

Texas A&M University-Texarkana

Faculty Workload Reassigned Time Petition

College: _____ Semester: _____ Year: _____

Deadline for final approval by the Provost/VPASA: 30 days prior to the first class day of the semester for which release is requested.

Name of Faculty Member Whose Workload is impacted: _____

Notification of Student Supervision

Number of Semester Credit Hours of Load Credit Assigned for Student Supervision of Instruction	Course Prefix and Number

Reassignment Funded by Grant

Semester Credit Hours Assigned to Grant	Funding Source	Period for which Grant or Contract Funding is Available

Other

Semester Credit Hours to be Reassigned	Code for Requested Reassignment

AA-Administrative Assignment PD-Program/Course Development R-Research

Justification for Petition: Complete reverse side of petition.

Requested by: _____ Date: _____

Recommended by: _____ Date: _____
Dean

Approved by: _____ Date: _____
Provost & VP for Academic & Student Affairs

Justification for Petition:

Faculty member's workload is comprised of teaching, research, and professional service responsibilities. Although the primary assignment is teaching, the need to allocate time to other activities is recognized. Justification of a petition should include:

- A. detailed description of the responsibility for which time is requested
- B. expected outcomes and anticipated completion date
- C. a listing of the faculty member's teaching assignment prior to the approval of the requested reassignment
- D. designation of the course(s) from the faculty member's load that if approved would be reassigned
- E. the impact of the activity and the course reassignment on the program/College