attach documentation and, if required, permission, for Offsets, if any, for faculty member in good standing		
	a. Administrative Offset, if any.		
	b. Discretionary Offset, if any.		
4	Teaching Credits or Credit for Research Supervision. Verify and document faculty member's requested use of accrued teaching credits at 1-3 credits per semester		
5	Funded Research Course Releases. Verify and attach documentation for course release time purchased for either semester on active grants		
6	Calculate final adjusted teaching load. Cannot be less than 6 credit hours per semester)		

NOTE: Total Offsets and Credits (steps 4 and 5 above) may not account for more than 6 credits per semester.

Required attachments:

- A. List faculty member's anticipated service meeting the criteria for significant service for the coming year.
- B. Offsets
 - a. Administrative Offset documentation and approval. (i.e., job description with duties requiring three (3) hours per week per credit hour offset. If continuing offset, add annual review of administrative performance.)
 - b. Discretionary Offset documentation and approval (i.e., project description with duties and deliverables requiring three (3) hours per week per credit hour offset, and memo of approval by Dean and/or Provost.)
- C. Teaching credits request and worksheet.
- D. Documentation of course buyout payment.
- E. AAUP release attach documentation from VPFA

F. Chair verifies faculty member is in good standing

Faculty Name _____

Faculty Signature _____

Dean Name _____

Dean Signature _____

Provost Name _____

Provost Signature _____

DRAFT