

SAMPLE Academic Year Workload Templates

Professor A (Undergraduate)

Professor A	Teaching		Scholarship		Service		Other Related		Total Hours
	Activity	Hours	Activity	Hours	Activity	Hours	Activity	Hours	
	24 Credits	360	IRB Development	100	4 Committees	140	Mentoring New Faculty	160	1900
	Course Preparation	720	Data Collection		Mission Trip		Develop orientation manual		
	Grading	160							
	Academic meetings	100							
	Student Meetings	100							
	Meetings with facilitator on other campus	60							
Total Hours		1500		100		140		160	
Percentage		79%		5%		7%		8%	100%

Professor B (Graduate)

Professor B	Teaching		Scholarship		Service		Other Related		Total Hours
	Activity	Hours	Activity	Hours	Activity	Hours	Activity	Hours	
	18 Lecture Credits	240	IPE Research with faculty from other disciplines	280	Florida Hospital project for student service project	200	Professional development and research presentations	100	1900
	2 Labs	60			3 Committees		Faculty advisor for student group		
	Direct and indirect student clinical supervision	140							
	Course Preparation	480							
	Grading Hours	200							
	Student Meetings	100							
	Capstone Supervision	100							
Total Hours		1320		280		200		100	1900
Percentage		69%		15%		11%		5%	100%

Professor C Hybrid

Professor C	Teaching		Scholarship		Service		Other Related		Total Hours
	Activity	Hours	Activity	Hours	Activity	Hours	Activity	Hours	
	9 Credits (Face to Face)	135	Literature review re: evidence-based aspects for online best practices	230	Community service with students and/or related to profession in another geographical area	200	Professional development activities related to hybrid and online education	200	1900
	9 Credits (Online)	135	Development of best practices strategies manual		4 Committees that accommodate distance involvement		Faculty training in online teaching/learning pedagogy		
	Course Preparation	540	Collaboration with other online instructors to ensure optimal quality						
	Grading Hours	160							
	Technology prep/troubleshooting	100							
	Student prep/support for online	100							
	Student Meetings	100							
Total Hours		1270		230		200		200	1900
Percentage		67%		12%		11%		11%	100%

Clinical Faculty

CHAIR	Teaching		Scholarship		Service		Other Related		Total Hours
	Activity	Hours	Activity	Hours	Activity	Hours	Activity	Hours	
	12 Credits (Traditional)	180	Collaborative projects with clinical Staff	100	3 committees	200	Mentoring	200	1900
	Course Preparation	360			Community Advisory Board		Clinical Guidelines Development		
	Student Meetings	100					Student Advising		
	Grading Hours (Clinical & Paper)	200							
	Academic Meetings	100							
	Meetings with Clinical Staff	100							
	Clinical Supervision	360							
Total Hours		1400		100		200		200	1900
Percentage		74%		5%		11%			89%

CHAIR

CHAIR	Teaching		Scholarship		Service		Other Related		Total Hours
	Activity	Hours	Activity	Hours	Activity	Hours	Activity	Hours	
	9 Credits (Traditional)	135	Support for faculty research agendas	300	4 committees	200	Management	760	1900
	Course Preparation	270	Attendance at research CEs				Faculty mentoring		
	Student Advising	100	Research agenda that supports global aspects of department and/or profession				CE development		
	Grading Hours	135					Faculty and staff development		
							Collaboration with other Chairs		
Total Hours		640		300		200		760	1900
Percentage		34%		16%		11%		40%	100%