

Teaching Assignment Report Form under R-4, Appendix 1, Article V, UH-UHPA Contract
Effective July 1, 2003 to June 30, 2009

Faculty Submitting Report: _____ Semester: _____
Year _____

Please select only one of the boxes below:

I am reporting a reduction of _____ credits in my Semester Credit Hours (SCH) or teaching load for this semester (_____). I understand that my teaching assignment for next semester (_____), must consist of 15 or more SCH to make up for the current reduced teaching load.

I certify that during the current (_____ semester I taught 15 or more Semester Credit Hours (SCH). I am reporting that my SCH for next semester (_____):

Choose only one of the circles below:

Will be reduced by _____ Semester Credit Hours.

Will remain the same—I will bank _____ credits (no more than six total) for a future teaching load reduction.

I will be undertaking the following activities (see a variety of possibilities on back of page).

Faculty's Signature

_____/_____/_____
Date

Division Chair Consultation:

Chair's Comments:

Division Chair's Signature

_____/_____/_____
Date

Copy to: Dean of Arts and Sciences or Dean of Career and Technical Education
Human Resources

➡ Next page for UH-UHPA Contract, Appendix 1, Article V, 7/1/03-6/30/05

Appendix 1, Article V, "Other Teaching Load Reductions," UH-UHPA Contract, 2003 to 2007 states:

A Faculty Member who teaches 15 or more SCH* in the Fall 2003 semester and any semester thereafter shall be granted a minimum three SCH teaching assignment reduction in the following semester for activities such as, **but not limited to**, the following:

UH-UHPA Contract July 1, 2003-June 30, 2007		Specific Examples:
1.	curriculum development	Develop a linked course with a colleague.
2.	curriculum revisions	Develop online courses; act as a technology mentor. Works with Library to develop standards based learning outcomes and objectives that integrate information skills and information literacy into the curriculum.
3.	program development	Plan and develop a faculty development program for the Innovation Center for Teaching & Learning. Develop and provide additional technology training workshops to supplement the ones provided by the EMC and through LRC's CLUE. Participate in an Associate in Arts Teaching Program planning process.
4.	program revisions	Hong Kong/Caritas distance education project
5.	research and development in teaching pedagogy	
6.	development of grant or contract proposals	Assist with fundraising activities.
7.	institutional service	Assist with planning graduation, Opening Day Experience. Marketing programs/college to neighboring schools, career shows, job fairs, etc.
8.	providing expert technical assistance to federal, state, county, and other agencies that serve the public and benefit the college or UH system	Develop cooperative education agreements with employers. Assist with coordination of Career and Technical Education development from P-20 via the Career Pathways. Assist in planning, development and/or deployment of technology infrastructure for the campus. Also act as consultant in your field of expertise.
9.	community service	Secure service learning opportunities for students
10.	student mentoring	
11.	professional development	Participant in a return-to-industry program in your field.
12.	mentoring junior Faculty members	Develop a teaching partnership where you sit-in on each other's classes and/or each other's DE classes.
13.	OTHER	

In the semester immediately preceding that in which the course reduction will take place, the eligible Faculty Members shall consult with their department or division chair about the nature of the activity they intend to pursue. The purpose of this consultation is to seek alignment between the proposed activity and college or system needs. Following the meeting, a brief form shall be filed with the department or division chair documenting the agreed-upon activities.

The amount of teaching assignment reductions may result in less than a full class reduction. The excess credits may be banked for future teaching assignment reductions. The total of banked teaching assignment reductions may not exceed six SCH (Semester Credit Hours*) during any semester.

*SCH = Semester Credit Hours or equivalent contact hours. Equivalent contact hours are used for Faculty whose teaching assignments are calculated by student contact hours or a combination of both credit and contact hours, e.g., food service, nursing, laboratory, and other vocational programs.