

Non-Instructional (Reassignment from Teaching) Workload Units (WU) Instructions

1. Visit *Office of the University Provost* [webpage](#), then Faculty, and **Faculty Recruitment and Workload**
2. Under **Workload**, click on the link Request for Non-Instructional (Reassignment from Teaching) Workload Units
3. You should see your information automatically populate in the section Faculty Member Information
 - If your Department and Department Chair is incorrect, please contact Lynn.Sewak@mtsu.edu
4. Please carefully review the [Workload Guidelines](#) and read who should and who should not complete the dynamic form
5. If you should complete the form, select the term or academic year of your request
6. Enter your requested Workload Units (WU) in the following categories:
 - **Academic Administration**
 - **Research/Scholarship/Creative Activity**
 - i. **Sponsored Research** – all research and development activities that are sponsored/funded by external grant/contract agencies and organizations
 - ii. **University Research** – *formerly* Departmental Research – all research and development activities that are separately budgeted and accounted for by MTSU such MTIGO or NIA or non-sponsored research reassigned time approved by department head, dean and/or Provost

Sponsored Research

- Name the Grant(s)/Contract(s)
- Answer if you will receive extra compensation from external grant(s)/contract(s)

University Research

- Appropriately identify the subcategory of requested University Funded Research

IMPORTANT NOTE: If change your Research/Scholarship/Creative Activity selection choice, you **MUST** clear/delete the previous entries. If you do not clear/delete previously entered data, the **Total Requested Workload Units** will be incorrect.

- **Public/Institutional Service**
- **Student Advising/Mentorship**

7. Provide a summary of the work to be completed with your request in the supplied textbox
 8. List the expected Measurable Outcome(s) in the provided textbox
 9. Electronically sign your request
 10. Your form is not complete until you click **Submit Form** at the bottom of the screen
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Notes:

1. Your request must be approved at all levels prior to the start of the respective academic term or year.
 - a. Department Chair may approve up to 3 WU.
 - b. Dean may approve up to 6 WU.
 - c. Provost approval is required for a request greater than 6 WU.
2. Approved reassigned time is dependent on enrollment and student demand; thus, subject to change.
3. You will receive a confirmation email that your request has been submitted.
4. You will receive a final email with the decision of approver(s).
5. The completed dynamic form will be available in your Forms History. You will be asked to upload the completed dynamic form in Faculty Success when completing your annual evaluation.

Contact:

Workload Guidance

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Technical Assistance

Lynn Sewak

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