

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.:

 **Book**

[View Previously Entered for Fall 2010](#)

A Input Form

Activity Details for **Book**

Status: for Semester 2001

Title:

Year:

Book Type:

Publisher:

Location:

Pages:

URL:

Coauthors:

	First Name	Middle Initial	Last Name	Is At Your Institution?
Author 1	<input type="text" value="Angela"/>	<input type="text"/>	<input type="text" value="Boswell"/>	<input checked="" type="checkbox"/>

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

Chapter
[View Previously Entered for Fall 2010](#)

A Input Form

Activity Details for Chapter

Status: In Progress for Semester Fall 2010

Chapter Title: The Habits of Highly Effective Non-traditional Rural Students

Year: 2011

Book Title: Rural Values in an Urbanizing World

Publisher: Nebraska University Press

Location: Omaha

Pages:

Editor: Milton Berley

URL:

Coauthors:

	First Name	Middle Initial	Last Name	Is At Your Institution?
Author 1	Anita		Windsong	<input checked="" type="checkbox"/>
Author 2	Captain	H.	House	<input checked="" type="checkbox"/>

[Add CoAuthor](#)

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.:

Creative Performance
[View Previously Entered for Fall 2010](#)

A Input Form

Activity Details for Creative Performance

Status: Completed/Published for Semester Fall 2010

Title: Conductor

Year: 2010

Event: Symphony Band Fall Gala Performance

Month: October

Sponsoring Organization:

Location: Henderson State University, Arkadelphia, Arkansas

URL:

Coauthors:

	First Name	Middle Initial	Last Name	Is At Your Institution?
Author 1	Susan	P.	Director	<input checked="" type="checkbox"/>
Author 2	Nat	Guest	Conductor	<input type="checkbox"/>

[Add CoAuthor](#)

Description: If you wish to include this description in an output citation click here:

Citation Preview
APA [Refresh Citation](#)

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 Creative Production

Status: Completed/Published for Semester Fall 2010

Title: University of Dallas Regional Ceramics Competition

Year: 2010

Outlet: Beatrice M. Haggerty Gallery

Date: September 2010

Sponsoring Organization:

Location: Irving, Texas

URL:

Coauthors:

Author	First Name	Middle Initial	Last Name	Is At Your Institution?
1	Aaron		Calvert	<input checked="" type="checkbox"/>

[Add CoAuthor](#)

Description: If you wish to include this description in an output citation click here:

Citation Preview

APA [Refresh Citation](#)

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.:

Grant

[View Previously Entered for Fall 2010](#)

A Input Form

Activity Details for Grant

Status: Completed/Published for Semester Spring 2010

Title: Ellis College Research Grant

Year: 2010

Funding Agency: Henderson State University

Amount: \$352

URL:

Coauthors:

Author	First Name	Middle Initial	Last Name	Is At Your Institution?
1	Angela		Boswell	<input checked="" type="checkbox"/>

[Add CoAuthor](#)

Description: If you wish to include this description in an output citation click here:

To conduct research at the Center for American History in Austin for an article on Texas women's history.

Citation

APA [Refresh Citation](#)

B Activity Classifications

Internal/External: Internal

Outreach and Research: Not related to community outreach and support

Scope: Regional

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

Journal Article

[View Previously Entered for Fall 2010](#)

A Input Form

Activity Details for Journal Publication

Status: for Semester

Title:

Year:

Journal:

Month/Season:

Pages:

Number:

Volume:

URL:

Coauthors:

	First Name	Middle Initial	Last Name	Is At Your Institution?
Author 1	<input type="text" value="Megan"/>	<input type="text"/>	<input type="text" value="Hickerson"/>	<input checked="" type="checkbox"/>

Description: If you wish to include this description in an output citation click here:

Citation PreviewAPA

A7. PATENT: Patent granted. Ex.:

Patent

[View Previously Entered for Fall 2010](#)

A Input Form

Activity Details for Patent

Status: for Semester

Title:

Year:

Patent Number:

URL:


Coauthors:

	First Name	Middle Initial	Last Name	Is At Your Institution?
Author 1	<input type="text" value="Richard"/>	<input type="text"/>	<input type="text" value="Scientist"/>	<input checked="" type="checkbox"/>

Description: If you wish to include this description in an output citation click here:

APA

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.:

 **Presentation**

[View Previously Entered for Fall 2010](#)

A Input Form

Activity Details for **Presentation**

Status: for Semester 2003

Title:

Year:

Conference/Event:

Month/Season:

Sponsoring Organization:

Location:

Presentation Type:

URL:


Coauthors:

	First Name	Middle Initial	Last Name	Is At Your Institution?
Author 1	<input type="text" value="Clint"/>	<input type="text"/>	<input type="text" value="Atchley"/>	<input checked="" type="checkbox"/>

Description: If you wish to include this description in an output citation click here:

Citation

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.:

 **Poster Presentation**

[View Previously Entered for Fall 2010](#)

A Input Form

Activity Details for **Poster Presentation**

Status: for Semester 2003

Title:

Year:

Conference/Event:

Month/Season:

Sponsoring Organization:

Location:

URL:

Coauthors:

	First Name	Middle Initial	Last Name	Is At Your Institution?
Author 1	<input type="text" value="Mary Beth"/>	<input type="text"/>	<input type="text" value="Trubitt"/>	<input checked="" type="checkbox"/>

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

A Input Form

Activity Details for Proceedings Publication

Status: for Semester

Title:

Year:

Conference:

Month/Season:

Publisher:

Location:

Pages:

Number:

Volume:

URL:

Coauthors:

	First Name	Middle Initial	Last Name	Is At Your Institution?
Author 1	<input type="text" value="Jep"/>	<input type="text"/>	<input type="text" value="Robertson"/>	<input checked="" type="checkbox"/>
Author 2	<input type="text" value="Renaë"/>	<input type="text" value="K."/>	<input type="text" value="Clark"/>	<input checked="" type="checkbox"/>

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

Review

[View Previously Entered for Fall 2010](#)

A Input Form

Activity Details for Review

Status: for Semester

Title:

Year:

Publisher:

Location:

Pages:

URL:


Coauthors:

	First Name	Middle Initial	Last Name	Is At Your Institution?
Author 1	<input type="text" value="Angela"/>	<input type="text"/>	<input type="text" value="Boswell"/>	<input checked="" type="checkbox"/>

- 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.:

 **Professional Development**

View Previously Entered for Fall 2010

A Input Form

Start Semester: Fall 2010

End Semester: Fall 2010

Title: Preparing Professionals for Progressive Communities

CPE Hours: 2

City: Arkadelphia

State or Province: Arkansas

Description: Four presentations by faculty of Teachers College, Henderson State University, approved for Professional Development Credit by Arkansas Department of Education.

B Activity Classifications

Category: Professional

Internal/External: Internal

Add Attachments

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

Community Service
[View Previously Entered for Fall 2010](#)

A Input Form

Start Semester: Fall 1999
End Semester: Present
Title: Actor, Member
Organization: Arkadelphia Little Theater
Description:

B Activity Classifications

Category: Other
Outreach and Research: Not related to community outreach and support
Scope: Local

Add Attachments

Save and Add Another Save and Return Return Check Spelling

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

Professional Service
[View Previously Entered for Fall 2010](#)

A Input Form

Start Semester: Fall 2007
End Semester: Present
Title: Editorial Board
Organization: Southwestern Historical Quarterly
Description:

B Activity Classifications

Category: Professional
Outreach and Research: Not related to community outreach and support
Scope: Regional

Add Attachments

Save and Add Another Save and Return Return Check Spelling

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.

Institutional Committees
View Previously Entered for Fall 2010

A Input Form

Start Semester: Fall 2009
End Semester: Present Present
Unit: Henderson State University [Change]
Committee: University Academic Council

B Activity Classifications

Responsibility: Member

Add Attachments

Save and Add Another Save and Return Return Check Spelling

- Admissions and Adjustments Committee
- Assessment Team
- Athletics Committee
- Bachelor of General Studies Committee
- Catastrophic Leave Committee
- Committee on Committees
- Convocations Committee
- Enrollment Management Committee
- Faculty Hearing Committee
- Faculty Senate
- Fringe Benefits Committee
- General Education Committee
- Graduate Council
- Grants Management Committee
- Health Committee
- Higher Learning Commission Self-Study
- Honors College Committee
- International Education Committee
- Judicial Committee
- Non-Academic Grievance Committee
- Sabbatical Leave Review Committee
- Strategic Planning Committee
- Student Academic Travel Committee
- Student Aid and Scholarship Committee
- Teacher Education Council
- Technology Committee
- Undergraduate Research Committee
- University Academic Council
- University Budget Committee
- Other

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.

Other Institutional Service
View Previously Entered for Fall 2010

A Input Form

Start Semester: Fall 2005
End Semester: Spring 2006
Title: Search Committee for Assistant Professor of Sociology
Unit: Sociology/Human Services [Change]
Description:

Add Attachments

Save and Add Another Save and Return Return Check Spelling

G. Consulting

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

Consulting

View Previously Entered for Fall 2010

A Input Form

Start Semester: Fall 2010

End Semester: Present Present

Client Name: Arkadelphia Regional Economic Development Alliance

Estimated Hours Involved: 6


Description: Contacted by Chair of Leadership Committee for assistance in developing curricula of Leadership workshops.

B Activity Classifications

Category: Professional

Outreach and Research: Uses school resources to benefit community

[Add Attachments](#)

Save and Add Another Save and Return Return  Check Spelling

H. Other Service

Other service contribution not included in other service categories.