Academic Year: 20 20

Employee Name:	Department:
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	Fall 20	Spring 20	Summ 20
Instruction			
Courses (See Appendix A)			
Student Committees / Supervision			
Other Instruction (Non-Credit)			
Course/Curriculum Development			
Course/Lab Oversight			
Residency Instruction (Medicine only)			
Academic Advising			
Research/Creative Activity			
Department Research			
Creative Activity			
Sponsored Activities (See Appendix B)			
Service – Administrative/Public			
Administration			
Committee Service			
Public Schools			
Public / Professional Service			
Release Time (Union Rep.)			
University Governance			
Leave of Absence			
Paid Leave of Absence			
Unpaid Leave / Not Employed*			
TOTALS:			

^{*} Unpaid leave is not calculated into total effort in FACET AOR system unless value entered is 100%. Use 100% effort in this column when an individual does not work during a semester.

12-Month Faculty: Must complete Fall, Spring, and Summer semesters.

⁹⁻Month Faculty: Must complete Fall and Spring semesters. Summer is optional based on schedule. Summer effort must be entered into FACET AOR system using separate Summer AOR form prior to start of the semester.

Academic	Year: 20	- 20

Appendix A (Courses)

Department:

This appendix provides space to list individual courses and associated effort for each semester. The totals shown at the
bottom are the amount effort entered in the "Courses" rows for each semester on the first page of the worksheet. The
amount of effort listed for individual courses on this page for each semester should add up to the provided totals.

Employee Name:

Course Number	Course Title	Fall 20	Spring 20	Summ 20
TOTALS:				

	Academic	Year: 20	- 20
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Appendix B (Sponsored Projects)

Department:

Employee Name:

TOTALS:

shown at the	ix provides space to list individual sponsored bottom are the amount effort entered in the heet. The amount of effort listed for individuals.	e "Sponsored Activitie	s" rows for each semes	ster on the first page
Project Number	Project Title	Fall 20	Spring 20	Summ 20

Academic Year: 20	20
Appendix C (Additiona	al Information)

Employee Name: Department:

This appendix provides space to include additional information relevant for the academic terms included in this worksheet.