

ASSIGNMENT OF RESPONSIBILITIES 2016-2017

FACULTY MEMBER'S NAME:

INSTRUCTIONS: Fill in the percent of your time (out of 100%) that you intend to spend on each of the three areas of review (Teaching, Research, Service) for the given semesters. Then briefly describe what you intend your output to be in that category (e.g. which courses, what publications, which productions).

1. Teaching

- Examples:
- A. Courses (e.g. T D 301: Introduction to Theatre, please indicate if team-taught)
  - B. Thesis and Dissertation Supervision
  - C. Other Instruction (continuing education assignments, other instruction-related projects)
  - D. Academic Advising

FALL SEMESTER

Check if you are on Leave this semester:

Percent of Time Spent on TEACHING duties:

[Empty box for Fall Semester Teaching duties]

SPRING SEMESTER

Check if you are on Leave this semester:

Percent of Time Spent on TEACHING duties:

[Empty box for Spring Semester Teaching duties]

2. Research

- Examples:
- A. Research, Scholarship and Creative Work
  - B. Publications
  - C. Conference Presentations

Percent of Time Spent on RESEARCH duties:

[Empty box for Fall Semester Research duties]

Percent of Time Spent on RESEARCH duties:

[Empty box for Spring Semester Research duties]

3. Service

- Examples:
- A. Administration (supervisory, management or staff activities related to administration of department, college, unit)
  - B. Departmental Service (e.g. Committees)
  - C. College or University Service
  - D. National/International Service to the Field

Percent of Time Spent on SERVICE duties:

[Empty box for Fall Semester Service duties]

Percent of Time Spent on SERVICE duties:

[Empty box for Spring Semester Service duties]

Note: (1) These assignments are subject to change as the needs of the Department and the University. (2) Should enrollment fluctuate, causing cancellation of any course section you have been assigned to teach, your course assignment may be changed or other responsibilities may be adjusted in accordance with department and college policy. (3) These assignments shall form the primary basis for your annual merit evaluation and be reviewed cumulatively in the promotion and tenure process. Decision on merit increases, promotion, and tenure, however, shall be determined by the quality of performance and not solely on the fact of performance.

\_\_\_\_\_  
Signature of Faculty Member Performing Duties

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Division Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chair or Director

\_\_\_\_\_  
Date