

Teaching Load Summary and Assignments

Fill in yellow-shaded areas

FALL SEMESTER

YEAR

FAC NAME

DATE

Course # and section	TLC	contact hours	SCH (student credit hours) (2nd week)		enr x SCH
			enrollment		
					0
					0
					0
					0
					0
					0
					0
					0
<i>teaching subtotals</i>	<input type="text" value="0"/>	0		0	0
					TLS
release	release TLC	release hours			
grant	<input type="text"/>	0			
coordinator	<input type="text"/>	0			
other	<input type="text"/>	0			
<i>release subtotals</i>	<input type="text" value="0"/>	0			
totals	0 (TLC)	0 (contact)			

Note: Overload or underload will be adjusted for in the Spring

DOOR SCHEDULE CALCULATIONS

	contact hours		Min On-campus teaching hours (including office hours)	Max virtual teaching hours (including office hours)	On-campus Office	Virtual Office
	scheduled	TLC				
teaching totals (from F18 and D18)	<input type="text" value="0"/>	<input type="text" value="0"/>				
100% face-to-face classes			0		0	
100% distance classes			0	0		0
hybrid classes: face-to-face portion			0		0	
hybrid classes: distance portion				0		0
teaching totals	0	0	0	0	0	0

(D41 must = D36, E41 must = E36)

total release hours	<input type="text" value="0"/>	
on-campus release hours	<input type="text"/>	
virtual release hours	<input type="text"/>	<i>(requires approval of dean)</i>
total on-campus hours	<input type="text" value="0"/>	<i>(F41 + D45)</i>
total virtual hours	<input type="text" value="0"/>	<i>(G41 + D46)</i>
total scheduled hours this semester	<input type="text" value="0"/>	<i>Note: If this number is over 30, see your Dean to make adjustments</i>
total office hours	<input type="text" value="0"/>	

DOOR SCHEDULE SUMMARY

Your door schedule should have: total hours including:

<input type="text" value="0"/>	on-campus release hours
<input type="text" value="0"/>	virtual release hours
<input type="text" value="0"/>	on-campus teaching hours
<input type="text" value="0"/>	virtual teaching hours
<input type="text" value="0"/>	on-campus office hours
<input type="text" value="0"/>	virtual office hours
<input type="text" value="30"/>	open hours

Note: If this number is negative, see your Dean to make adjustments

Fill in orange-shaded areas

SPRING SEMESTER

YEAR

FAC NAME

DATE

Course # and section	TLC (tchnng ld crdt)	contact hours	SCH (student credit hours)	(2nd week) enrollment	enr x TLC
					0
					0
					0
					0
					0
					0
					0
					0
<i>teaching subtotals</i>	<input style="width: 50px; border: 1px solid black;" type="text" value="0"/>	<input style="width: 50px; border: 1px solid black;" type="text" value="0"/>	<input style="width: 50px; border: 1px solid black;" type="text" value="0"/>	<input style="width: 50px; border: 1px solid black;" type="text" value="0"/>	0
					TLS
release	release TLC	release hours			
grant		<input style="width: 50px; border: 1px solid black;" type="text" value="0"/>			
coordinator		<input style="width: 50px; border: 1px solid black;" type="text" value="0"/>			
other		<input style="width: 50px; border: 1px solid black;" type="text" value="0"/>			
<i>release subtotals</i>	<input style="width: 50px; border: 1px solid black;" type="text" value="0"/>	<input style="width: 50px; border: 1px solid black;" type="text" value="0"/>			
totals	0 (TLC)	0 (contact)			

OVERLOAD

Fall Semester TLC	0
Spring Semester Required TLC	30
Spring Semester Overload	-30

This number must not be negative

DOOR SCHEDULE CALCULATIONS

	contact hours		Min On-campus teaching hours (including office hours)	Max virtual teaching hours (including office hours)	On-campus Office	Virtual Office
	scheduled	TLC				
teaching totals (from F95 and D95)	0	0				
100% face-to-face classes			0		0	
100% distance classes			0	0		0
hybrid classes: face-to-face portion			0		0	
hybrid classes: distance portion				0		0
teaching totals	0	0	0	0	0	0

(D117 must = D112, E117 must = E112)

total release hours	<input style="width: 50px; border: 1px solid black;" type="text" value="0"/>	
on-campus release hours		
virtual release hours		<i>(requires approval of dean)</i>
total on-campus hours	<input style="width: 50px; border: 1px solid black;" type="text" value="0"/>	<i>(F117 + D121)</i>
total virtual hours	<input style="width: 50px; border: 1px solid black;" type="text" value="0"/>	<i>(G117 + D122)</i>
total scheduled hours this semester	<input style="width: 50px; border: 1px solid black;" type="text" value="0"/>	<i>Note: If this number is over 30, see your Dean to make adjustments</i>
total office hours	<input style="width: 50px; border: 1px solid black;" type="text" value="0"/>	

DOOR SCHEDULE SUMMARY

Your door schedule should have: total hours including:

<input style="width: 50px; border: 1px solid black;" type="text" value="0"/>	on-campus release hours
<input style="width: 50px; border: 1px solid black;" type="text" value="0"/>	virtual release hours
<input style="width: 50px; border: 1px solid black;" type="text" value="0"/>	on-campus teaching hours
<input style="width: 50px; border: 1px solid black;" type="text" value="0"/>	virtual teaching hours
<input style="width: 50px; border: 1px solid black;" type="text" value="0"/>	on-campus office hours
<input style="width: 50px; border: 1px solid black;" type="text" value="0"/>	virtual office hours
<input style="width: 50px; border: 1px solid black;" type="text" value="30"/>	open hours

Note: If this number is negative, see your Dean to make adjustments