

Name	CLID	Rank	Assistant Prof.	Tenured	No	College	Liberal Arts	Department	Workload Track	3	Calendar Year	2016
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Refer to the Faculty Handbook Document XXI, The University of Louisiana at Lafayette Faculty Workload Policy for additional information regarding each workload track. A faculty member's track will be determined in consultation with his/her department head and dean. Below are general descriptions. Reference the Instructions for Completing Faculty Workload Form for specific information on completing the form.

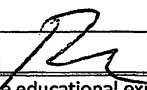
Track 1 Teaching 70-90%— mostly undergraduate Research 0-20%— appropriate to rank Service 10-20%— advising, other duties	Track 2 Teaching 55-70%— mostly undergraduate & some graduate Research 20-35%— moderate productivity Service 10-20%— advising, other duties	Track 3 Teaching 35-55%— undergrad & graduate Research 30-55%— significant productivity Service 10-20%— advising, other duties	Track 4 Teaching 20-35%— graduate Research 50-70%— heavy productivity Service 10-20%— advising, other duties	Track 5 Teaching 10-70%— undergrad & graduate Research 0-35%— appropriate to role Service 10-20%— advising, other duties Administration 20-70%— with approval
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Planning and Self Evaluation

Required Planning: Check and complete the appropriate planning section on this page.

- My workload activities will not change for the upcoming plan year.
- My workload activities and plan will change for the upcoming year. If so please explain in the space below.

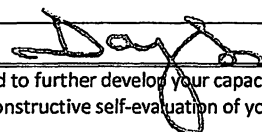
Faculty Signature



Date:

1-30-17

Dept. Head Signature:



Date:

Optional Self-evaluation: Self Evaluation can assist you to: improve the educational experiences you provide for your students, identify the professional education you need to further develop your capacity to teach and research well and, prepare for your performance review with your department head. Self-evaluation can range from personal reflection to formal assessment. Based on a constructive self-evaluation of your abilities to teach, conduct research and scholarly activities, and participate in service activities.

WORK LOAD CATEGORIES ACTUAL ACTIVITY										
Section I: Teaching		ACTUAL ACTIVITY:								
A. Teaching/Courses List prefix and course number section numbers, assigned credit hours, contact hours, enrollment, and delivery type. Enter the appropriate term.		Course Prefix & Number	Sec #	Cr Hrs.	Contact Hrs./Wk	Enroll # <u>UG</u> <u>GR</u> Number of students issued a final grade		Type	Comments Describe innovations that enhance rigor and quality of student learning, and/or explain unique class formats e.g. a single course that has a lecture, lab, clinical component, and/or multiple faculty members.	Optional Rubric Notation Include or summarize the appropriate part of the department's evaluation rubric.
Spring	ENGL 365	20	3	3	23		Online			
Spring	ENGL 473g	1	3	3	14	5	Online	First time teaching course, designed rubrics and assignments, and created numerous instructional videos and presentations.		
Fall	ENGL 370, HUMN 300, Honors 385	3, 2, 14	3	3	25		Classroom	First time teaching course this interdisciplinary course on Asian American Culture, Literature, and Film.		
Fall	ENGL 472g	1	3	3	13	6	Online			
Fall	ENGL 474g	1	3	3	15	5	Online			

B. Individual Studies, Internships, and practicums.	Name, Semester, Course No.	Rubric Notation	
Include undergraduate research, McNair Scholars, Honors Thesis, Honors Contracts, etc.	Samanth Yrle, Fall 16, ENGL 463 Rachel Jarrell, Fall 16, ENGL 463 Heidi Robideaux, Fall 16, ENGL 463 Alessandra Waguespack, Spring 16, ENGL 597		
C. Graduate Thesis/ Doctoral Synthesis/Dissertation Chair	Name, Total Cumulative Sem(s) Enrolled, Ongoing or Completed		
D. Graduate Thesis/ Dissertation/Synthesis Member	Name, Title, Which Semester(s)		
Include Comprehensive Exam Chair, and Comprehensive Exam Committee member, etc.			
E. Other Instructional Activities and Innovations			
Course technology or distance learning development, mentoring activities, retention activities, student research, or course travel, etc.			
F. Faculty/Educational Development-Instructional			
Include seminars, workshops, discussion groups, etc.			
Section I Teaching Evaluation Weight (percentage of workload attributable to teaching: normally one 3-hour course = 20%)	Comments:	Subtotal	55%
		Subtotal	55%

<p>Section II: Research/Scholarship</p>	<p>ACTUAL ACTIVITY:</p>	
<p>A. Research & Scholarship</p>	<p>List all patents, inventions and/or copyrights issued. Separate publications according to the following recommended headings and distinguish between peer review and non-peer review: books, book chapters, journal articles, web-based journal articles, published multi-media, abstracts and/or proceedings, performances, and exhibitions. Citation format appropriate to the discipline, e.g., APA, AMA, MLA.</p>	<p>Rubric Notation</p>
<p>Patents, publications, presentations, performances, exhibitions, honors, scholarship, major invited speeches, on-going research, preparation, and number of grant proposal/application(s), etc.</p>	<p>Publications</p> <ol style="list-style-type: none"> 1) "Tanka for Two." <i>Redactions</i> 20 (2016): 17. Print. (Poetry) "Becoming." <i>Redactions</i> 20 (2016): 18-19. Print. "Object Benefit of a Grandfather as a Coconut Grinder." <i>Redactions</i> 20 (2016): 20. Print. 2) "Social Media Biography of a Spree Killer, Part 2" <i>Carbon Culture Review</i> 1 Nov. 2016. Web. (Nonfiction) "Social Media Biography of a Spree Killer, Part 1" <i>Carbon Culture Review</i> 1 Jul. 2016. Web. 3) "Careful Arrangements," <i>Eastlit</i> 5.36 (2016). Web. (Fiction) <p>Awards</p> <p>Pushcart Prize Nomination, "Becoming."</p> <p>Grant Proposal</p> <p>"Filipino La." NEH-Mellon Fellowship for Digital Publication (Proposal)</p> <p>Presentations</p> <ol style="list-style-type: none"> 1) "Cultural and Religious Border States: Postcolonial Reception of Filipino Passion Plays," Midwest Modern Language Association Convention, St. Louis, MO. 12 Nov. 2016. 2) "Filipino Migration to Louisiana," Filipino American History Month Symposium, New Orleans, LA. 8 Oct. 2016. 3) "Research, Archive, and Wiki: An Open Port to a Community-centric Asian American Digital Humanities," Association for Asian American Studies Conference, Miami, FL. 30 Apr. 2016. 4) "Collaborative Methods and Socio-digital Spaces: Community Archiving of Filipino Louisiana," Digitarium Digital Humanities Conference, Tuscaloosa, AL, 4 Mar. 2016. <p>Acceptance</p> <ol style="list-style-type: none"> 1) "The Filipino Mission Moves to Talisheek, Louisiana." <i>Big Muddy: A Journal of the Mississippi River Valley</i>. Print. (Nonfiction) 2) "Paternal Archives." "One Photograph." "Balik sa Bayan." <i>TAYO Literary Magazine</i>. Print. (Poetry) 3) "Cross-cultural Caring in Mia Alvar's <i>In the Country</i>," Association for Asian American Studies Conference, Portland, OR. 14 Apr. 2017. 	
<p>B. University Supported Grants and Awards</p>	<p>Separate grants according to active, pending, and completed. For each grant or contract list effective dates, role (PI or Co-PI) and % effort, project title, type of grant/contract, funding unit, funding amount, and annual research funding managed. Citation format appropriate to the discipline.</p>	

STEP Grants, Educational Grants, summer research awards, sabbaticals, etc.	UL Travel Grant, \$1,000	
C. Externally Supported Grants & Contracts*	Separate grants according to active, pending, and completed. For each grant or contract list effective dates, role (PI or Co-PI) and % effort, project title, type of grant/contract, funding agency, funding amount, and annual research funding managed. Citation format appropriate to the discipline.	
D. Faculty/Educational Development-Research	Friends of the Humanities, \$500 Grant for Asian American Film Library	
Grant writing workshops, online trainings, etc.		
Section II Research/Scholarship-Evaluation Weight (percentage of workload attributable to research/scholarship)	Comments:	Subtotal 35%
		Subtotal 35%



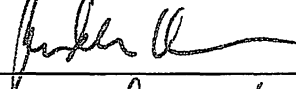
Section III: Service	ACTUAL ACTIVITY:	
A. Advising	For example: semester, number of students, innovations, and awards.	Rubric Notation
Enhance educational engagement of student through advising, mentoring, student organization advisor, etc.	Spring 16, 10 students Fall 16, 13 students	
B. Professional	For example: Chair, Membership Committee, American Board of Chairs, and summarize accomplishments.	
National, regional, and or local professional organization service includes reviewer, session chair, officer and or program coordinator, journal editor or editorial board member, panel participant, or featured speaker at a professional meeting, etc.	<p>Organizing Committee Member, THATCamp Louisiana 2016</p> <p>Organizing Committee Member, Filipino American History Month Symposium, Xavier University, New Orleans, LA, 2016. Key member in the weekend-long event that brought Filipino American scholars from around the country and international government representatives from the US, Philippines, and Uruguay.</p> <p>Roundtable</p> <p>"Reimagining Points of Departure: Teaching Asian American Studies," Association for Asian American Studies Conference, Miami, FL. 29 Apr. 2016.</p> <p>Panels Organized</p> <p>"Filipino American Communities in Louisiana," Filipino American History Month Symposium, New Orleans, LA. 8 Oct. 2016.</p>	

C. University/College/Dept.	For institutional service, list all committees serviced or chaired, charge, and action.		
Participation in university governance through committees, task forces, Faculty Senate, special projects such as accreditation, recruitment, etc.	<p>Member on Graduate Council.</p> <p>Served on 5 Department Committees: Diversity Committee, Technical Writing Committee, Distance Learning Committee, Rhetoric and Composition Committee (<i>wrote new Rhetoric and Composition Studies PhD plan of study</i>), Personnel Committee.</p> <p>Served on 3 English Graduate Faculty Committees: Area 11, Recruitment (<i>wrote grant to secure advertising funds and created 2 brochures for MA and PhD programs</i>), Graduate Curriculum Committee.</p> <p>2 hiring committees: Technical Writing instructor and tenure-track position in African American Literature.</p> <p>Web ambassador who maintains sections of English Dept. website.</p> <p>Professional writing program coordinator. Developed Professional Writing programs by designing the core curriculum, promoting the program internally and externally, and communicating with students. Communicated with potential students.</p> <p>Document design work for the program: English Department, designed handouts for UL's Majors Day, 2016, Liberal Arts Day, designed handouts and introduced the professional writing program, 2016.</p>		
D. Community	For example: name of organization, service performed, and effort.		
Typically, pro bono work for a non-profit organization using expertise from one's discipline include presenting continuing education, programs for public organizations, service on public boards, etc.	<p>Manage websites for Friends of the Humanities.</p> <p>Presenter and Exhibitor, "Filipino Communities in Louisiana," Crescent City Culinaire, Jean Lafitte National Historical Park and Preserve, 29 Oct 2016</p> <p>Presenter, "Filipino Communities in Louisiana," Filipino American History Month, Jefferson Parish Library, 29 Oct 2016</p> <p>KRVS interview about Filipino American History Month</p> <p>Manage digital resources for Philippine Louisiana Historical Society</p>		
E. Faculty Development-Advising & Service			
Advisor training workshops, etc.			
Section III: Service Evaluation Weight (percentage of workload attributable to service)	<p>Comments:</p> <p>10% (Professional 20%, University 50%, Advising 20%, Community 10%)</p>	Subtotal	10%
		Subtotal	10%

Section IV: Administration (approved by Dean and Provost/Academic Vice-President)	ACTUAL ACTIVITY:	
	List significant administrative roles, responsibilities, and actions taken. The relative importance of the components varies depending on the role and mission of the unit. These roles may serve multiple constituencies, including students, faculty, higher-level administrators, and alumni and other groups external to the University. Department Heads and academic directors refer to Document XXXVI Goals, Duties, Roles, and Responsibilities of Academic Department Heads.	
A. Leadership		Rubric Notation

Positions include department heads, directors of schools/centers, associate deans, assistant department heads, graduate coordinators, program coordinators, etc.						
B. Strategic Initiatives						
Develops a vision and builds consensus support for the units mission and future goals, etc.						
C. Communication						
Serves as an advocate for the unit, promotes morale, works collegially; conveys decisions, policies and procedures, etc.						
D. Management						
Efficiently and effectively collaborates with others to ensure operation of unit, etc.						
E. Role Specific Duties						
May include the following: development, recruitment, accreditation, etc. This area may also be used for leadership development activities.						
Section IV: Administration Evaluation Weight (percentage of workload attributable to approved administrative duties)	Comments:	<table border="1"> <tr> <td style="text-align: center;">Subtotal 0% Spring</td> <td></td> </tr> <tr> <td style="text-align: center;">Subtotal 0% Fall</td> <td></td> </tr> </table>	Subtotal 0% Spring		Subtotal 0% Fall	
Subtotal 0% Spring						
Subtotal 0% Fall						

Notes: (may include explanation of accomplishments in teaching, research, and service)

Faculty	Sign: 	Date 1-30-17	Comments:
	Print: Randy Gonzales		
Department Head/Unit Director	Sign: 	Date 3/1/17	Comments:
	Print: Dayana Stetco		
Dean	Sign: 	Date 4-17-17	Comments:
	Print: Jordan Kellman		
	Sign:	Date	Comments:
	Print:		