|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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)* |
| **Semester:**  | **Semester:**  |
| **Course Section(s)** (classes that are in the normal teaching load) | **Format** | **Number of Students** | **Contact Hours** | **Session** | **Course Section(s)**(classes that were canceled due to low enrollment) *(only complete this area if applicable)* | **Format** | **Contact Hours** | **Session** |
|  | Campus |  |  |  |  | Choose an item. |  |  |
|  | Choose an item. |  |  |  |  | Choose an item. |  |  |
|  | Choose an item. |  |  |  |  | Choose an item. |  |  |
|  | Choose an item. |  |  |  |  | Choose an item. |  |  |
|  | Choose an item. |  |  |  |  | Choose an item. |  |  |
|  | Choose an item. |  |  |  |  | Choose an item. |  |  |
| **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****.* |