

INSTRUCTIONS FOR COMPLETING APS FORM 450: PROBATIONARY/TNURED FACULTY WORKLOAD DISTRIBUTION FORM

This form has been set up to auto calculate the total WTU and timebase.

ACADEMIC YEAR:	Enter the summer term the appointment is effective, e.g. 2022, in the first box and the term the academic year concludes in the second box.
NEW/REVISED:	Check the appropriate box to indicate whether this is a new workload distribution form, or if it is a revision to a previously submitted form. If a revision, fill out the Reason(s) for Revision box toward the bottom of the form.
HSU ID:	Cal Poly Humboldt ID. Available through a PeopleSoft search.
NAME:	Last Name, First Name, Middle Name or Initial, Suffix.
E-MAIL:	Faculty member's E-mail address.
APPOINTING DEPARTMENT:	Department name.
TOTAL ANNUAL WORKLOAD	Calculated Field - this field will calculate the total WTUs entered for each of the three terms. The total for a full-time probationary or tenured faculty member should be 30 WTUs per year.
COURSE ASSIGNMENT:	Enter SUBJECT and COURSE # (e.g. ENGL 100), the number of sections of each course and the number of WTUs for each section. The total number of WTUs for all sections will calculate.
SESSION TAUGHT:	For Summer, check appropriate session: Full - full term; A - 1st session; B - 2nd session, Special - Other.
DATES OF SPECIAL SESSION:	For Summer, enter dates the course is taught, if outside of the regularly scheduled sessions.
REASON(S) FOR REVISION:	Enter explanation for revision.
SIGNING & DISTRIBUTION:	Once you have finished filling out the form, sign and distribute to those that need to sign via AdobeSign. Once fully routed and approved in AdobeSign, APS distributes signed copies to employee, Department, and College.

PROBATIONARY/TENURED FACULTY WORKLOAD DISTRIBUTION FORM

Check one:

- NEW REVISED

Cal Poly Humboldt ID:	NAME: (Last, First, Middle, Suffix)	E-MAIL:
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WORKLOAD ASSIGNMENT: Should equal 30 WTUs distributed over the three terms, to be made up of instructional assignments, assigned time, and collateral duties (specify below).

APPOINTING DEPT:

SUMMER	TOTAL ANNUAL WORKLOAD (Should equal 30 WTUs):
WTUs:	Timebase Decimal:

Summer Course Assignment						
Subj&Course#	WTUs	#Sects	Total WTUs	Session taught: (Check one)		Dates of special sessions:
				<input type="checkbox"/> Full	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> Special:	
				<input type="checkbox"/> Full	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> Special:	
				<input type="checkbox"/> Full	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> Special:	
Total Summer WTUs:						

FALL			
WTUs:		Timebase Decimal:	
Fall Course Assignment			
Subj&Course #	WTUs	#Sects	Total WTUs
Assigned Time Total			
Collateral Duties			
Total Fall WTUs:			

SPRING			
WTUs:		Timebase Decimal:	
Spring Course Assignment			
Subj&Course #	WTUs	#Sects	Total WTUs
Assigned Time Total			
Collateral Duties			
Total Spring WTUs:			

REASON(S) FOR REVISION:

ACKNOWLEDGEMENT: *This constitutes an approved workload assignment only after signed by the employee, recommended by the Department Chair, approved by the College Dean, and reviewed by Academic Personnel Services. This assignment is subject to change based on programmatic need, sufficient budget resources and/or enrollment. All changes to this assignment require submission of a revised, approved form. Distributing workload throughout the college year does not affect employee salary.*

Employee Signature (Accepts assignment)	Date
Department Chair Signature (Recommends assignment)	Date
College Dean Signature (Approves assignment)	Date
APS Signature (Compliance Review)	Date

RECEIVED IN APS:

Distribution: After employee and Dept Chair signature, Dept routes original to College for review. College forwards signed, approved original to APS for review.
APS Distribution: APS distributes signed, approved copies to Employee, Department, and College.