Diné College
Faculty Workload Report

Term: [ ] Fall 2013 [ ] Spring 2014

Faculty: _____

Division _____ Campus _____

Submitted and Accepted by:

_____ _____
Faculty Signature   Date

_____ _____
Chair Signature   Date

Submit to the respective academic dean along with semester grade report.

Faculty: There are four areas of responsibility for a fulltime instructor. These include 1) instructional duties with release time for specific committees, 2) assessment and evaluation of degree and certificate programs, courses, and accreditation criteria, and 4) office hours for advising and mentoring, and 4) community service for task forces, student committee advisement, etc. The report includes numbers, and summary of accomplishments.

1) Instructional Duties

Course Taught (Department and Number)	# Students	Cr Hrs	Load Hrs
T O T A L:			
Summary of Accomplishments			

Committee Work (Release time from Instructional Duties)

Description	Activities (# meetings,	Cr Hrs
DEP Course (new faculty only)		
Division Chair		
Committee Chair		
Assessment Committee		
Grant-Research/In-Kind Contribution		
Curriculum Development		
Other (Identify):		
T O T A L:		
Summary of Accomplishments		

2) Assessment Responsibilities

Type of Activities	Summary of Activities
Degree & Certificate programs	
Courses	
College Accreditation	

3) Office Hours for Advising and Mentoring

Daily Schedule	Monday Tuesday Wednesday Thursday Friday
Daily Office Hours	
Number of Advisees:	(Attach current list.)
How do you reach your non-traditional students?	
Services provided:	[ ] Academic advising including registration, transfer, and graduation [ ] Career advisement [ ] Academic support including tutoring and review [ ] Other: _____
Summary of Accomplishments	

4) College Community Service
(Club Advisors, AIHEC Bowl Team Coaching, Task Force membership, College Service Committees, Service Learning and others)

Type of Service	Accomplishments	# Weeks	Hrs/Week
Summary of Accomplishments			

Additional Comments

Share any additional special achievements during the Fall semester including professional development, conferences, etc.

Please provide feedback on this workload reporting form at the end of each Semester. It is designed to compliment integrate the Workload Worksheet (the various forms from Tsaile, Shiprock, and regional centers). An end-of-the-semester report is important for the Deans and Vice President of Academic & Student Affairs. This report will also be included in the "teaching portfolio."