

**WORKLOAD EQUIVALENCY PROPOSAL
(REASSIGNED 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