

Last Name:

First Name:

Calendar Year (Spring and Fall _____)

CLAS Faculty Annual Prospective Responsibility Assignment Form (To be used in formalizing assignments)

Post tenure reviews of faculty will examine performance relative to the distribution of effort among teaching, research, and service. It is important, therefore, that a record of the assignment be recorded prior to starting the calendar year.

Areas of Responsibility in Making the Assignment.

- I. The Leader. It is the responsibility of the Leader to ensure that each faculty member is assigned a set of activities that, if completed satisfactorily, constitutes a full load. These assignments should be annual and prospective, should be established following approved policies, and should be arrived at only after consulting with faculty members about their preferences. It is the chair's responsibility to make assignments that reflect an appropriate use of a faculty member's time.
- II. Faculty. Each faculty member should accept the assigned responsibilities and expect to provide services in support of institutional needs that reflect a full load. S/he should expect that the quality of these activities and their importance to the institution will be the basis of post-tenure review evaluations. Faculty members should recognize that assignments/contributions will vary among the faculty members and from year to year.

Effort distribution for the state-supported aspect of the 2015 calendar year appointment.

<u>Instructional Contributions</u>	<u>Research/ Creative Activity</u>	<u>Service</u>	<u>Total</u>	<u>State-funded FTE</u>
_____ %	_____ %	_____ %	_____ %	_____ %

Regularly – Scheduled

Course Teaching (c):

See Page 2

Research/Creative Activity (c):

See page 2

Service (c):

See page 2

Authorizations/Concurrence Signatures

Leader This is the assignment that has been made for 2015. It reflects a load appropriate for the FTE

Leader Signature

Date

Faculty Member I acknowledge and accept this assignment.

Faculty Member Signature

Date

A As the academic year progresses, changes may have to be made in this assignment. Should this occur, a new (revised) assignment will be recorded.

B This is 1.0 unless there is a buyout from local/sponsored funds.

C Provide detail on the most significant items and/or responsibilities in each area.

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INSTRUCTIONAL ACTIVITIES

Regularly Scheduled Course Teaching

Spring

Fall

Guidance of Undergraduates and Graduates in Research

Undergraduate Students

Graduate Students

Postdoctoral Fellows

RESEARCH CREATIVE ACTIVITIES

SERVICE