



Academic Personnel Services

PT Lecturer Workload Change or Addition for 2009-2010

Complete this form when 1.) new lecturers are added to your pool or when 2.) increasing or 3.) decreasing WTU's offered compared to his/her entitlement.

Lecturer's Name

Department

1.) Years of Service after Spring 2009: _____ 2.) WTU's taught 2008-2009: Fall ____ Spring ____

3.) 2009-10 Entitlement: Appointment type and WTU's

No Entitlement (taught one semester only 2008-09 OR is a new lecturer AND NOT eligible for 3 year)

Academic Year (taught both semesters 2008-09 AND NOT eligible for 3 yr appt)

WTU's entitled to (add WTU's from Fall 2008 and Spring 2009): _____

Year 1 of 3 year appointment (2008-09 was 6th consecutive year or year 3 of 3)

WTU's entitled to (add WTU's from Fall 2008 and Spring 2009): _____

Year 2 of 3 year appointment (2008-09 was year 1 of 3)

WTU's entitled to (add WTU's from Fall 2007 and Spring 2008): _____

Year 3 of 3 year appointment (2008-09 was year 2 of 3)

WTU's entitled to (add WTU's from Fall 2006 and Spring 2007): _____

4.) After following the order of assignment and completing careful consideration as necessary, indicate whether the entitlement was met, increased, or decreased and provide an explanation where needed.

Appointment offer met the lecturer's entitlement. (You do not need to complete this form)

Appointment offer has more WTU's then entitlement (increase). (This option includes new lecturers). Are there other lecturers that did not receive their entitlement and have taught any of the courses assigned to this lecturer?

Yes, Go to question 5 No

Appointment offer has fewer WTU's then entitlement (decrease). Are there other lecturers that received their entitlement or more, that have taught courses this person has or is eligible to teach?

Yes, Go to question 5 No

5.) If you answered yes to a question above, why were WTU's decreased or increased? If needed, on reverse side or as an attachment give the name of the other lecturer(s), the course and sections. Additional details may be requested during review.

Decrease: S/he turned down the course and/or section. (Notice is available or attached)

Increase: Another lecturer turned down the course and/or section. (Notice is available or attached)

Department review committee determined order of assignment and documented results. Log sheet in OPF was signed and appropriate documentation was/will be in OPF.

Other _____

Signature of Department Chair

Date