



Graduate Employee Workload Allocation Form

Course:

Term:

FTE:

GE:

Instructor:

Time Commitment Breakdown

Hours/Term

In-Class Contact Hours (e.g. 2/wk @1.5 h x 10 wk = 30)

Outside-Class Contact Hours (Office Hours) (.30 & .40 FTE: minimum of 1 office hr/wk = 10)

Other Duties

Maximum hours by FTE:

.09 = 40, .10 = 44, .20 = 88, .30 = 131, .40 = 175, .49 = 215

Total Hours:

Comments:

The above time budget represents approximate times expected for each of the major components of the course work. Times will need to be adjusted by the GE assistant as needs dictate. Although the instructor will always attempt to avoid making requests of the GE that would cause the hours worked to exceed the total required hours per quarter, the instructor expects the GE to inform him/her if the sum of the effort asked seems likely to exceed or to fall short of the total hours required. It is understood that hours are likely to be distributed so that work in some weeks may be much heavier than in others due to the requirements of when midterms, finals, and other assignments are due.

Instructor Signature

Date

GE Signature

Date