***Application for Reduction in Teaching Load***

This application for a reduction to a 2-2 teaching load should be appended to the end of the annual report, and the teaching workload will be assigned for the next three academic years after the upcoming academic year (for instance, an application submitted by January 20 will be for a course reduction for the 2018-2019 through 2019-2021 academic year). In the following chart, list all scholarship (in APA, 6th edition format) published during the three years previous to the current annual report, including the current year of record for the most recent annual report.

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEARS FOR WHICH REDUCTION IS REQUESTED: \_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **Brief Statement of Research Agenda for Last 3 Years** |
|  |
| **Publications from Last 3 Years** *(Use this space for any special explanations about publications in general).* |
| **Publications for Year 1** |
| **Publications for Year 2** |
|  |
| **Publications for Year 3** |
|  |

|  |  |  |
| --- | --- | --- |
| Criteria | Summary Statement | Publications Supporting Criteria  listed as: authors, (year) |
| **NUMBER OF PUBLICATIONS**  *(At least 7)* | (*If number is less than 7, describe why you think you still have a case for reduction or note that it is 7 or more)* | (*No citations here- list all above)* |
| **DATA-BASED STUDIES (OR MAJOR CONCEPTUAL WRITING)**  *(At least 4 in peer-reviewed journals)* | *(Note type of design used in data-based studies or construct described in conceptual writing)* | (*List the 4 or more you are counting as meeting this criteria)* |
| **QUALITY AND IMPACT**  *(At least 2 “high quality” research conceptual writing publication outlets)* | *(Note how the publications meet the definition above for “high quality”)* | *(List the 2 or more publications you are submitting to meet this criteria)* |
| **CLEAR RESEARCH AGENDA/ ACTIVE**  *(List research goals for year when reduction will apply)* | *(List your goals here)* | (*List works in progress and in press here to show your ongoing, active agenda)* |
| OPTIONAL |  |  |
| **DISSEMINATION**  *(Presentations of research at state, national, international conferences or committees related to your research.)* | *(Describe why these presentations or committees reflect research quality and impact)* | (*List citations for presentations here)* |
| **RESEARCH LEADERSHIP and MENTORSHIP**  *(Note publications that reflect mentorship and leadership. Describe other examples.)* | *(Describe your leadership/ mentorship briefly)* | (*List publications that reflect your summary statement)* |
| **EXTERNAL FUNDING**  *(List external grants for which funding were obtained.)* | *(Describe the grant’s research focus and any information on number/percent awarded)* | *(Give citation of the grant and dollar amount)* |