Notes to help you make sense of the DTC worksheet:

The "DTC Calculations" worksheet lists all faculty members and their teaching responsibilities. The "Defined Teaching Capacity" of the unit is based on the number of full-time equivalent regular-faculty members (including senior instructors) and the normal teaching responsibilities associated with each position, plus a modest allocation that reflects the number of summer-session courses offered before summer regularization. Faculty members who teach less than a normal number of courses have the reason for the adjustment noted in columns R, S, T, and U, which are described lower on the worksheet. Other Faculties likely have different policies regarding backfilling of study leaves etc, so what counts as "unfunded teaching release" versus a teaching release backfilled by funding for a sessional instructor provided by the Dean's office (column T) will vary across Faculties.

The total number of courses that can be offered by sessional instructors is calculated by subtracting the number of courses offered by regular faculty from the unit's defined teaching capacity, rather than by adding up the number of backfilled course releases allocated to regular faculty. This gives us a concrete basis for allocating sessional resources among units, though each unit can also request EMF (see below). If a regular-faculty member carries forward a teaching obligation or a course release, that carry-forward affects the number of courses that can be offered by sessional instructors rather than the unit's defined teaching capacity.

Units facing strong student demand can request "enrolment management funds" from the Dean's office to put on additional course sections. The number of courses authorized to be funded by EMF is entered into cell C58, which is also used to record funding received from other sources (eg, if one unit teaches a course for another unit, or receives funding for a course from an agency outside the university).

The worksheet has formulas embedded in the cells highlighted in yellow that calculate the overall number of courses the unit is authorized to offer and the number it is actually offering, based on information entered in relevant cells. If you want to use the worksheet, don't delete or change the formulas in the highlighted cells unless you know what you want to achieve. This was a challenge the first year we used the form; departments kept changing the formulas or replacing them with numbers.

The details worksheet:

The purpose of this worksheet is to consolidate information on all the special arrangements made for individual faculty members. It is especially important to record teaching obligations or course releases carried forward.

		1	1		1	1							1					Sum	mor	Fa	11	Spri	na	т	BT
			Teaching															Juin	inter	10		Spin	ng		
	Regular Faculty	Rank	FTE	details	Summ	er Course	s (2012)		Courses (2012)			g Courses (2	013)	CRBA	UTR	Dean	B/O	ug	grd	-	grd		grd	ug	grd
1/		Assistant	1.00					1XX	2XX		3XX	4XX								2		2		4	0
2	3	Associate Associate	1.00	Ugrad Advisor Research Centre				3XX 3XX			1XX 5XX	4XX		2	1					1		2	1	3	0
4		Associate	1.00	Grad Advisor				2XX	5XX		5XX 5XX			2	1					1	1		1	1	2
5		Professor	1.00	Chair				1XX	-						3					1				1	0
6		Associate	1.00	WLS five courses	4XX			3XX	4XX		2XX	3XX						1		2		2		5	0
7 (8		Associate	1.00 0.00	Conting Admin							2XX	3XX				2						2		2	0
9	1	Professor Associate	1.00	Senior Admin Study Leave Spr	1XX	ЗXX										2		2					-	2	0
10	I	Professor	1.00	Senior Admin												4		_						0	0
11		Assistant	1.00					3XX	5XX		3XX	3XX								1	1	2		3	1
12 13		Associate Professor	1.00	Lansdowne/ SL Fullyear 5 of 5 Fall/ SL Spr				5XX						2		2					1			0	0
14		Professor	1.00	CRC				3XX	3XX					2		3				2	1			2	0
15 (Assistant	1.00	ono				3XX	5XX		2XX	4XX		~						1	1	2		3	1
16 I		Associate	1.00	SL Fall/ 3 of 3 Spr							1XX				1	2						1		1	0
	Q (new faculty)	Assistant	1.00					3XX			4XX	5XX			1					1		1	1	2	1
18	R unfilled position		1.00 17.00	× 4 courses + 1 WI S	69											4								0	0
			17.00	x 4 courses + 1 WLS	09	[]																		0	0
	Senior Instructors					1																			
19		Sr Instructor	1.00	Program Director, 1 crs re				1XX	3XX	3XX	2XX	3XX	3XX		1		1	_		3		3		6	0
20	Infilled 0.5 FTE	Sr Instructor Sr Instructor	1.00 0.50		3XX	3XX		2XX 3XX	2XX 3XX	3XX	3XX 3XX	3XX 3XX	3XX	——		4		2		3 2	-	3		8	0
21		Or matructor	2.50	x 8 courses	20			3//	377		377	3//				4				2		2		0	0
														6	8	23	1	5	0	21	4	22	3	48	7
																		Sum	mor	Fa		Spri		т	вт
					Summ	er Course	s (2012)	Fall (Courses (2012)		Spring	g Courses (2	013)						grd	ug		ug			grd
	Sess Instr Within DTC								. ,										Ū	J				0	0
/					3XX 3XX	4XX		2XX 1XX										2		1				3 3	0
(377	4XX		3XX			3XX	3XX						2		1		2		3	0
(3XX			2XX	3XX								1		2		3	0
													TOTALS:					4	0	4	0	4	0	12	0
																		Sum	nmer	Fa	ull	Spri	na	Т	вт
					Summ	er Course	s (2012)	Fall (Courses (2012)		Spring	g Courses (2	013)					Sum ug	nmer grd	Fa ug		Spri ug			BT grd
	TA and PDF within DTC						s (2012)																	ug	
	.TA and PDF within DTC D 1.0 FTE LTA SI	LTA Sr Instr			Summ 2XX	er Course	s (2012)	Fall (2XX	Courses (2012) 3XX	3XX	Spring 2XX	Courses (20	013) 3XX											ug 8	
		LTA Sr Instr					s (2012)			3XX											grd			ug	
		LTA Sr Instr					s (2012)			3XX			3XX					ug 2 2	grd 0	ug 3 3	grd 0	ug 3 3	grd 0	ug 8 0 8	grd 0 0
		LTA Sr Instr			2XX	2XX		2XX	3XX	3XX	2XX	3XX	3XX TOTALS:					ug 2 2 Sum	grd 0 nmer	ug 3 3 Fa	grd 0	ug 3 3 Spri	grd 0 ng	ug 8 0 8 7	grd 0 0 BT
		LTA Sr Instr			2XX			2XX		3XX	2XX		3XX TOTALS:					ug 2 2 Sum	grd 0	ug 3 3	grd 0	ug 3 3	grd 0 ng	ug 8 0 8 7	grd 0 0
		LTA Sr Instr			2XX	2XX		2XX	3XX	3XX	2XX Spring	3XX	3XX TOTALS:					ug 2 2 Sum	grd 0 nmer	ug 3 3 Fa	grd 0	ug 3 3 Spri	grd 0 ng	ug 8 0 8 7	grd 0 0 BT
	D 1.0 FTE LTA SI	LTA Sr Instr			2XX	2XX		2XX	3XX	3XX	2XX	3XX	3XX TOTALS: 013)					ug 2 2 Sum	grd 0 nmer	ug 3 3 Fa	grd 0	ug 3 3 Spri	grd 0 ng	ug 8 0 8 Tl ug 1	grd 0 0 BT
	D 1.0 FTE LTA SI	LTA Sr Instr			2XX	2XX		2XX	3XX	3XX	2XX Spring	3XX	3XX TOTALS:					ug 2 2 Sum	grd 0 nmer	ug 3 3 Fa	grd 0	ug 3 3 Spri	grd 0 ng	ug 8 0 8 7	grd 0 0 BT
	D 1.0 FTE LTA SI	LTA Sr Instr			2XX	2XX		2XX	3XX	3XX	2XX Spring	3XX	3XX TOTALS: 013)					ug 2 2 Sum	grd 0 nmer	ug 3 3 Fa	grd 0	ug 3 3 Spri	grd 0 ng	ug 8 0 8 Tl ug 1	grd 0 0 BT
	D 1.0 FTE LTA SI Sess Instr paid from EMF, other sources, and non-remun				2XX	2XX		2XX	3XX	3XX	2XX Spring	3XX	3XX TOTALS: 013)					ug 2 2 Sum	grd 0 nmer	ug 3 3 Fa	grd 0	ug 3 3 Spri	grd 0 ng	ug 8 0 8 Tl ug 1	grd 0 0 BT
	D 1.0 FTE LTA SI Sess Instr paid from EMF, other sources, and non-remun E DTC Calculation: Regular Faculty Teaching Capacity	63			2XX	2XX		2XX Fall (3XX	3XX	2XX Spring	3XX	3XX TOTALS: 013)					ug 2 2 Sum	grd 0 nmer	ug 3 3 Fa	grd 0	ug 3 3 Spri	grd 0 ng	ug 8 0 8 Tl ug 1	grd 0 0 BT
	D 1.0 FTE LTA SI Sess Instr paid from EMF, other sources, and non-remun E DTC Calculation: Regular Faculty Teaching Capacity D/US Senior Instructor Teaching Capacity	63 20			2XX	2XX		2XX Fall (3XX Courses (2012)		2XX Spring 4XX	3XX g Courses (2)	3XX TOTALS: 013)					ug 2 2 Sum	grd 0 nmer	ug 3 3 Fa	grd 0	ug 3 3 Spri	grd 0 ng	ug 8 0 8 Tl ug 1	grd 0 0 BT
	D 1.0 FTE LTA SI Sess Instr paid from EMF, other sources, and non-remun DTC Calculation: Regular Faculty Teaching Capacity plus Senior Instructor Teaching Capacity minus Unfunded Teaching Releases	63 20 8			2XX	2XX		2XX Fall (Key: UTR = unfur	3XX Courses (2012)	release	2XX Spring 4XX	3XX g Courses (2)	3XX TOTALS: 013)					ug 2 2 Sum	grd 0 nmer	ug 3 3 Fa	grd 0	ug 3 3 Spri	grd 0 ng	ug 8 0 8 Tl ug 1	grd 0 0 BT
	D 1.0 FTE LTA SI Seess Instr paid from EMF, other sources, and non-remun E DTC Calculation: Regular Faculty Teaching Capacity plus Senior Instructor Teaching Capacity minus Unfunded Teaching Releases plus additional sessional allocation for summer	63 20 8 5			2XX	2XX		2XX Fall (Key: UTR = unfur Dean = repla	3XX Courses (2012) ded teaching icement paid	release by Dea	2XX Spring 4XX e (not backfil n's office	3XX g Courses (2	3XX TOTALS: 013) TOTALS:					ug 2 2 Sum	grd 0 nmer	ug 3 3 Fa	grd 0	ug 3 3 Spri	grd 0 ng	ug 8 0 8 Tl ug 1	grd 0 0 BT
	D 1.0 FTE LTA SI Bess Instr paid from EMF, other sources, and non-remun E DTC Calculation: Regular Faculty Teaching Capacity plus Senior Instructor Teaching Capacity minus Unfunded Teaching Releases plus additional sessional allocation for summer Defined Teaching Capacity	63 20 8 5 80			2XX	2XX		2XX Fall (Key: UTR = unfur Dean = repla B/O = buyou	3XX Courses (2012) ded teaching icement paid	release by Dea esearch	2XX Spring 4XX e (not backfil n's office	3XX g Courses (2	3XX TOTALS: 013) TOTALS:	nit				ug 2 2 Sum	grd 0 nmer	ug 3 3 Fa	grd 0	ug 3 3 Spri	grd 0 ng	ug 8 0 8 Tl ug 1	grd 0 0 BT
	D 1.0 FTE LTA SI Bess Instr paid from EMF, other sources, and non-remun E DTC Calculation: Regular Faculty Teaching Capacity polus Senior Instructor Teaching Capacity minus Unfunded Teaching Releases polus additional sessional allocation for summer Defined Teaching Capacity polus courses funded by EMF or other sources	63 20 8 5 80 1			2XX	2XX		2XX Fall (Key: UTR = unfur Dean = repla B/O = buyou LTA = limited	3XX Courses (2012) ded teaching iccment paid t funded by ro	release by Dea esearch	2XX Spring 4XX e (not backfil n's office	3XX g Courses (2	3XX TOTALS: 013) TOTALS:					ug 2 2 Sum	grd 0 nmer	ug 3 3 Fa	grd 0	ug 3 3 Spri	grd 0 ng	ug 8 0 8 Tl ug 1	grd 0 0 BT
	D 1.0 FTE LTA SI Bess Instr paid from EMF, other sources, and non-remun E DTC Calculation: Regular Faculty Teaching Capacity plus Senior Instructor Teaching Capacity minus Unfunded Teaching Releases plus additional sessional allocation for summer Defined Teaching Capacity	63 20 8 5 80			2XX	2XX		2XX Fall (Key: UTR = unfur Dean = repla B/O = buyou LTA = limited PDF = post-i	3XX Courses (2012) ded teaching icement paid t funded by re d-term appoir doctoral fellow	I release by Dea esearch htment	2XX Spring 4XX e (not backfi n's office fellowship c	3XX g Courses (2	3XX TOTALS: 013) TOTALS:					ug 2 2 Sum	grd 0 nmer	ug 3 3 Fa	grd 0	ug 3 3 Spri	grd 0 ng	ug 8 0 8 Tl ug 1	grd 0 0 BT
	D 1.0 FTE LTA SI Bess Instr paid from EMF, other sources, and non-remun EDTC Calculation: Regular Faculty Teaching Capacity polus Senior Instructor Teaching Capacity minus Unfunded Teaching Releases polus additional sessional allocation for summer Defined Teaching Capacity polus courses funded by EMF or other sources DTC plus EMF	63 20 8 5 80 1			2XX	2XX	s (2012)	EXX Fall (Key: UTR = unfur Dean = repla B/O = buyou LTA = limiter PDF = post- CRBA = cou	3XX Courses (2012) ded teaching icement paid t funded by re J-term appoin doctoral felloo rse reduction	I release by Dea esearch htment W	2XX Spring 4XX e (not backfii n's office fellowship c	3XX Courses (2 lled) pr service t	3XX TOTALS: 013) TOTALS:					ug 2 2 Sum	grd 0 nmer	ug 3 3 Fa	grd 0	ug 3 3 Spri	grd 0 ng	ug 8 0 8 Tl ug 1	grd 0 0 BT
	D 1.0 FTE LTA SI	63 20 8 5 80 1 81			2XX	2XX	s (2012)	2XX Fall (Key: UTR = unfur Dean = repla B/O = buyou LTA = limited PDF = post-i	3XX Courses (2012) ded teaching icement paid t funded by re J-term appoin doctoral felloo rse reduction	I release by Dea esearch htment W	2XX Spring 4XX e (not backfii n's office fellowship c	3XX Courses (2 lled) pr service t	3XX TOTALS: 013) TOTALS:			13		ug 2 2 Sum	grd 0 nmer	ug 3 3 Fa	grd 0	ug 3 3 Spri	grd 0 ng	ug 8 0 8 Tl ug 1	grd 0 0 BT
	D 1.0 FTE LTA SI	63 20 8 5 80 1 81 55			2XX	2XX	s (2012)	EXX Fall (Key: UTR = unfur Dean = repla B/O = buyou LTA = limiter PDF = post- CRBA = cou	3XX Courses (2012) ded teaching icement paid t funded by re J-term appoin doctoral felloo rse reduction	I release by Dea esearch htment W	2XX Spring 4XX e (not backfii n's office fellowship c	3XX Courses (2 lled) pr service t	3XX TOTALS: 013) TOTALS:					ug 2 2 Sum	grd 0 nmer	ug 3 3 Fa	grd 0	ug 3 3 Spri	grd 0 ng	ug 8 0 8 Tl ug 1	grd 0 0 BT
	D 1.0 FTE LTA SI Sess Instr paid from EMF, other sources, and non-remun EDTC Calculation: Regular Faculty Teaching Capacity minus Unfunded Teaching Releases polus additional sessional allocation for summer Defined Teaching Capacity polus courses funded by EMF or other sources DTC plus EMF Courses Offered Calculation: Courses offered by reg fac and SI polus courses offered by sess instructors w/in DTC	63 20 8 5 80 1 81 55 12			2XX	2XX	s (2012)	EXX Fall (Key: UTR = unfur Dean = repla B/O = buyou LTA = limiter PDF = post- CRBA = cou	3XX Courses (2012) ded teaching icement paid t funded by re J-term appoin doctoral felloo rse reduction	I release by Dea esearch htment W	2XX Spring 4XX e (not backfii n's office fellowship c	3XX Courses (2 lled) pr service t	3XX TOTALS: 013) TOTALS:		DTC =	13		ug 2 2 Sum	grd 0 nmer	ug 3 3 Fa	grd 0	ug 3 3 Spri	grd 0 ng	ug 8 0 8 Tl ug 1	grd 0 0 BT
	D 1.0 FTE LTA SI Sess Instr paid from EMF, other sources, and non-remun EDTC Calculation: Regular Faculty Teaching Capacity minus Unfunded Teaching Releases polus additional sessional allocation for summer Defined Teaching Capacity polus courses funded by EMF or other sources DTC plus EMF Courses Offered Calculation: Courses offered by reg fac and SI polus courses offered by sess instructors w/in DTC polus courses offered by LTA and PDF within DTC	63 20 8 5 80 1 81 55 12 8			2XX	2XX	s (2012)	EXX Fall (Key: UTR = unfur Dean = repla B/O = buyou LTA = limiter PDF = post- CRBA = cou	3XX Courses (2012) ded teaching icement paid t funded by re J-term appoin doctoral felloo rse reduction	I release by Dea esearch htment W	2XX Spring 4XX e (not backfii n's office fellowship c	3XX Courses (2 lled) pr service t	3XX TOTALS: 013) TOTALS:		TTC =	13		ug 2 2 Sum	grd 0 nmer	ug 3 3 Fa	grd 0	ug 3 3 Spri	grd 0 ng	ug 8 0 8 Tl ug 1	grd 0 0 BT
	D 1.0 FTE LTA SI Sess Instr paid from EMF, other sources, and non-remun EDTC Calculation: Regular Faculty Teaching Capacity minus Unfunded Teaching Releases polus additional sessional allocation for summer Defined Teaching Capacity polus courses funded by EMF or other sources DTC plus EMF Courses Offered Calculation: Courses offered by reg fac and SI polus courses offered by reg fac and PDF within DTC polus courses offered by LTA and PDF within DTC Fotal courses offered within DTC	63 20 8 5 80 1 81 55 12 8 255 12 8 75			2XX	2XX	s (2012)	EXX Fall (Key: UTR = unfur Dean = repla B/O = buyou LTA = limiter PDF = post- CRBA = cou	3XX Courses (2012) ded teaching icement paid t funded by re J-term appoin doctoral felloo rse reduction	I release by Dea esearch htment W	2XX Spring 4XX e (not backfii n's office fellowship c	3XX Courses (2 lled) pr service t	3XX TOTALS: 013) TOTALS:)TC =	13		ug 2 2 Sum	grd 0 nmer	ug 3 3 Fa	grd 0	ug 3 3 Spri	grd 0 ng	ug 8 0 8 Tl ug 1	grd 0 0 BT
	D 1.0 FTE LTA SI Sess Instr paid from EMF, other sources, and non-remun EDTC Calculation: Regular Faculty Teaching Capacity minus Unfunded Teaching Releases polus additional sessional allocation for summer Defined Teaching Capacity polus courses funded by EMF or other sources DTC plus EMF Courses Offered Calculation: Courses offered by reg fac and SI polus courses offered by sess instructors w/in DTC polus courses offered by LTA and PDF within DTC Total courses offered within DTC polus courses funded by EMF or other sources	63 20 8 55 80 1 81 55 12 8 75 12 8 75			2XX	2XX	s (2012)	EXX Fall (Key: UTR = unfur Dean = repla B/O = buyou LTA = limiter PDF = post- CRBA = cou	3XX Courses (2012) ded teaching icement paid t funded by re J-term appoin doctoral felloo rse reduction	I release by Dea esearch htment W	2XX Spring 4XX e (not backfii n's office fellowship c	3XX Courses (2 lled) pr service t	3XX TOTALS: 013) TOTALS:		DTC =	13		ug 2 2 Sum	grd 0 nmer	ug 3 3 Fa	grd 0	ug 3 3 Spri	grd 0 ng	ug 8 0 8 Tl ug 1	grd 0 0 BT
	D 1.0 FTE LTA SI Sess Instr paid from EMF, other sources, and non-remun EDTC Calculation: Regular Faculty Teaching Capacity minus Unfunded Teaching Releases polus additional sessional allocation for summer Defined Teaching Capacity polus courses funded by EMF or other sources DTC plus EMF Courses Offered Calculation: Courses offered by reg fac and SI polus courses offered by reg fac and PDF within DTC polus courses offered by LTA and PDF within DTC Fotal courses offered within DTC	63 20 8 5 80 1 81 55 12 8 255 12 8 75			2XX	2XX	s (2012)	EXX Fall (Key: UTR = unfur Dean = repla B/O = buyou LTA = limiter PDF = post- CRBA = cou	3XX Courses (2012) ded teaching icement paid t funded by re J-term appoin doctoral felloo rse reduction	I release by Dea esearch htment W	2XX Spring 4XX e (not backfii n's office fellowship c	3XX Courses (2 lled) pr service t	3XX TOTALS: 013) TOTALS:					ug 2 2 Sum	grd 0 nmer	ug 3 3 Fa	grd 0	ug 3 3 Spri	grd 0 ng	ug 8 0 8 Tl ug 1	grd 0 0 BT
	D 1.0 FTE LTA SI Sess Instr paid from EMF, other sources, and non-remun DTC Calculation: Regular Faculty Teaching Capacity minus Unfunded Teaching Releases plus additional sessional allocation for summer Defined Teaching Capacity plus courses funded by EMF or other sources DTC plus EMF Courses Offered Calculation: Courses offered by reg fac and SI plus courses offered by reg fac and SI plus courses offered by LTA and PDF within DTC plus courses offered within DTC Total courses offered within DTC plus courses funded by EMF or other sources Total courses offered	63 20 8 55 80 1 81 55 12 8 75 12 8 75			2XX	2XX	s (2012)	EXX Fall (Key: UTR = unfur Dean = repla B/O = buyou LTA = limiter PDF = post- CRBA = cou	3XX Courses (2012) ded teaching icement paid t funded by re J-term appoin doctoral felloo rse reduction	I release by Dea esearch htment W	2XX Spring 4XX e (not backfii n's office fellowship c	3XX Courses (2 lled) pr service t	3XX TOTALS: 013) TOTALS:		TC =			ug 2 2 Sum	grd 0 nmer	ug 3 3 Fa	grd 0	ug 3 3 Spri	grd 0 ng	ug 8 0 8 Tl ug 1	grd 0 0 BT
	D 1.0 FTE LTA SI Sess Instr paid from EMF, other sources, and non-remun EDTC Calculation: Regular Faculty Teaching Capacity minus Unfunded Teaching Releases polus additional sessional allocation for summer Defined Teaching Capacity polus courses funded by EMF or other sources DTC plus EMF Courses Offered Calculation: Courses offered by reg fac and SI polus courses offered by sess instructors w/in DTC polus courses offered by LTA and PDF within DTC Total courses offered within DTC polus courses funded by EMF or other sources	63 20 8 55 80 1 81 55 12 8 75 12 8 75 12 8 75		ber means fewer courses	Summ	2XX	s (2012)	EXX Fall (Key: UTR = unfun Dean = repla B/O = buyou LTA = limited PDF = post-(CRBA = cou EXPECTE	3XX Courses (2012) ded teaching icement paid t funded by re J-term appoir doctoral fellow rse reduction D NUMBE	release by Dea esearch htment w by app R OF S	2XX Spring 4XX 4XX e (not backfil n's office fellowship c ointment SUMMER	3XX Courses (2) Iled) or service t	3XX TOTALS: 013) TOTALS:		DTC =			ug 2 2 Sum	grd 0 nmer	ug 3 3 Fa	grd 0	ug 3 3 Spri	grd 0 ng	ug 8 0 8 Tl ug 1	grd 0 0 BT
	D 1.0 FTE LTA SI Sess Instr paid from EMF, other sources, and non-remun DTC Calculation: Regular Faculty Teaching Capacity minus Unfunded Teaching Releases plus additional sessional allocation for summer Defined Teaching Capacity plus courses funded by EMF or other sources DTC plus EMF Courses Offered Calculation: Courses offered by reg fac and SI plus courses offered by reg fac and SI plus courses offered by LTA and PDF within DTC plus courses offered within DTC Total courses offered within DTC plus courses funded by EMF or other sources Total courses offered	63 20 8 55 80 1 81 55 12 8 75 12 8 75 12 8 75		ber means fewer courses	Summ	2XX	s (2012)	EXX Fall (Key: UTR = unfun Dean = repla B/O = buyou LTA = limited PDF = post-(CRBA = cou EXPECTE	3XX Courses (2012) ded teaching icement paid t funded by re J-term appoir doctoral fellow rse reduction D NUMBE	release by Dea esearch htment w by app R OF S	2XX Spring 4XX 4XX e (not backfil n's office fellowship c ointment SUMMER	3XX Courses (2) Iled) or service t	3XX TOTALS: 013) TOTALS:					ug 2 2 Sum	grd 0 nmer	ug 3 3 Fa	grd 0	ug 3 3 Spri	grd 0 ng	ug 8 0 8 Tl ug 1	grd 0 0 0 8 T

Details behind calculations as necessary: please explain any differences from normal teaching load, and add categories if needed

Teaching buy-outs (identify s	ource and	l/or accoun	t number)		
Vacant positions and adminis	trative se	condments			
Study, administrative and ma	ternity/pa	rental leave	S		
Carry forward of courses owi	ng or cou	rse release	s owing		