

**FACULTY TEACHING LOAD FORM (REVISED)**

**[x] Fall** **[ ] Spring**

**Due Date: September 30 Due Date: February 28**

1. Form is to be completed by the Faculty member and given to Administrative Assistant for completion. Within five business days, forms are submitted **electronically** to the Department Chair with a letter of transmittal.
2. Form is reviewed by the Department Chair for approval. Within five business days, the Department Chair submits forms **electronically** to the Dean with a letter of transmittal.
3. Form is reviewed by the Dean for approval. Within five business days, the Dean will forward the forms **electronically** to the VPAA’s Executive Administrative Assistant.
4. Form is reviewed by the VPAA for approval. Within five business days, the VPAA will forward the forms **electronically** to the Director of Institutional Research, Assessment and Evaluation.

**Department: Human Behavior Name: John Wise Teaching Load - Semester Hours 9.1**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COURSE****NUMBER** | **SECTION** | **TITLE** | **() IF TEAM TAUGHT COURSE** | **SEM.****HRS.** | **DAYS** | **TIME OF****DAY** | **PLACE** | **ENROLLMENT** | **STUDENT****CR. HRS.\*** | **CONTACT****HOURS**(Weekly) |
| **XXX** | **0101** | Course Title |  | 3 | TuTh | 8:00 – 9:15 | Hazel 2040 | 54 | 162 | 3 |
| **XXX** | **0101** | Course Title |  | 3 | TuTh | 3:30 -4:45  | Henson 1111 | 36 | 108 | 3 |
| **XXX** | **0101** | Course Title (2 hour labs) |  | 1  | TuTh | 5.00-5.50 | Henson 1110 | 36 | 36 | 1 |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Total** |  | **7** |  |  |  | **126** | **306** | **7** |

**\*Multiply entry in SEM.HRS by entry in ENROLLMENT to produce entry in STUDENT CR HRS.**

**\*\* include labs, if applicable, in the above grid and note that 2 hours lab supervised = 1 credit hour/contact hour = .333 course units, based on COMAR**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course #** | **Title** | **Formula** | **Semester Hrs.** | **Student Credit Hrs.** | **Total Semester Hours traditional plus non-traditional** **Credit Hrs.** |
|  |  |  |  |  |  |
| **800 - 899** | **Dissertation & doctorate level individual studies** | **# credits x # students X 3 =** **9** |  |  | **9.1** |
| **799** | **Masters’ Thesis** |  **# credits x # students X 3**  **12** |  |  | **Total Student Credit Hours****(Addition of traditional and non-traditional student Credit Hours)****316.5** |
| **500 - 798** | **Other graduate level individual studies**  |  **# credits x # students X 3 =** **18** |  |  |  |
| **100 - 499** | XXX 470 Course Title. | **# 3 credits x # 5 students X 3 =**  **21** | **2.1** | **10.5** | **Total Contact Hours****9.1** |

|  |  |
| --- | --- |
| **BOOK INFORMATION** | **POSTED OFFICE HOURS****\*Give actual hour (do not use notation)** |
| **AUTHOR** | **TEXTS TITLES** | **PUBLISHER** | **DAY** | **GENERAL\*** | **STUDENT CONFERENCE\*** |
| Author’s Name | Book Title | Publisher | **Monday** |  |  |
|  |  |  | **Tuesday** |  |  |
|  |  |  | **Wednesday** |  |  |
|  |  |  | **Thursday** |  |  |
|  |  |  | **Friday** |  |  |
| **ADDITIONAL UNIVERSITY RESPONSIBILITIES (Committees, Counseling, etc.) :**  |
|  |

**If the above teaching load semester hours do not total 12, please account for the % of time not teaching.**

 **[ ] \_\_\_\_%****Instruction related [ ] \_\_\_% Department-supported service - internal**

**[x]  Department Administration (Chair )** **[ ] \_\_\_% Department-supported service – public**

 **[ ]  %** **Externally funded research and service [ ] \_\_\_% Sabbatical**

 **[ ]  % Department-supported research [ ] \_\_\_% Contractual/illness**

 **[ ]  %** **Department-supported service profession [ ] \_\_\_% Other (explain)**

**Faculty member’s signature Supervisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Signature(s) must be submitted electronically – either the original signature or type in the name and put it in italics)

**Dean’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Dr. James A. Know**

9/21/07