#### APPENDIX C

#### FACULTY SCHEDULE FORM\*

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

# OFFICE TELEPHONE \_\_\_\_\_ OFFICE ROOM NUMBER\_\_\_\_\_

SEMESTER\_\_\_\_\_SESSION\_\_\_\_\_

COURSE ACTIVITY     7.7.30     7:30-8     8-8:30     8-8:30     9-9:30     9.9.30     9:30-10     10:10:30     10:30-11     11-11:30     11:30-12     12:30-1     12:30-1     11:30-2     2.22:30     3:30-4     4:30-5     5:30-6     6:30-7     7.730     7:30-8     8:30-9	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
7.7:30   7:30-8   8:30-9   9:30-10   9:30-10   10:10:30   10:30-11   11:30-12   12:12:30   12:30-1   1:30-2   2.22:30   2:30-3   3:30-4   4:30-5   5:5:30   5:30-6   6:6:30-7   7:30-8   8-8:30	LOCA- TION	COURSE ACTIVITY	LOCA- TION	COURSE ACTIVITY	LOCA- TION	COURSE ACTIVITY	LOCA- TION	COURSE ACTIVITY	LOCA- TION	
8-8:30   8:30-9   9-9:30   9:30-10   10:10:30   10:30-11   11:30-12   11:30-12   12:30-1   12:30-1   1:30-2   2-2:30   2:30-3   3-3:30   3:30-4   4:44:30   4:30-5   5:30-6   6:30-7   7.7:30   7:30-8   8-8:30										
8:30-9   9-9:30   9:30-10   10:10:30   10:30-11   11:30-12   11:30-12   12:30-1   12:30-1   1:30-2   2.2:30   2:30-3   3:30-4   4:44:30   4:430-5   5:5:30   5:30-6   6:6:30.7   7:30-8   8-8:30										
9-9:30   9:30-10   10-10:30   10:30-11   11:30-12   11:30-12   12:12:30   12:30-1   1:30-2   2-2:30   2:30-3   3:30-4   4:30-5   5:5:30   5:30-6   6:6:30-7   7:30-8   8-8:30										
9:30-10   10-10:30   10:30-11   11:30-12   11-11:30   12:30-1   12:30-1   1-1:30   1:30-2   2-2:30   2:30-3   3:30-4   4:30-5   5:5.30   5:30-6   6:6-6:30   6:30-7   7:30-8   8-8:30										
10-10:30   10:30-11   11:30-12   11:30-12   12:12:30   12:30-1   1:30-2   2-2:30   2:30-3   3-3:30   3:30-4   4:4-4:30   4:30-5   5:30-6   6:6-6:30   6:30-7   7.70-8   8-8:30										
10:30-11   11-11:30   11-11:30   12:12:30   12:30-1   12:30-1   11:30-2   2-2:30   2:30-3   3:30-4   4:44:30   4:30-5   5:30-6   6:30-7   7.7:30   7:30-8   8-8:30										
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   4:30-5   5-5:30   5:30-6   6:6-6:30   6:30-7   7-7:30   7:30-8   8-8:30										
11:30-12   12-12:30   12:30-1   1:30-2   2:30-3   3:30-4   4:44:30   4:30-5   5:5.30   5:30-6   6:6-6:30   6:30-7   7:7.30   7:30-8   8-8:30										
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   5:530   5:30-6   6:66:30   6:30-7   7:30-8   8-8:30										
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   5:30-6   6:6-6:30   6:30-7   7:30-8   8-8:30										
1-1:30   1:30-2   2-2:30   2:30-3   3:30-4   4:4:30   4:4:30   5:5-5:30   5:30-6   6:6:30   6:30-7   7:30-8   8-8:30										
1:30-2   2-2:30   2:30-3   3:30-4   4:4:30   4:4:30   5:5-5:30   5:30-6   6:6-6:30   6:30-7   7:7:30   7:30-8   8-8:30										
1:30-2   2-2:30   2:30-3   3:30-4   4:4-4:30   4:30-5   5:30-6   6:6-6:30   6:30-7   7.7:30   7:30-8   8-8:30										
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										
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										
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										
3:30-4   4-4:30   4:30-5   5:5-5:30   5:30-6   6-6:30   6:30-7   7:7.30   7:30-8   8-8:30										
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										
4:30-5 5-5:30 5:30-6 6-6:30 6:30-7 7-7:30 7:30-8 8-8:30										
5-5:30 5:30-6 6-6:30 6:30-7 7-7:30 7:30-8 8-8:30										
5:30-6 6-6:30 6:30-7 7-7:30 7:30-8 8-8:30										
6-6:30 6:30-7 7-7:30 7:30-8 8-8:30										
6:30-7 7-7:30 7:30-8 8-8:30										
7-7:30 7:30-8 8-8:30										
7:30-8 8-8:30										
8-8:30										
8:30-9										
9-9:30										
9:30-										
Total Hours										

## **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 Must =	35
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				
Overload Hours Per Week (If Any)				
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
TOTAL STANDARD LOAD					900		

--TOTAL OVERLOAD

FACULTY MEMBER

DATE

IMMEDIATE SUPERVISOR

DATE

2012-2013 CBA

\*For record keeping only, not for workload calculation. \*\*See Article 9.01E.2 (Workload Points) for point factors used to calculate load points.