

## ASSIGNMENT OF RESPONSIBILITIES 2009-2010

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

COLLEGE: \_\_\_\_\_

	FALL SEMESTER	SPRING SEMESTER
	<b>TOTAL</b> Percent of Effort:	<b>TOTAL</b> Percent of Effort:
	Check if Applicable: (    ) On Sabbatical (    ) On Leave of Absence	Check if Applicable: (    ) On Sabbatical (    ) On Leave of Absence
	<b>INSTRUCTION</b> Percent of Total Effort:	<b>INSTRUCTION</b> Percent of Total Effort:
<b>I. Instruction</b>		
A. Courses (list by course prefix, number, title, credit hours, percent of effort assigned to each course):		
B. Thesis and Dissertation Supervision:		
C. Other Instruction (continuing education assignment - not to include overload; other instruction-related projects):		
D. Academic Advising: (formal counseling with students on academic course/program choices, scheduling, and career counseling)		
<b>II. Research or Creative Activity</b>	<b>RESEARCH</b> Percent of Total Effort:	<b>RESEARCH</b> Percent of Total Effort:
A. Departmental Research:		
B. Sponsored Research (indicate title or grant number):		
<b>III. Service</b>	<b>SERVICE</b> Percent of Total Effort:	<b>SERVICE</b> Percent of Total Effort:
A. Academic Support (committee activities relating to curriculum, promotion and tenure, admissions, etc.)		
B. Administration (supervisory, management, or staff activities related to administration of department, college, or unit):		
C. Public Schools:		
D. Public Service (effort expended in providing professional services to the community, state, or nation; professional organizations, academic or professional student organizations.):		
E. Special Assignments:		

Note: (1) These assignments are subject to change as the needs of the Department and the University demand. Any such change, however, shall be discussed with the employee and specified in writing prior to the effective date for the change. (2) These assignments shall form the primary basis for the annual evaluation and be reviewed cumulatively in the promotion and tenure process. Decisions on merit increases, promotion and tenure, however, shall be determined by the quality of performance and not solely on the fact of performance. (3) One copy of this form with signature indicating acceptance of the assignment shall be returned to the Assigning Authority.

\_\_\_\_\_  
Signature of faculty member performing duties Date

\_\_\_\_\_  
Signature of assigning authority Date

\_\_\_\_\_  
Signature of Dean, Director or Vice President Date