

## AGREEMENT ON RESPONSIBILITIES

Each faculty member and administrator to whom he/she immediately reports shall determine in a cooperative fashion the percentage of effort given to each of the following areas of responsibility. This form shall be completed and filed by the fourteenth day of the fall semester and shall be reviewed and the possibility of revisions considered as part of each faculty member's annual evaluation. This form may be revised at any time by mutual consent. If a faculty member's responsibilities change from fall to spring semester, a revised form should be filed for spring semester. Original and revised forms shall be retained in the departmental/unit files with a copy sent to the Office of Academic Affairs by September 15 each year.

This document sets forth those areas in which the faculty member expects to perform most effectively in his/her professional career at the University and those areas in which he/she will expect to be evaluated.

These weighting methods are to be interpreted in terms of the total job, not in terms of equivalent credit hours or equivalent clock hours, and are to be recorded in percentage of effort (e.g., 50% teaching, 25% service/outreach, etc.).

Teaching*	
Advisement	
Research/Scholarship/Creative Activity	
Service/Outreach	
Administration	

Signed \_\_\_\_\_

Faculty Member (Please sign)

Date \_\_\_\_\_

\_\_\_\_\_  
Faculty Member (Please print)

\_\_\_\_\_  
Department/Unit

Signed \_\_\_\_\_

Administrator to whom he/she immediately reports

Date \_\_\_\_\_

\*If teaching in more than one department/unit, please report the percentage of instruction in each department/unit separately.

## Definitions

- Teaching Applies to any strategy in which information is imparted so that others may learn, and may include, but is not limited to, a variety of techniques including instruction, mentoring, development of course materials or courseware, and development of innovative approaches to instruction.
- Advisement Includes the time devoted to student advisement by any faculty member who has been officially appointed as Faculty Advisor to undergraduate or graduate students.
- Research/Scholarship/Creative Activity Applies to the studious inquiry, examination or discovery that contributes to disciplinary and interdisciplinary bodies of knowledge. Research/scholarship/creative activity may include, but is not limited to, disciplinary and interdisciplinary activities that focus on the boundaries of knowledge, field-based scholarship, and creative activities (e.g., film making, performances, or other artistic creations).
- Service/Outreach Applies to involvement within the community as defined by the University's role and mission, service to the University, service within the bounds of the faculty member's discipline and budgeted assignment, and for which the faculty member is given teaching equivalency time.
- Administration Includes the percentage of time devoted to administrative activities in this account number for which a faculty member is given teaching equivalency time.