

Worksheet for setting TET teaching loads.

Faculty Name: _____

Date: _____

		FALL	SPRING
1	Begin each academic year TET with a base teaching load of twelve (12) credit hours per semester	12	12
2	<p>_____ Faculty member has been “reasonably productive” in scholarship over prior three (3) years. (Faculty member has produced at least 50% of the requirements for promotion to Associate Professor in that department over previous three years (Verify and list relevant production below). Subtract up to three (3) credit hours from each semester.</p> <p>OR</p> <p>_____ Faculty member has been “acceptably productive” in scholarship over the prior three (3) years. (Faculty member has produced at least 25% of the requirements for promotion to Associate Professor in that department over the previous three years (Verify and list relevant production below). Subtract up to three (3) credit hours from one semester only.</p> <p>OR</p> <p>_____ Faculty member has not been reasonably productive in scholarship over prior three (3) years. Add three (3) credit hours to one semester only.</p>		
3	<p>The faculty member’s anticipated contributions to the University (documented below), and for which no additional release or compensation is provided, meet the criterion for routine service and exceed that for significant service, demonstrating active engagement and productive leadership Subtract three (3) credit hours in one semester only.</p> <p>OR</p> <p>The faculty member’s anticipated contributions to the University (documented below), and for which no additional release or compensation is provided, meet the criterion for routine service for significant service and exceed that for significant service Make no adjustment.</p> <p>OR</p> <p>The faculty member’s anticipated contributions to the University (documented below) DO NOT meet the criterion for significant service Add three (3) credit hours to one semester only.</p>		
4	List and attach documentation and, if required, permission, for Offsets, if any, for faculty member in good standing		
	a. Administrative Offset, if any.		
	b. Performance Offset, if any tenured faculty member has produced at least 175% of the requirements for promotion to Associate Professor in that department over the previous three (3) years, <i>beyond that required to meet the requirements of reasonable</i>		

	<i>productivity, above, subtract up to three credit hours from one semester only. (Verify and list relevant production below).</i>		
	c. Discretionary Offset, if any.		
5	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		
6	Funded Research Course Releases. Verify and attach documentation for course release time purchased for either semester on active grants		
7	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.

NOTE: For TET assistant professors, chair will assume "reasonable productivity" for step 2, for probationary years 1-2.

Required attachments:

- A. Verified scholarship demonstrating reasonable scholarly productivity over past three years, with acceptance or publication dates and or award amounts as per department bylaws. Provide copy of dated acceptance/award letter.
- B. List faculty member's anticipated service meeting the criteria for significant service for the coming year.
- C. 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. Performance Offset documentation with acceptance or publication dates and/or award amounts, as per department bylaws
 - c. 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.)
- D. Teaching credits request and worksheet.
- E. Documentation of course buyout payment.
- F. AAUP Release attach documentation from VPFA
- G. Chair verifies faculty member is in good standing

Faculty Name _____

Faculty Signature_____

Dean Name _____

Dean Signature_____

Provost Name_____

Provost Signature_____