#### WORKLOAD FORM EXAMPLES

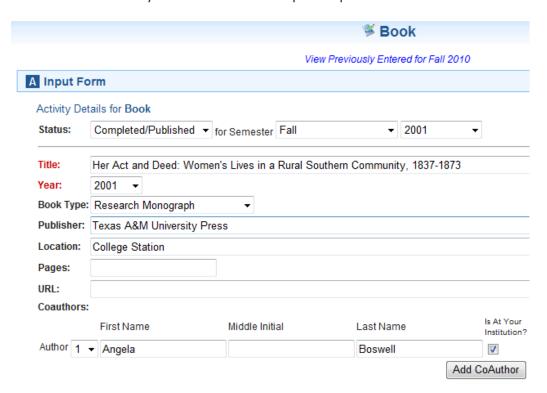
On the Workload Form, there are eight categories in addition to those regarding teaching; these may be updated at any time of the year or annually when the workload form is activated.

- A. Scholarly Contributions and Creative Productions
  - 1. Book
  - 2. Chapter
  - 3. Creative Performance
  - 4. Creative Production
  - 5. Grant
  - 6. Journal Article
  - 7. Patent
  - 8. Presentation
  - 9. Poster Presentation
  - 10. Proceedings
  - 11. Other
- B. Professional Development
- C. Community Service
- D. Professional Service
- E. Institutional Committees
- F. Other Institutional Service
- G. Consulting
- H. Other Service

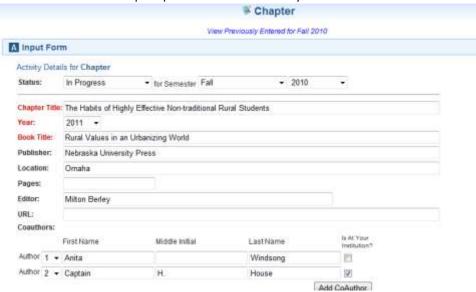
## A. Scholarly Contributions and Creative Productions

Scholarly or professional works such as journal articles, books, proceedings, etc; or creative works such as performances, exhibitions, etc.

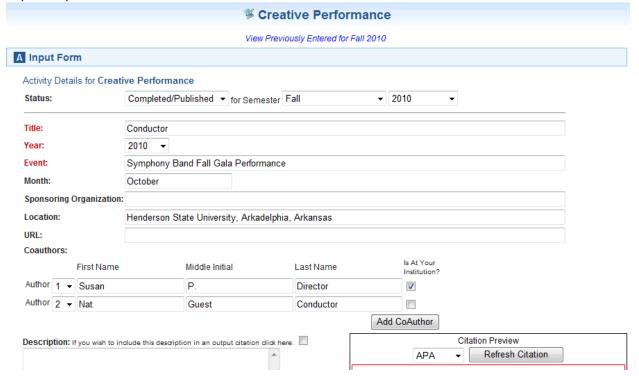
A1. BOOK: Scholarly book or text book accepted or published. Ex.:



A2. CHAPTER: Chapter published in a scholarly book or text book. Ex.:



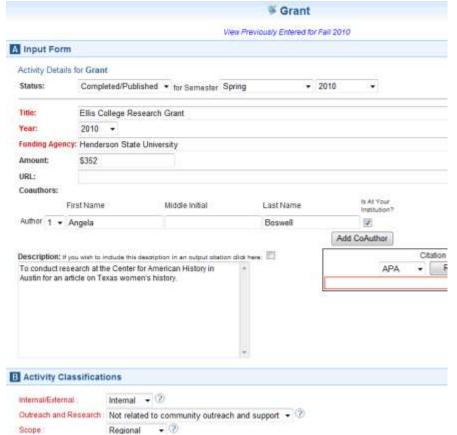
A3. CREATIVE PERFORMANCE: Dramatic performance (e.g., acting, directing), musical performance, presentation of creative work (e.g. play, poetry, short story, novel, etc.). If you have questions about whether your activity fits in Creative Production or Creative Performance, please consult with the chair of your department. Ex.:



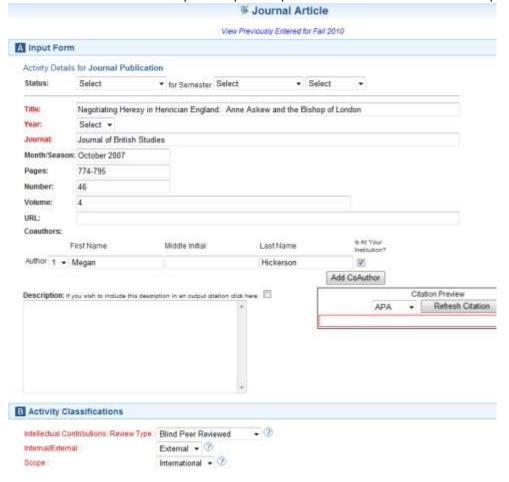
A4. CREATIVE PRODUCTION: Art exhibit, publication of creative work (e.g. play, poetry, short story, novel, etc.), recording of dramatic performance, musical performance or composition. If you have questions about whether your activity fits in Creative Production or Creative Performance, please consult with the chair of your department.

|                                       | Creative Production          |   |               |                            |   |                  |  |
|---------------------------------------|------------------------------|---|---------------|----------------------------|---|------------------|--|
| View Previously Entered for Fall 2010 |                              |   |               |                            |   |                  |  |
| A Input Form                          |                              |   |               |                            |   |                  |  |
| Activity Details for Crea             | tive Production              |   |               |                            |   |                  |  |
| Status:                               | Completed/Publis             | shed • for Semester                     | Fall          | <b>▼</b> 2010              | • |                  |  |
| Title:                                | University of Dalla          | s Regional Ceramics                     | s Competition |                            |   |                  |  |
| Year:                                 | 2010 -                       |   |               |                            |   |                  |  |
| Outlet:                               | Beatrice M. Haggerty Gallery |   |               |                            |   |                  |  |
| Date:                                 | September 2010               |   |               |                            |   |                  |  |
| Sponsoring Organization               | ı                            |   |               |                            |   |                  |  |
| Location:                             | Irving, Texas                |   |               |                            |   |                  |  |
| URL:                                  |                              |   |               |                            |   |                  |  |
| Coauthors:                            |                              |   |               |                            |   |                  |  |
| First Name                            | Mid                          | ddle Initial                            | Last Name     | Is At Your<br>Institution? |   |                  |  |
| Author 1 - Aaron                      |                              |   | Calvert       | (2)                        |   |                  |  |
|                                       |                              |   |               | Add CoAuthor               |   |                  |  |
| Description: If you wish to it        | nalude this description is   | ption in an output citation click here. |               | Citation Preview           |   |                  |  |
|                                       |                              |   |               | APA                        |   | Refresh Citation |  |
|                                       |                              |   |               | 14-                        |   |                  |  |

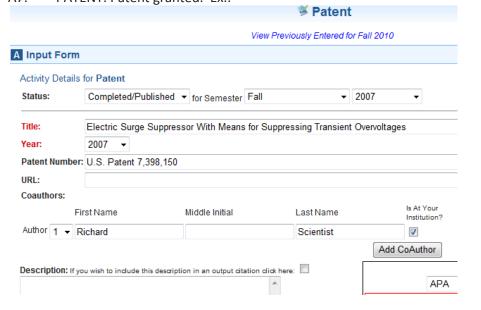
A5. GRANT: External or internal grants awarded for scholarly inquiry or creative productions. This would include faculty research grants awarded by the university or college. Ex.:



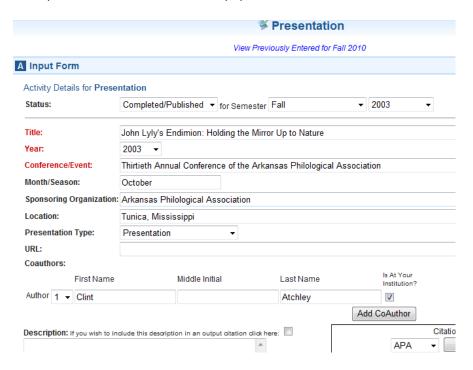
A6. JOURNAL ARTICLE: Paper accepted or published as article in academic or professional journal.



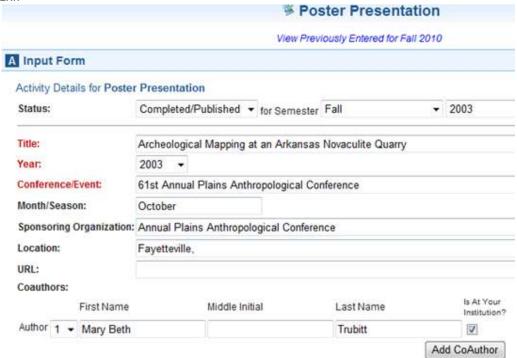
A7. PATENT: Patent granted. Ex.:



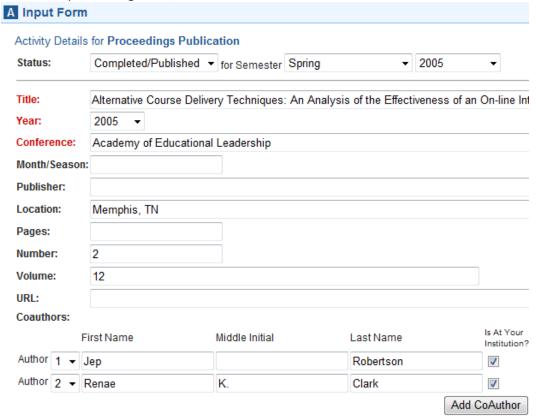
A8. PRESENTATION: Research paper presented at professional or academic conference. Do not enter presentation of non-research paper here; enter instead as Professional Service. Ex.:



A9. POSTER PRESENTATION: Presentation of research in visual format at professional or academic conference. Do not enter non-research poster presentations here; enter instead as Professional Service. Ex.:



A10. PROCEEDINGS: Paper published in conference proceedings. Do not enter an invited speech included in proceedings here; enter instead as Professional Service. Ex.:



A11. REVIEW: A scholarly published review of a book, article, exhibit, performance, or other.



A12. OTHER: Working Paper

Research Report resulting from Externally Funded Grant

Monograph

Published Compilation of Cases, Readings, or Articles

Published Supplement to a Book or Textbook

Case Published in a Book of Cases

Reading Published in a Book of Readings

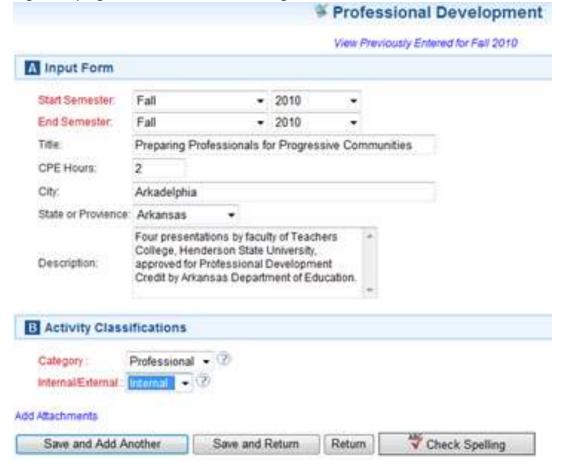
Non-print Media Publication

**Software Application** 

**User Manual** 

## B. Professional Development

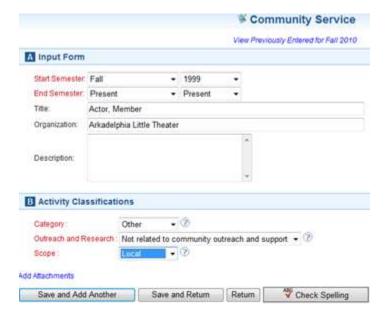
Conference, training, continuing professional education, etc. in which you participated. Do not list degrees in progress here; enter instead as Degrees in the Profile Form. Ex.:



## C. Community Service

Membership or service rendered to the community, civic organization and public, such as speech or presentation to community organization coaching youth sport

holding office in civic club or religious organization



## D. Professional Service

Service rendered to academic or professional organization.

committee appointment

journal editor or reviewer

speech or presentation of non-research paper at professional meeting moderator, discussant or panelist at conference

continuing service rendered by professional artists, such as participation in musical ensembles

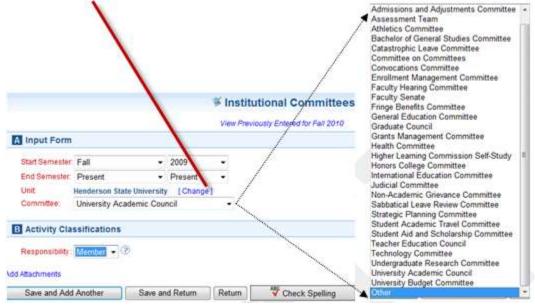


#### E. Institutional Committees

Formal standing committee appointment within the academic institution.

Do not list ad hoc committees, dissertation/thesis committees, informal assignments, etc., here; enter instead as Other Institutional Service.

Change the UNIT from Henderson State University to your college to get a list of college committees.



## F. Other Institutional Service

Service to the academic institution other than formal standing committees.

ad hoc committee

dissertation/thesis committee

course development

faculty sponsor to student organization

webpage design

student recruitment activity

informal assignment

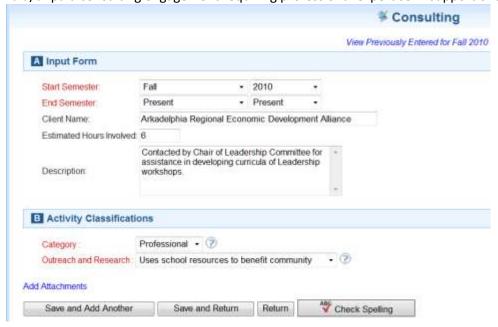
non-research grants

You may also change the Unit to indicate at what level the service was rendered: university, college, or department.



# G. Consulting

Paid/unpaid consulting engagement requiring professional expertise in support of a client.



#### H. Other Service

Other service contribution not included in other service categories.