# INSTRUCTIONS

This form must be completed by faculty members each semester for all Teaching Load Offsets, Significant Doctoral Program Involvement, and Reassignments requested or assigned to fulfill the standard University instructional requirement for all full-time, tenure-track UNLV academic faculty of nine (9) credits per semester NOTE: The standard is twelve (12) credits per semester for Teaching-Track faculty. *See Board of Regents’ Handbook, Title. 4, Ch. 3, Sec. 3. At* https://nshe.nevada.edu/leadership-policy/board-of-regents/handbook/. All faculty have the opportunity to request reassignments in their teaching workload each semester through their Supervisor; or they may be assigned / reassigned at the request of the Chair, Director, Dean, Executive Vice President and Provost, or President. NOTE: This form should also be used to designate any other responsibilities negotiated in the full-time non-tenure-track (Rank 0) employee’s workload assignment (other than teaching twelve [12] credits).

Effort buyouts and leaves (e.g., sabbatical leave, development leave, leave without pay, and medical leave), are NOT done on these forms. They are requested and approved through separate processes.

You can access this form electronically as a Microsoft Word document. **PLEASE COMPLETE THIS FORM ELECTRONICALLY** using the following specific instructions.

1. Type your last name followed by your first name, and select the date.
2. Type in the semester and year for which you are requesting an Offset or Reassignment.
3. Type in your Department / Unit and select your College / School.

## REASSIGNMENTS

1. In the first box, drag your cursor to the section labeled **SELECT CATEGORY.**
* Pull down the menu of the Reassignment.
* Select the **CATEGORY** that represents the purpose of the Reassignment. If you do not remember the category, see below where you will find a listing and description of all Reassignment categories.
* Type in the number of **CREDITS** (1 through 9) requested for this **category** in the space behind the words **Number of Credits**. NOTE: For each **CATEGORY**, if the number of credits requested is higher than three (3), it is still considered one Reassignment. The number of **CREDITS** should not exceed nine (9), except for Teaching-Track faculty or full-time, non-tenure-track (Rank 0) employees.
* After you have selected a **CATEGORY** and the number of **CREDITS** you are requesting, on the next line briefly describe (in 20 words or less) the **PURPOSE** and **ANTICIPATED RESULTS** of the request. Your description should be brief and specific to your particular activities.
* If you are requesting more than one Reassignment, repeat this process detailed in the subsequent boxes on the **REQUEST** form. If more than three (3) Reassignments are requested, please complete a second form. **Note: Total formally scheduled course credits plus reassignments may not exceed 9 credits.**
1. Print, sign, and submit a hard copy of the form to your Supervisor.
2. Keep an electronic or hard copy for your records.

TEACHING LOAD OFFSET AND SIGNIFICANT DOCTORAL PROGRAM INVOLVEMENT

1. In the second box, drag your cursor to the first section labeled **SELECT CATEGORY**.
* Pull down the menu of the Teaching Load Offset. (Below you will find a listing and description of teaching load offset categories.)
* Type in the credits requested for the offset (1 through 9) in the space behind the words **Number of Credits**.
* Report your request for a teaching load offset and select the reason for the offset. Enter the number of credits requested to be offset and explain the reason and what term(s) will be affected. **Teaching load offset in another semester or term requires both Dean and Executive Vice President and Provost’s approval**.
1. In the third box, report whether you are involved significantly in doctoral student education and briefly describe the nature of the involvement and number of students mentored. **Note:** **Do not enter a request for reassignment credits. All Reassignment credit(s) requested for this or other graduate involvement must be submitted in the Reassignment requests section***.* Guidelines for approving this are specified in applicable governing Units’ Workload Policy(ies).

## FOR SUPERVISORS ONLY:

1. Read and review the **Request** form for each Reassignment.

2. Determine if each one of the requests on the **Request** Form is “approved” or “not approved” and mark the appropriate box for each **REQUEST**; sign, date, and forward to the Dean for approval / disapproval (see 5. below).

3. If any of the requests on the **Request** form are not approved, do not sign the form; the Supervisor should contact the faculty member and discuss why the **REQUEST(s)** were not approved. If subsequently approved, follow Step 2.

4. Give the original signed copy of the **REQUEST** forms to the Administrative Assistant so they may complete the **RECAP** form for Reassignment and / or Other Teaching Assignments.

5. All **REQUEST** forms, along with the **RECAP**, need to be reviewed and approved by the Chair / Director in the “Beginning of the Semester” section; and then forwarded to the Dean’s Office for review and approval by the due date. The Dean’s Office needs to maintain these forms for auditing purposes (per the UNLV Workload Assignment Policy and Guidelines, Section III: All documentation must be in writing and maintained for purposes of audit by the Deans’ Offices for a minimum of three years.).

6. After the entire process is completed, file a hard copy of this form in the Department / Unit office. The forms can either be in each faculty member’s file or a Master file (which would include a copy of the **RECAP** form).

NOTE: The following categories were developed using the UNLV Faculty Workload Assignment Policy and Guidelines Sections III.A and III. B. For the complete description of each Category, please refer to those sections of the Policy located at: https://www.unlv.edu/sites/default/files/page\_files/27/AboutUNLV-WorkloadAssignPolicyGuidelines.pdf.

## REASSIGNMENT CREDITS MAY BE REQUESTED AND / OR ASSIGNED FOR THE FOLLOWING RESPONSIBILITIES:

### R1 Non-standard Teaching Assignments.

Teaching large sections,supervision and / or teaching of students in

laboratories, clinics, practicums, internships, externships, field experience, workshops, seminars, and / or other similar educational settings, heavy graduate program involvement (includes doctoral program involvement), independent study. The credits approved must be based on established formula using the class size and / or other variable as determined by the governing Units and detailed in applicable governing Units’ Workload Policy(ies).

### **R2 Innovative Teaching and Curriculum Development.**

Nontraditional approaches to instruction requiring a significant increase in preparation time and/or student contact hours, course and curriculum development. Guidelines for approving these are specified in applicable governing Units’ Workload Policy(ies).

### **R3 Exceptional Research, Scholarship, Creative Activity, and Formal Professional Development.**

Preparation of articles, books, reports, and other manuscripts for publication, grant proposals and preparation of and participation in creative performances / exhibits over and above standard expectations for tenure-track faculty. Formal professional development related to research or creative activity and /or instruction. Guidelines for approving these are specified in applicable governing Units’ Workload Policy(ies).

### **R4 Major Administrative Service to Campus or Profession.**

University and Department / Unit administrative duties. Credits approved will vary depending on size / complexity of Department / Unit. Guidelines for approving these are specified in applicable governing Units’ Workload Policy(ies).

## TEACHING LOAD OFFSET CREDITS MAY BE REQUESTED AND / OR ASSIGNED FOR THE FOLLOWING RESPONSIBILITIES:

### **T1 Teaching Load Offset in Another Semester or Term.**

Under exceptional circumstances, a faculty member who teaches in another semester or in an alternative summer semester without additional compensation would be compensated by a comparable load adjustment. **Such an exchange must be approved by the faculty member’s** **Supervisor, Dean, and the Executive Vice President and Provost.**

### **T2 Newly Hired Faculty.**

Newly hired faculty in a tenure-track position, who are not hired with tenure, may negotiate a one-time load adjustment of a three-credit course during the first three years.

# FORM

Last Name, First Name: Click here to enter text

Date:Click here to enter a date

Semester / Year:Click here to enter text

Department / Unit Click here to enter text**:**

College / School: Academic Success Center

**Check here if “Teaching-Track” Faculty** [ ]

NOTE: Under very limited circumstances, a tenured faculty member may request a four (4) course (one course equals three credits) per semester teaching load in lieu of any requirements for research or creative activity. UNLV Workload Policy Sec. I.A.5

## DIRECTIONS

For directions to complete this form, please refer to the “Request Procedures” above.

1. For requesting Reassignments, please list each one separately and list the number of credits requested for each. After selecting a CATEGORY and listing the CREDITS requested, briefly describe (in 20 words or less) the PURPOSE and ANTICIPATED RESULTS of each Reassignment. If there is significant Doctoral Program involvement then complete the second part of this section.
NOTE: If requesting more than three (3) Reassignments, please use a second form and attach the forms together.
	1. Select category Number of Credits Requested: Enter number [ ]  APPROVED [ ]  NOT APPROVED

	PURPOSE / ANTICIPATED RESULTS: Click here to enter text

		1. **Significant Doctoral Program Involvement** Yes/No: Click here to enter text [x]  APPROVED [x]  NOT APPROVED

		**NOTE: All Reassignment credit(s) requested for this or other graduate involvement must be submitted in the Reassignment section.**
		2. PLEASE DESCRIBE IN 20 WORDS OR LESS. Click here to enter text
	2. Select category Number of Credits Requested: Enter number [x]  APPROVED [ ]  NOT APPROVED

	PURPOSE / ANTICIPATED RESULTS: Click here to enter text
	3. Select category Number of Credits Requested: Enter number [ ]  APPROVED [ ]  NOT APPROVED

	PURPOSE / ANTICIPATED RESULTS: Click here to enter text
2. **Teaching Load Offset** Select category Number of Credits Requested: Enter number [ ]  APPROVED [ ]  NOT APPROVED

 Explanation and Terms affected: Click here to enter text

Offset for overload and for newly hired faculty. Load offset in another term requires approval by Dean and Executive Vice President and Provost.

## SIGNATURES

I understand that Reassignments are made on a case-by-case basis and are not automatic. I also understand that the inability to complete proposed activities may result in denial of future requests. To the best of my knowledge, all the above information is complete and accurate.

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Faculty Member

If approved, the following certifies that the Teaching Load Offset, Significant Doctoral Program Involvement, and/or Reassignment(s) requested and approved are / were for work within the context of approved workload policies.

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Faculty Member’s Supervisor

If signed by the Dean, the following indicates approval and certifies that the Teaching Load Offset, Significant Doctoral Involvement, and/or Reassignment(s) requested are / were for work within the context of approved workload policies and that the documentation for this / these request(s), per UNLV policy, is being maintained by their office for purposes of audit.

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Dean

IF REQUIRED (i.e., for requests for Teaching Offset in another semester and/or if Reassignments bring teaching workload to zero credits): the Executive Vice President and Provost’s approval certifies that this is within the scope of UNLV policies.

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Executive Vice President and Provost (if required)

Copies to be maintained by: Faculty Member, Department/Unit, Dean’s Office (original)

COPIES TO BE MAINTAINED FOR PURPOSES OF AUDIT BY DEAN’S OFFICES FOR A MINIMUM OF THREE YEARS