**College of Media, Communication and Information**

# Application for Senior Instructor Differentiated Workload

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Name of Applicant

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Department

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Date of last Differentiated Workload

Term of Request (select only one):

FALL 20\_\_\_\_\_ SPRING 20\_\_\_\_\_

**Checklist:**

Applicant is a Sr. Instructor on current appointment with CMCI

Applicant has 6 years of service to the University since last differentiated workload (or 12 years, if on a 50% appointment for this period; prorate for any other % full-time or combination of

Completed differentiated workload plan attached

Department Chair statement of support attached

Current vitae attached

*Senior instructors who have completed six years (twelve semesters) in rank (at 100% time appointment) either as an instructor appointed as a Senior Instructor or as a Senior Instructor will be eligible to apply for a differentiated workload for one semester. If granted, the differentiated workload will reduce the formal teaching responsibilities of the senior instructor to one 3-credit course (or its equivalent) for that semester. The purpose of this workload adjustment is to allow senior instructors time to update their pedagogy and instructional skills, develop new curriculum, or incorporate instructional technology activities into their teaching. The faculty member on differentiated workload is expected to remain on campus and serve the campus full-time as otherwise defined by the appointment letter. Senior instructors with appointments of less than 100% (but at least 50%) full-time shall be eligible for this benefit on a pro-rated basis. For example, a 50% senior instructor will be eligible to apply for a differentiated workload after 24 semesters. Application for a differentiated workload assignment is made to the unit chair or director and must be approved in writing by the dean.\**

*In accepting a differentiated workload, the faculty member shall agree to continue employment with the University for at least one year thereafter. In case the faculty member is responsible for terminating his/her connection with the University within the period of one year after expiration of the differentiated workload, the individual shall refund the differentiated workload remuneration to the University on a prorated basis, except in exceptional circumstances, including permanent disability or death, wherein neither the individual nor the heirs shall be obligated to refund any part of the amount paid while on a differentiated workload.*

\*Excerpted from the “Academic Affairs Guidelines for the Appointment, Evaluation, and Promotion of Lecturer and Instructor Rank Faculty,” approved in Dean’s Council, 29 March 2011, Approved by Provost Moore, 29 March 2011, and Revised, 1 June 2017:

<https://www.colorado.edu/facultyaffairs/sites/default/files/attached-files/lecturer_instructor_appointment_evaluation_promotion_guidelines_2017_revisions_remediated_091917.pdf>

***In submitting this application, I agree to abide by these rules.***

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Applicant's Signature Date

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Department Chair's Signature Date

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Dean's Signature Date

## **DIFFERENTIATED WORKLOAD PLAN**

1. Briefly, describe the objectives of your differentiated workload semester. For example, will you be updating your pedagogy, developing new curriculum, exploring ways to incorporate technology into your teaching, etc.?

(2) Briefly, describe what resources you anticipate using to achieve your objectives, i.e., conferences, training programs, etc.

(3) Describe how your plan will contribute to the educational experience of the students. How do you anticipate that your stated objectives will inform your and/or your colleagues’ teaching?

## **STATEMENT BY DEPARTMENT CHAIR**

Please assess the Differentiated Workload Plan and indicate below how you propose to cover the teaching assignments of this faculty member.

(1) Please include your assessment of the differentiated workload plan.

(2) Please specify how you propose to cover the teaching assignments of this faculty member. Include specific courses or numbers and levels of courses to be replaced. List the replacement method/cost (i.e., Lecturer, GPTI, etc.).

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Department Chair's Signature Date

Approved as noted:

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Dean's Signature Date