

# WORKLOAD FORM EXAMPLES

On the Workload Form, there are eleven categories

1. Teaching
2. Advising Load
3. Reassigned Duties
4. Scholarly Contributions and Creative Productions
5. Professional Development
6. Community Service
7. Professional Service
8. Institutional Committees
9. Other Institutional Service
10. Consulting
11. Other Service

## 1. Teaching

Downloaded by administration and confirmed by faculty member. Contact the appropriate administrator if information is not correct.

Each semester after the initial entries are completed, the courses taught by the faculty member will be automatically downloaded. Faculty will have an opportunity to correct any mistakes.

## 2. Advising Load

Enter the number of your advisees as of this semester.

## 3. Reassigned Duties

Assignment allowing reduction in teaching load, including Administrative Duties, Sabbatical, and Research/Grant Activities. Ex:

### Reassigned Duties

#### A Input Form

Start Semester*	Fall	2015
End Semester*	Ongoing	Ongoing
Reassigned Load Hours*	3	
Level*	College	
Description*	Chain	

#### B Attachments

Attachment Type	Attachment
File	<input type="text"/> Browse...
<a href="#">Add Another</a>	

#### 4. Scholarly Contributions and Creative Productions

Scholarly or professional works such as journal articles, books, proceedings, etc; or creative works such as performances, exhibitions, etc.

BOOK: Scholarly book or text book accepted or published. Ex.:


##### A Input Form

Status*	In Progress for Fall 2014 <a href="#">Manage Status</a>			
Type	Book ▼			
Title*	A History of Texas Women			
Year*	2016 ▼			
Pages	300			
Location	College Station, Texas			
Publisher	Texas A&M University Press			
CoAuthor	First Name	Middle Initial	Last Name	Faculty at your institution
1 ▼	Angela		Boswell	✓
<a href="#">Add</a>				
URL	<input type="checkbox"/> Include URL in output citation (display dependent on citation format)			
	<input type="text" value="http://"/>			
Description	<input type="checkbox"/> Include description in output citation.			
	<input type="text"/>			
<b>Citation Preview</b>				
Select ▼ <a href="#">Refresh Citation</a>				
<input type="text"/>				

##### B Activity Classifications

Book Type* ?	Research Monograph ▼
Intellectual Contributions: Review Type* ?	Blind Peer Reviewed ▼
Curricular Engagement* ?	Related to teaching fields ▼

##### C Attachments

 No attachments uploaded.

Attachment Type	Attachment	Type	Lock (faculty cannot delete)
File ▼	<input type="text"/> <a href="#">Browse...</a>	Select ▼	<input checked="" type="checkbox"/>
<a href="#">Add Another</a>			

CHAPTER: Chapter published in a scholarly book or text book. Ex.:

### Scholarly Contributions and Creative Productions : Chapter

#### A Input Form

Status*	Completed/Published for Spring 2013			<a href="#">Manage Status</a>
Type	Chapter			
Chapter Title*	The Double-Burden: Gender and Race Consciousness in the Writings of Lillian B. Jones Horace in Historical Perspective			
Book Title*	Rediscovered and Recovered: The Life and Works of Lillian Bertha Jones Horace (1886-1965)			
Year	2013			
Pages				
Location	College Station			
Publisher	Texas A&M University Press			
CoAuthor	First Name	Middle Initial	Last Name	Faculty at your institution
1	Angela		Boswell	<input checked="" type="checkbox"/>
<a href="#">Add</a>				
URL	<input type="checkbox"/> Include URL in output citation (display dependent on citation format)			
	<input type="text" value="http://"/>			
Description	<input type="checkbox"/> Include description in output citation.			
	<input type="text"/>			

#### Citation Preview

Select

[Refresh Citation](#)

#### B Activity Classifications

Intellectual Contributions: Review Type* <a href="#">?</a>	Blind Peer Reviewed
Curricular Engagement* <a href="#">?</a>	Related to teaching fields

#### C Attachments

**!** No attachments uploaded.

Attachment Type	Attachment	Type	Lock <small>(faculty cannot delete)</small>
File	<input type="text" value="Browse..."/>	Select	<input checked="" type="checkbox"/>

[Add Another](#)

## Scholarly Contributions and Creative Productions (continued)

**CREATIVE PERFORMANCE:** Dramatic performance (e.g., acting, directing), musical performance, presentation of creative work (e.g. play, poetry, short story, novel, etc.). If you have questions about whether your activity fits in Creative Production or Creative Performance, please consult with the chair of your department.

### Scholarly Contributions and Creative Productions : Creative Performance

#### A Input Form

Status*	Select ▼	for	Select ▼	Select ▼
Title*	<input type="text"/>			
Event*	<input type="text"/>			
Date* ?	<input type="text"/>			
Year*	Select ▼			
Location	<input type="text"/>			
Sponsoring Organization	<input type="text"/>			
Co-contributor	First Name	Middle Initial	Last Name	Faculty at your institution
1 ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="button" value="Add"/>				
URL	<input type="checkbox"/> Include URL in output citation (display dependent on citation format)			
	<input type="text" value="http://www.example.com/2015/12/tedder/"/>			
	<input type="checkbox"/> Include description in output citation.			
Description	<input type="text"/>			

**Citation Preview**  
Select ▼

#### B Activity Classifications

Internal/External* ?	Select ▼
Scope* ?	Select ▼

#### C Attachments

Attachment Type	Attachment
File ▼	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Add Another"/>	

CREATIVE PRODUCTION: Art exhibit, publication of creative work (e.g. play, poetry, short story, novel, etc.), recording of dramatic performance, musical performance or composition. If you have questions about whether your activity fits in Creative Production or Creative Performance, please consult with the chair of your department.

#### Scholarly Contributions and Creative Productions : Creative Production

##### A Input Form

Status*	Completed/Published ▾	for	Fall ▾	2009 ▾
Title*	University of Dallas Regional Ceramics Competition (Juried Exhibition)			
Outlet / Venue	Beatrice M. Haggerty Gallery			
Date* ?	September 2009			
Year*	2009 ▾			
Location	Irving, Texas			
Sponsoring Organization				

Co-contributor	First Name	Middle Initial	Last Name	Faculty at your institution
1 ▾	Aaron		Calvert	✓
<a href="#">Add</a>				

URL	<input type="checkbox"/> Include URL in output citation (display dependent on citation format)
	<input type="text" value="http://www.example.com/2015/12/tedder/"/>
Description	<input type="checkbox"/> Include description in output citation.
	<input type="text"/>

**Citation Preview**  
APA - American Psychological Association 6th edition ▾ [Refresh Citation](#)  
Calvert, A. (2009, September). University of Dallas Regional Ceramics Competition (Juried Exhibition). Beatrice M. Haggerty Gallery. Irving, Texas.

##### B Activity Classifications

Internal/External* ?	Select ▾
Scope* ?	Select ▾

##### C Attachments

Attachment Type	Attachment
File ▾	<input type="text"/> <a href="#">Browse...</a>
<a href="#">Add Another</a>	

## Scholarly Contributions and Creative Productions (continued)

**GRANT:** External or internal grants awarded for scholarly inquiry or creative productions. This would include faculty research grants awarded by the university or college. Ex.:

### A Input Form

Status*	Completed for Fall 2014 <a href="#">Manage Status</a>
Title*	Travel Grant
Funding Agency / Sponsor	Ellis College Planning and Advisory Council
Grant ID / Contract ID	
Abstract	<div><b>B</b> <i>I</i> <u>U</u>     Font Size    </div> <div>Path: </div>

Collaborators	First Name	Middle Initial	Last Name	Author / Contributor Type*	Percent Effort	Faculty at your institution
1	Angela		Boswell	PI	100	

[Add](#)

URL	http://
Description	<div><b>B</b> <i>I</i> <u>U</u>     Font Size    </div>

### B Dates & Funding Periods

Award Date	2014-09-30			
Start Date*	2014-11-05			
End Date	2015-06-15			
Number of Periods*	1	each composed of*	1	Years

### C Funded Amounts

Indirect Funding	<input type="radio"/> Yes <input checked="" type="radio"/> No
Currency	USD

Period	Start Date	End Date	Total Funding*
1	2014-11-05	2015-11-05	1,000
Total			1,000.00

### D Activity Classifications

Approval for Pre-award Spending*	No
Internal/External*	Internal
Type of Funding*	Institutional
Type of Grant*	Service

### E Attachments

No attachments uploaded.

Attachment Type	Attachment	Type	Lock <small>(faculty cannot delete)</small>
File	<input type="text"/> <a href="#">Browse...</a>	Select	<input checked="" type="checkbox"/>

JOURNAL ARTICLE: Paper accepted or published as article in academic or professional journal.

### Scholarly Contributions and Creative Productions : Journal Publication

#### A Input Form

Status*	Completed/Published ▼	for	Fall ▼	2007 ▼
Title*	Negotiating Heresy in Henrician England: Anne Askew and the Bishop of London			
Journal*	Journal of British Studies			
Month / Season* ?	October 2007			
Year*	2007 ▼			
Volume	4			
Number	46			
Pages	774-795			

CoAuthor	First Name	Middle Initial	Last Name	Faculty at your institution
1 ▼	Megan		Hickerson x	✓
<a href="#">Add</a>				

URL	<input type="checkbox"/> Include URL in output citation (display dependent on citation format)
	<input type="text" value="http://www.example.com/2015/12/tedder/"/>
Description	<input type="checkbox"/> Include description in output citation.
	<input type="text"/>

**Citation Preview**  
APA - American Psychological Association 6th edition ▼ [Refresh Citation](#)  

Hickerson, M. (2007). Negotiating Heresy in Henrician England: Anne Askew and the Bishop of London. *Journal of British Studies*, 4(46), 774-795.

#### B Activity Classifications

Intellectual Contributions: Review Type* ?	Blind Peer Reviewed ▼
Internal/External* ?	External ▼
Outreach* ?	Select ▼
Scope* ?	International ▼

#### C Attachments

Attachment Type	Attachment
File ▼	<input type="text"/> <a href="#">Browse...</a>
<a href="#">Add Another</a>	

## Scholarly Contributions and Creative Productions (continued)

PATENT: Patent granted. Ex.:

### Scholarly Contributions and Creative Productions : Patent

#### A Input Form

Status*	Completed/Published ▼	for	Fall ▼	2007 ▼
Title*	Electric Surge Suppressor With Means for Suppressing Transient Overvoltages			
Year*	2007 ▼			
Patent Number*	U.S. Patent 7,398,150			

Co-contributor	First Name	Middle Initial	Last Name	Faculty at your institution
1 ▼	Richard		Scientist	✓
<a href="#">Add</a>				

URL	<input type="checkbox"/> Include URL in output citation (display dependent on citation format)
	<input type="text" value="http://www.example.com/2015/12/tedder/"/>
Description	<input type="checkbox"/> Include description in output citation.
	<div></div>

#### Citation Preview

APA - American Psychological Association 6th edition ▼	<a href="#">Refresh Citation</a>
Scientist, R. (2007). Electric Surge Suppressor With Means for Suppressing Transient Overvoltages. U.S. Patent 7,398,150.	



PRESENTATION: Research paper presented at professional or academic conference. Do not enter presentation of non-research paper here; enter instead as Professional Service. Ex.:

### Scholarly Contributions and Creative Productions : Presentation

#### A Input Form

Status*	Completed/Published ▼	for	Fall ▼	2003 ▼
Title*	John Lyly's Endimion: Holding the Mirror Up to Nature			
Conference / Event*	Thirtieth Annual Conference of the Arkansas Philological Association			
Month/Season* ?	October			
Year*	2003 ▼			
Location	Tunica, Mississippi			
Sponsoring Organization	Arkansas Philological Association			

CoAuthor	First Name	Middle Initial	Last Name	Faculty at your institution
1 ▼	Clint		Atchley	✓
<a href="#">Add</a>				

URL	<input type="checkbox"/> Include URL in output citation (display dependent on citation format)
	<input type="text" value="http://www.example.com/2015/12/tedder/"/>
Description	<input type="checkbox"/> Include description in output citation.
	<input type="text"/>

Citation Preview	
APA - American Psychological Association 6th edition ▼	<a href="#">Refresh Citation</a>
Atchley, C. (2003, October). John Lyly's Endimion: Holding the Mirror Up to Nature. Thirtieth Annual Conference of the Arkansas Philological Association. Tunica, Mississippi: Arkansas Philological Association.	

#### B Activity Classifications

Intellectual Contributions: Review Type* ?	Not Reviewed ▼
Internal/External* ?	External ▼
Scope* ?	State ▼

#### C Attachments

Attachment Type	Attachment
File ▼	<input type="text"/> <a href="#">Browse...</a>
<a href="#">Add Another</a>	

## Scholarly Contributions and Creative Productions (continued)

**POSTER PRESENTATION:** Presentation of research in visual format at professional or academic conference. Do not enter non-research poster presentations here; enter instead as Professional Service. Ex.:

### Scholarly Contributions and Creative Productions : Poster Presentation

**A** Input Form

Status*	Completed/Published ▾ for ▾ Fall ▾ 2003 ▾
Title*	Archeological Mapping at an Arkansas Novaculite Quarry
Conference / Event*	61st Annual Plains Anthropological Conference
Month / Season* ?	October
Year*	2003 ▾
Location	Fayetteville, Arkansas
Sponsoring Organization	

CoAuthor	First Name	Middle Initial	Last Name	Faculty at your institution
1 ▾	Mary Beth		Trubitt	✓
<div>Add</div>				

URL ☐ Include URL in output citation (display dependent on citation format)

☐ Include description in output citation.

Description

**PROCEEDINGS:** Paper published in conference proceedings. Do not enter an invited speech included in proceedings here; enter instead as Professional Service. Ex.:

### Scholarly Contributions and Creative Productions : Proceedings Publication

**A** Input Form

Status*	Completed/Published ▾ for ▾ Spring ▾ 2005 ▾
Title*	Alternative Course Delivery Techniques: An Analysis of the Effectiveness of an On-Line
Conference*	Academy of Educational Leadership
Month / Season* ?	
Year*	2005 ▾
Volume	12
Number	2
Pages	
Location	
Publisher	

CoAuthor	First Name	Middle Initial	Last Name	Faculty at your institution
1 ▾	Jep		Robertson	✓
2 ▾	Renaë		Clark	✗
<div>Add</div>				

URL ☐ Include URL in output citation (display dependent on citation format)

☐ Include description in output citation.

## Scholarly Contributions and Creative Productions (continued)

OTHER: Working Paper

Research Report resulting from Externally Funded Grant Monograph

Published Compilation of Cases, Readings, or Articles Published

Supplement to a Book or Textbook

Case Published in a Book of Cases Reading

Published in a Book of Readings Non-print Media

Publication

Software Application

User Manual

### 5. Professional Development

Conference, training, continuing professional education, etc. in which you participated. Do not list degrees in progress here; enter instead as Degrees in the Profile Form. Ex.:

#### Professional Development

##### A Input Form

Start Semester*	Fall	2010
End Semester*	Fall	2010
Title*	Preparing Professionals for Progressive Communities	
CPE Hours	2	
City	Arkadelphia	
State or Province	Arkansas	
Description	Four presentations by faculty of Teachers College, Henderson State University, approved for Professional Development Credit by Arkansas Department of Education	

##### B Activity Classifications

Category* ?	Professional
Internal/External* ?	Internal

##### C Attachments

Attachment Type	Attachment
File	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Add Another"/>	

## 6. Community Service

Membership or service rendered to the community, civic organization and public, such as speech or presentation to community organization coaching youth sport holding office in civic club or religious organization

### Community Service

#### A Input Form

Start Semester*	Fall	1999
End Semester*	Ongoing	Ongoing
Title*	Actor, Member	
Organization	Arkadelphia Little Theater	
Description		

#### B Activity Classifications

Category*	Other
Outreach*	Does not use school resources to benefit community
Scope*	Local

#### C Attachments

Attachment Type	Attachment
File	<input type="text"/> Browse...
<a href="#">Add Another</a>	

## 12. Professional Service

Service rendered to academic or professional organization. Committee appointment, journal editor or reviewer, speech or presentation of non-research paper at professional meeting moderator, discussant or panelist at conference

### Professional Service

#### A Input Form

Start Semester*	Fall	2007
End Semester*	Ongoing	Ongoing
Title*	Editorial Board	
Organization	Southwestern Historical Quarterly	
Description		

#### B Activity Classifications

Category*	Professional
Outreach*	Does not use school resources to benefit community
Scope*	Regional

#### C Attachments

Attachment Type	Attachment
File	<input type="text"/> Browse...
<a href="#">Add Another</a>	

## 8. Institutional Committees

Formal standing committee appointment within the academic institution.

Do not list ad hoc committees, dissertation/thesis committees, informal assignments, etc., here; enter instead as Other Institutional Service.

Changing the UNIT from Henderson State University to your college will give you a list of college committees.

**A Input Form**

Start Semester*	Fall	2009
End Semester*	Ongoing	Ongoing
Unit*	Henderson State University [ Change ]	
Committee*	<div>Select Admissions and Adjustments Committee Assessment Team Athletics Committee Bachelor of General Studies Committee Catastrophic Leave Committee Committee on Committees Convocations Committee Enrollment Management Committee Faculty Hearing Committee Faculty Senate Fringe Benefits Committee General Education Committee Graduate Council Grants Management Committee Health Committee Higher Learning Commission Self-Study Higher Learning Commission Self-Study Subcommittee Honors College Committee International Education Committee Judicial Committee Non-Academic Grievance Committee Sabbatical Leave Review Committee Shared Governance Oversight Committee (SGOC) Strategic Planning Committee Student Academic Travel Committee Student Aid and Scholarship Committee Technology Committee Undergraduate Research Committee University Academic Council</div>	

**B Activity Classifications**

Responsibility\* ? 

Select  
Member  
Chair  
Other

**C Attachments**

Attachment Type: File Browse...

Add Another

Save Save

**B Activity Classifications**

Responsibility\* ? 

Select  
Member  
Chair  
Other

**C Attachments**

Attachment Type	Attachment
File	<span>Browse...</span>

Add Another

## 9. Other Institutional Service

Service to the academic institution other than formal standing committees.

ad hoc committee

dissertation/thesis committee

course development

faculty sponsor to student organization

webpage design

student recruitment activity

informal assignment

non-research grants

### Other Institutional Service

#### A Input Form

Start Semester*	Fall	2005
End Semester*	Spring	2006
Title*	Search Committee for Assistant Professor of Sociology	
Unit*	Sociology/Human Services [ Change ]	
Description		

#### B Attachments

Attachment Type	Attachment
File	<input type="text"/> Browse...
<a href="#">Add Another</a>	

## 10. Consulting

Paid/unpaid consulting engagement requiring professional expertise in support of a client.

### Consulting

#### A Input Form

Start Semester*	Fall	2010
End Semester*	Ongoing	Ongoing
Client Name*	Arkadelphia Regional Economic Development Alliance	
Estimated Hours Involved	6	
Description	Contacted by Chair of Leadership Committee for assistance in developing curricula of Leadership workshops.	

#### B Activity Classifications

Category*	Professional
Outreach*	Uses school resources to benefit community

#### C Attachments

Attachment Type	Attachment
File	<input type="text"/> Browse...
<a href="#">Add Another</a>	

## 11. Other Service

Other service contribution not included in other service categories.