SYSTEMWIDE 2019-2020
FACULTY WORKLOAD AGREEMENT (FWA)

Faculty Name: _____ **Union Member** Choose
First *Last*

Rank (As of Fall 2019): Choose _____

Program: _____ **Campus:** _____

FTE%: Faculty _____ **Admin** _____ **Total FTE %:** 0 _____

***Teaching and Dissertation** **18 Unit Minimum**

All full-time, 1.0 FTE faculty must carry at least 18 units of work across the categories of Teaching and Dissertation/ Doctoral Mentorship. Pro-rated for those working less than 1.0 FTE or who have approved release for administrative work that decreases faculty commitment.

I. TEACHING PLAN

Semester / Term	Course / Section #	Title	Mtg Day & Time	Projected Enrollment	Units

TOTAL UNITS 0

II. DISSERTATION/DOCTORAL PROJECT (*All sections must be completed for approval.*)

Committees Chair- Can claim .375 units per student per semester (.75 for full year). Each dissertation student can only be counted as credit for 4 semesters. Each project student can only be counted for 2 semesters.
NOTE: In order to count for credit, this student must be registered in the correct section of the dissertation/research project course.

Student's Name (First and Last)	Project or Dissertation	Start Semester/Term	End Semester/Term	Units

Committees Chair (Continuation.)				

CHAIR TOTAL UNITS 0

Committee Membership/Readership- Can claim .1875 units per student per semester (.375 for full year). Each dissertation student can only be counted as credit for 4 semesters. Each project student can only be counted for 2 semesters. ***NOTE: In order to count for credit, this student must be registered for the correct dissertation/research project course.***

Student's Name (First and Last)	Project or Dissertation	Start Semester/Term	End Semester/Term	Units

Committee Membership/Readership (Continuation)				

COMMITTEE TOTAL UNITS 0

TOTAL TEACHING /DISSERTATION/DOCTORAL PROJECT UNITS: 0

Dissertation Extension- ***Please list Dissertation Extension students for whom you have not received prior compensation.***

Student's Name (First and Last)	Start Semester/Term	End Semester/Term

***Scholarship and Service** **6 Unit Maximum**

All full-time, 1.0 FTE faculty may receive a total of 6 units of work across the categories of Scholarship and Service. Pro-rated for those working less than 1.0 FTE or who have approved release for administrative work that decreases faculty commitment.

III. SCHOLARSHIP ***(Scholarship, Research, Professional Engagement, Community Engagement, University Governance Release, and Service)***

***** Earned Units (as outlined in the Scholarship Matrix, see attached)**

***** Allowed Units (not to exceed 6 units in total with service included)**

Activity (Please list all relevant information including: ***title, authorship, location, date, etc.*****)**	**Earned Units**	**Allowed Units**

TOTAL SCHOLARSHIP UNITS 0

IV. SERVICE (*Service units must be listed for the correct unit count - AS OUTLINED IN THE UNIVERSITY APPROVED SERVICE MATRIX).*

Name of Committee/Service	Start Date	End Date	Units

TOTAL SERVICE UNITS 0

Program Committees & Assignments (*no workload allocation)*	Start Date	End Date

TOTAL SCHOLARSHIP / SERVICE UNITS: 0

V. ADMINISTRATIVE/SPECIAL ASSIGNMENT (*See manual for detailed instructions*)

Activity (Specify Outcome or Product)	Units

Total Administrative Units 0

Please include an outline of the activities/time required to perform the administrative tasks listed above *(exception- Program Director appointments and professional training office appointments)* – **62.5 hours/unit**:

VI. GRANTS/CONTRACTS (*Note: if the grant provides no teaching buyout, the units should be listed under service and will be included in the 6 unit scholarship/service total. Please also note that federal regulations prohibit overload on grants.)*

Grant Name	Agency	Dept Code	Start Date	End Date	Units

Total Grant/Contract Units 0

VII. WORKLOAD TOTALS

On Sabbatical? Choose

If yes, please specify how long or beginning what term in the comments section.

Total Units 0

Estimated Units for Overload Teaching/Dissertation (payment processed after spring add/drop.

☐ **Bying this box, I agree that I am available to pick up dissertations if my workload total falls short by 1 unit or less.**

Comments (if any):

VIII. WORKLOAD AUTHORIZATION

I accept the above assignments. I understand that changes may need to be made (based on program needs, class sizes, or other factors) and that any changes must result in the generation of a revised Faculty Workload Agreement, which should be generated after the Fall add/drop dates and then after Spring add/drop date. Please check the box next to the appropriate semester to indicate your approval of the reconciled workload each semester. Final revisions of my workload must be authorized by my Program Director and signed with approval from the Dean and the Provost.

Reconciliation
Fall ☐
Spring ☐

Faculty Signature/Date

Reconciliation
Fall ☐
Spring ☐

Program Director Signature /Date

Reconciliation
Fall ☐
Spring ☐

Dean Signature/Date