

**APPENDIX C  
FACULTY SCHEDULE FORM\***

**FACULTY MEMBER** \_\_\_\_\_

**OFFICE TELEPHONE** \_\_\_\_\_

**OFFICE ROOM NUMBER** \_\_\_\_\_

**SEMESTER** \_\_\_\_\_

**SESSION** \_\_\_\_\_

|                    | MONDAY             |          | TUESDAY            |          | WEDNESDAY          |          | THURSDAY           |          | FRIDAY             |          |
|--------------------|--------------------|----------|--------------------|----------|--------------------|----------|--------------------|----------|--------------------|----------|
|                    | COURSE<br>ACTIVITY | LOCATION | COURSE<br>ACTIVITY | LOCATION | COURSE<br>ACTIVITY | LOCATION | COURSE<br>ACTIVITY | LOCATION | COURSE<br>ACTIVITY | LOCATION |
| 7-7:30             |                    |          |                    |          |                    |          |                    |          |                    |          |
| 7:30-8             |                    |          |                    |          |                    |          |                    |          |                    |          |
| 8-8:30             |                    |          |                    |          |                    |          |                    |          |                    |          |
| 8:30-9             |                    |          |                    |          |                    |          |                    |          |                    |          |
| 9-9:30             |                    |          |                    |          |                    |          |                    |          |                    |          |
| 9:30-10            |                    |          |                    |          |                    |          |                    |          |                    |          |
| 10-10:30           |                    |          |                    |          |                    |          |                    |          |                    |          |
| 10:30-11           |                    |          |                    |          |                    |          |                    |          |                    |          |
| 11-11:30           |                    |          |                    |          |                    |          |                    |          |                    |          |
| 11:30-12           |                    |          |                    |          |                    |          |                    |          |                    |          |
| 12-12:30           |                    |          |                    |          |                    |          |                    |          |                    |          |
| 12:30-1            |                    |          |                    |          |                    |          |                    |          |                    |          |
| 1-1:30             |                    |          |                    |          |                    |          |                    |          |                    |          |
| 1:30-2             |                    |          |                    |          |                    |          |                    |          |                    |          |
| 2-2:30             |                    |          |                    |          |                    |          |                    |          |                    |          |
| 2:30-3             |                    |          |                    |          |                    |          |                    |          |                    |          |
| 3-3:30             |                    |          |                    |          |                    |          |                    |          |                    |          |
| 3:30-4             |                    |          |                    |          |                    |          |                    |          |                    |          |
| 4-4:30             |                    |          |                    |          |                    |          |                    |          |                    |          |
| 4:30-5             |                    |          |                    |          |                    |          |                    |          |                    |          |
| 5-5:30             |                    |          |                    |          |                    |          |                    |          |                    |          |
| 5:30-6             |                    |          |                    |          |                    |          |                    |          |                    |          |
| 6-6:30             |                    |          |                    |          |                    |          |                    |          |                    |          |
| 6:30-7             |                    |          |                    |          |                    |          |                    |          |                    |          |
| 7-7:30             |                    |          |                    |          |                    |          |                    |          |                    |          |
| 7:30-8             |                    |          |                    |          |                    |          |                    |          |                    |          |
| 8-8:30             |                    |          |                    |          |                    |          |                    |          |                    |          |
| 8:30-9             |                    |          |                    |          |                    |          |                    |          |                    |          |
| 9-9:30             |                    |          |                    |          |                    |          |                    |          |                    |          |
| 9:30-              |                    |          |                    |          |                    |          |                    |          |                    |          |
| <b>Total Hours</b> |                    |          |                    |          |                    |          |                    |          |                    |          |

**Fall and Spring Semesters**

|  |                     |
|--|---------------------|
| Standard Load Class Contact Hours Per Week       | _____               |
| Release Time Per Week (If Any)                   | _____               |
| Office Hours Per Week                            | _____               |
| Subtotal (Not Less Than 25)                      | _____               |
| Opa Hours Per Week (Including Community Service) | _____               |
| Standard Assignment Total Per Week               | _____               |
|  | 35                  |
|  | Must equal to _____ |
| Overload Hours Per Week                          | _____               |
| Total Hours Worked Per Week                      | _____               |

**GUARANTEED SUMMER ASSIGNMENT SESSION A, B, C, OR D**

|  |       |
|--|-------|
| Guaranteed Assignment Class Contact Hours Per Week | _____ |
| Release Time Per Week (If Any)                     | _____ |
| Office Hours Per Week                              | _____ |
| Guaranteed Assignment Total Per Week               | _____ |
| Overload Hours Per Week                            | _____ |
| Total Hours Worked Per Week                        | _____ |

\*This Schedule Form may be revised with supervisor approval.

This form is intended to show format and the actual door schedule may deviate somewhat from this form.

# WORKLOAD CALCULATION

FACULTY MEMBER \_\_\_\_\_

SEMESTER \_\_\_\_\_ (Fall and Spring semesters only)

| SECTION NUMBER             | COURSE | ENROLLMENT | CONTACT HOURS PER WEEK | # OF WEEKS | POINT FACTOR | LOAD POINTS | COMMENTS |
|----------------------------|--------|------------|------------------------|------------|--------------|-------------|----------|
|                            |        |            |                        |            |              |             |          |
|                            |        |            |                        |            |              |             |          |
|                            |        |            |                        |            |              |             |          |
|                            |        |            |                        |            |              |             |          |
|                            |        |            |                        |            |              |             |          |
|                            |        |            |                        |            |              |             |          |
|                            |        |            |                        |            |              |             |          |
|                            |        |            |                        |            |              |             |          |
| <b>TOTAL STANDARD LOAD</b> |        |            |                        |            |              |             |          |

| SECTION NUMBER        | COURSE | ENROLLMENT | CONTACT HOURS PER WEEK | # OF WEEKS | TOTAL HOURS | COMMENTS |
|-----------------------|--------|------------|------------------------|------------|-------------|----------|
|                       |        |            |                        |            |             |          |
|                       |        |            |                        |            |             |          |
|                       |        |            |                        |            |             |          |
| <b>TOTAL OVERLOAD</b> |        |            |                        |            |             |          |

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\*For record keeping only, not for workload calculation.

\*\*See Article 9.01E.2 (Workload Points) for point factors used to calculate load points.