

**APPENDIX B1  
FACULTY SCHEDULE FORM\***

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

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

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

SEMESTER \_\_\_\_\_

SESSION \_\_\_\_\_

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
	COURSE ACTIVITY	LOCATION	COURSE ACTIVITY	LOCATION	COURSE ACTIVITY	LOCATION	COURSE ACTIVITY	LOCATION	COURSE 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>										

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FACULTY SCHEDULE FORM\***

**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 equal to 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 \_\_\_\_\_

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.