



# MOLLOY UNIVERSITY

## Workload Data Sheet

Name:

*The Workload Data Sheet is to be completed online at the start of the Fall and Spring Semesters. Copies are to be sent to the Chairperson and Associate Dean (for those teaching graduate courses in Music Therapy, Speech Therapy, Business, Education, Criminal Justice, and Nursing), the Dean of the Division, Associate Dean for Academic Affairs, and the Vice President for Academic Affairs.*

***This form should be retained in your files, updated each semester, and sent to those mentioned above.***

Regular Assignments				Special Assignments			
Semester/Year	Rank	Course # and Section	# of Credits or # of Hours	Reduction in load for Dean, Associate Dean, Chairperson, Director, or special assignment	Credits or hours for special assignment	Course # and Section	Credits or hours for overload

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