ASSIGNMENT OF RESPONSIBILITIES FOR SUMMER SEMESTER, 2009

Name: _____
Title: _____
Department or Unit: _____
College: _____

Total Percent of Effort: 0 %

A. Instruction: Percent of total effort _____

1. Courses (course prefix, number, title, credit hours, percent of effort assigned to each course)

2. Thesis and Dissertation Supervision

3. Other Instruction

4. Academic Advising

B. Research or creative activity: Percent of total effort _____

1. Departmental Research

2. Sponsored Research (indicate title or grant number)

C. Service: Percent of total effort _____

1. Academic Support: (committee activities relating to curriculum, promotion and tenure, admissions, etc.)

2. Administration: (supervisory, management, or staff activities related to administration of department, college, or unit)

3. Public Schools:

4. Public Service:

5. 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.

FACULTY MEMBER PERFORMING DUTIES:

_____ _____
Signature Date

ASSIGNING AUTHORITY:

_____ _____
Signature Date

_____ _____
Dean, Director or Vice President Signature Date

One copy of this Assignment Form with signature indicating acceptance of the assignment is to be returned to the Assigning Authority.