**TENTATIVE NTT Workload Assignment[[1]](#footnote-1),** [[2]](#footnote-2)

**20xx-20xx Academic Year**

**NAME: Academic Unit:**

*Per the Collective Bargaining Agreement between the Board of Trustees of SIU and the SIUC Non-Tenure Track Faculty Association, IEA/NEA (Section 13.01), faculty workload assignment shall consist of teaching and/or equivalent duties and responsibilities. Such assignment shall be based upon a workload equivalent of twenty-four (24) credit hours of teaching per academic year for a 1.0 FTE appointment.*

**Fall 20xx: XX% FTE**

**Tentative Assignment:**

1. *(E.G), Course-101 (3-CH), 25% FTE*

2.

3.

4.

Faculty are expected to keep **X** hours/week of office hours in support of the above courses.[[3]](#footnote-3)

**Spring, 20xx: XX % FTE**

**Tentative Assignment**

1. *(E.G), Course-101 (3-CH), 25% FTE*

2.

3.

4.

Faculty are expected to keep **X** hours/week of office hours in support of the above courses.

## Faculty Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature of faculty member is not required and is intended solely to confirm receipt of the tentative workload assignment.*

**Chair/Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean Review: (if required by the College): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. *Provision of this tentative workload assignment to a full-time NTT faculty member who holds a term appointment does not reflect a commitment to offer an appointment in AY 20XX-20XX.* [↑](#footnote-ref-1)
2. T*his workload assignment may be amended (with notice to the faculty member) on or before July 15. Changes in a final workload assignment, for full time or continuing appointments, after July 15 can be made only for a subsequent change in as outlined in Section 13.03 of the Collective Bargaining Agreement.* [↑](#footnote-ref-2)
3. *At the discretion of the Chair/Director, not to exceed six (6) hours a week per Section 13.01.* [↑](#footnote-ref-3)