**Example - Summary Table of FTE: place before position description(s)**

**Summary of FTE Distribution for Primary Activities: 2016-2023\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Academic Year** | **Teaching/Advising** | **Research** | **Service** | **Administration\*\*** |
| 2016-2017 | 0.XX FTE | 0.XX FTE | 0.XX FTE |  |
| 2017-2018 | 0.XX FTE | 0.XX FTE | 0.XX FTE |  |
| 2018-2019 | 0.XX FTE | 0.XX FTE | 0.XX FTE |  |
| 2019-2021 | 0.XX FTE | 0.XX FTE | 0.XX FTE |  |
| 2021-2022 | 0.XX FTE | 0.XX FTE | 0.XX FTE | 0.XX FTE\*\* |
| 2022-2023 | 0.XX FTE | 0.XX FTE | 0.XX FTE |  |

\*Because of reduced teaching loads as a result of negotiations as a new faculty member and buy-outs from extramural funding, FTE distributions vary from year to year.

\*\*2021-2022 – Served as <insert Administrative Title>