

Texas A&M University-Commerce

Workload Equivalency Form - Reassigned Time Reporting and Request

Please refer to University Rule *12.03.99.R1 Faculty Workload* for criteria relating to these reassignments, equivalencies, and credits. (All request must be submitted to the Provost Office at the time course schedules are sent to the Registrar's Office. If requesting release time, an overload is not permitted. Exceptions are decided by the Provost.)

College of

Department

Semester

Year

Faculty Name

Did you receive reassign time last semester?

Yes

No

If yes, discuss results of your activity. (additional pages may be attached)

FTE Reassigned Time Request (Please put 1,2,3,4 courses and if the courses is 1-12 hours

Number of Courses

Number of Credit Hours

Type of Equivalency (please put the code and complete the following as applicable; additional pages may be attached)

Purpose of Equivalency or Explanation of Request (If not completed, the request will be denied; additional pages may be attached.)

Method

Expected Outcome (Outcome/s must be stated and documentation included at end of semester reassigned time is granted)

Method of Evaluation (Explain)

Approved by:

Department Head

Date

Dean

Date

Vice Provost for Research/Graduate Dean

Date

Provost (or designee)

Date

Workload Equivalency/Reassigned Time/Credit Codes:

02 Administrative Assignments

03 Any Other Professional Assignment (research, creative activity, major academic advisory responsibilities, accreditation responsibilities of reassigned time for past overload credit---see University Rule 12.03.99.R1 for full explanation)

FACULTY APPOINTMENT CODES

A - Appointments funded from the Faculty Salaries element of cost

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

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

20 Intercollegiate Athletics

21 Other Auxiliary Enterprises

22 Sponsored Projects

24 Any source not listed above

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