

TET Teaching Load Calculator

Faculty Name: _____

Unit: _____

		Academic Year Base Load
1	Initial Base Load 24 credit hours per academic year.	24
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 six (6) credit hours.</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.</p> <p>OR</p> <p>____ Faculty member has not been at minimum acceptably productive in scholarship over prior three (3) years.</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 criteria for routine service and exceed that for significant service, demonstrating active engagement and productive leadership. Subtract three (3) credit hours.</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 criteria 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 criteria for significant service and/or do not meet the criteria for routine service.</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. (Includes Faculty Senate or AAUP-WSU Offsets).	
	c. Discretionary 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 productivity, above</i>) subtract up to three credit hours. (Verify and list relevant production below).	
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 without Dean and Provost approval).	

Your teaching load is tentatively divided across two Semesters as _____/_____
Fall Spring

The Department reserves its management right to alter this teaching load division to meet extraordinary circumstances impacting the University's ability to offer needed courses, such that as much as 70% of teaching load may be assigned to a single semester (maximum four three- or four-credit courses), provided sufficient notice is given to the faculty member.

Chair Name: _____ Date: _____

FISCAL TET Teaching Load Calculator

Faculty Name: _____

Unit: _____

		Fiscal Year Base Load
1	Initial Base Load 30 credit hours per academic year.	30
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 six (6) credit hours.</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.</p> <p>OR</p> <p>____ Faculty member has not been at minimum acceptably productive in scholarship over prior three (3) years.</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 criteria for routine service and exceed that for significant service, demonstrating active engagement and productive leadership . Subtract three (3) credit hours.</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 criteria 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 criteria for</p>	

