WORKLOAD EQUIVALENCY PROPOSAL
(REALIGNMENT TIME REQUEST)

Please refer to Procedure 12.03.99.R0.01 Faculty Workload for criteria relating to these reassignments, equivalencies and credits.

College of _____________________________ Semester/Year __________________

Faculty Name _____________________________

FTE Reassigned Time Requested

Type of Equivalency _____________________________

(Please complete the following as applicable; additional pages may be attached, if more space is needed.)

1. PURPOSE OF EQUIVALENCY OR EXPLANATION OF REQUEST:

2. METHOD:

3. EXPECTED OUTCOME:

4. METHOD OF EVALUATION:

Approved by:

Department Head: _____________________________ Date: __________________

Graduate Dean (for theses/dissertations only): _____________________________ Date __________________

Dean: _____________________________ Date __________________

Provost & VPAA Office _____________________________ Date __________________

Workload Equivalency/Reassigned Time/Credit Codes:

02 = Administrative Assignments
03 = Any Other Professional Assignment (research, creative activity, major academic advisory responsibilities, accreditation responsibilities or reassigned time for past overload credit---see Procedure 12.03.99.R0.01 for full explanation)

FACULTY APPOINTMENT CODES

A. Appointments funded from the Faculty Salaries element of cost:
CODE

01 Direct instructional activities which include interaction with students related to instruction, preparation for such instruction, and evaluation of student performance. The various types of instruction include: lecture, laboratory, practicum, seminar, independent study, private lessons, alternative learning activities, thesis, and dissertation.

02 Administrative assignments which directly supplement the teaching function, such as heads of teaching departments, coordinator of special programs or multi-section courses, etc.

03 Any other professional assignments which an institution considers to be directly related to the teaching function.

05 Overload -- to be used only for those teaching assignments which are in addition to a 100% teaching (codes 1, 2, & 3) load.

B. Appointments funded from elements of cost other than Faculty Salaries:

CODE

10 Extension and Public Service
11 Instructional Administration
12 Organized Research
13 General Administration and Student Services
14 General Institutional Expense
15 Library
16 Special Items
17 Any element of cost not listed above

C. Appointments funded from all other sources:

CODE

20 Intercollegiate Athletics
21 Other Auxiliary Enterprises
22 Sponsored Projects
23 Any source not listed above

Source: Appendices to the Reporting and Procedures Manual, Texas Higher Education Coordinating Board, 9-92