

COLLEGE OF ARTS AND SCIENCES
Application for Associate/Full Teaching Professor
Differentiated Workload

Name and Rank of Applicant

Unit

Date of last Differentiated Workload

Term of Request:

FALL 20__ SPRING 20__

Checklist:

- ___ Applicant is a Associate/Full Teaching Professor
- ___ Applicant has 6 years of service since the last differentiated workload term. Faculty with appointments of less than 100% (but at least 50%) time are eligible for this benefit.
- ___ Differentiated workload plan form attached
- ___ Department Chair/Director statement form attached
- ___ Current vita attached

Associate Teaching Professors who have completed six years (twelve semesters) in rank (at 50% time appointment or more) as either an Assistant Teaching Professor promoted to Associate Teaching Professor or as a Associate/Full Teaching Professor will be eligible to apply for a differentiated workload for one semester. The differentiated workload will reduce the formal teaching responsibilities of the Associate/Full Teaching Professor to one course of no less than 3-credit hours for that semester. The purpose of this workload adjustment is to allow the Associate/Full Teaching Professor time to update his or her pedagogy or instructional skills, or to develop new curriculum or instructional technology activities into courses. The faculty member on differentiated workload is expected to remain on campus and serve the campus full-time as defined by the workload agreement. Application for a differentiated workload assignment is made to the unit chair or director and approved in writing by the dean.

Applicant

Date

Chair/Director

Date

Dean

Date

DIFFERENTIATED WORKLOAD PLAN

Senior Instructors:

Please answer the following questions, using as much space as necessary:

- (1) Provide a detailed explanation of your academic objectives for the term of your differentiated workload, including the contribution to your professional growth and expertise.
- (2) Describe how your differentiated workload term will advance departmental/program/college program goals.
- (3) Describe how your project will enhance the University's reputation.

(4) Describe how your plan will contribute to the educational experience of the students.

STATEMENT BY DEPARTMENT CHAIR OR PROGRAM DIRECTOR

Please assess the Differentiated Workload Plan and indicate below, using as much space as necessary, how you propose to cover the teaching assignments of this faculty member for the semester. Please include specific course names and numbers that the Teaching Professor is scheduled to teach in the requested semester.

Chair/Director

Date

Reviewed January 13, 2026