

CENTRAL MICHIGAN UNIVERSITY

COLLEGE OF EDUCATION AND HUMAN SERVICES

FACULTY INSTRUCTIONAL WORKLOAD DOCUMENT

For use by all regular tenure/tenure track faculty. All faculty should complete section A. Those who are seeking an exemption from the contractual instructional workload of 9-12 credit hours per semester, as determined by the department, should complete section B. This document is to be submitted to the Department Chair no later than September 18 and to the Dean's Office no later than September 21 for the fall semester and to the Department Chair no later than March 12 and to the Dean's Office no later than March 15 for the spring semester.

Name: _____ Rank: _____
 Semester and Year: _____ Department: _____

SECTION A - List all courses for which you are the instructor of record. Indicate any on-campus departmental courses for which you anticipate being paid an additional overload stipend. Also indicate those courses which are being taught for ProfEd, indicating those which are Inload and those for which you expect to be paid a ProfEd Supplement.

Course	Credits	Title	Dates of Course	Location of Course	Department Overload Yes or No	ProfEd Supplement Yes or No	Prof Ed Inload Yes or No

SECTION B - List all activities for which you are seeking an adjustment to the department's full-time instructional workload. Such activities may include university leadership roles, release time for center directors, or release time for grant activity. Provide the credit hour equivalent for each activity, as applicable.

Reviewed by:

_____ Chair _____ Date
 _____ Dean* _____ Date

*Approval required from the Dean for any adjustment to the standard departmental instructional workload.