

# AGREEMENT ON RESPONSIBILITIES

## Planning Document

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**Faculty Member (Please print)**


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**Department/Unit**

Each faculty member and the administrator to whom he/she immediately reports shall determine in a cooperative fashion the activities and percentage of effort in each area of responsibility for the coming academic year. **Deadline to file: April 1<sup>st</sup>.**\*

Areas of Responsibility	% of Effort	Planned Activities	
		Fall 20____	Spring 20____
<p style="text-align: center;"><b>Teaching</b></p> <p>(Use number of courses, credit hours, and/or contact hours.)</p> <p>1. On Campus Teaching</p> <p>2. Off-Campus (Site) Teaching</p> <p>3. Online Teaching</p> <p>Normal teaching assignment per semester in this unit is: _____</p> <p>Any additional compensation: _____</p> <p>*If teaching in more than one department/unit on campus, please report the activities and percentage of effort in each department/unit separately.</p>		Comments:	Comments:
<b>Advisement</b>			
<b>Research/Scholarship/Creative Activity</b>			
<b>Service/Outreach</b>			
<b>Administration</b>			

### Disclosure of outside employment

By University policy, faculty members must notify their chairpersons/supervisors of outside and/or extra assignments. These include not only off-campus employment but also overload teaching, both on- and off-campus. Please check the appropriate response below:

- \_\_\_\_ I have notified my supervisor of anticipated outside employment.
- \_\_\_\_ I do not anticipate undertaking outside employment during the Spring and Fall semesters covered by this Agreement on Responsibilities.

Changes will be noted on my annual activities report.

Signed \_\_\_\_\_ T# \_\_\_\_\_ Date \_\_\_\_\_  
**Faculty Member (Please sign)**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
**Administrator to whom he/she immediately reports**

\*Process and deadline: Forms should be completed and signed during the annual meeting between each faculty member and his/her chair or director. Copies should be filed in the departmental office and in the Office of Academic Affairs **by April 1<sup>st</sup> of each year**. Individual forms may be revised at any time by mutual consent of the faculty member and his/her department chair. Faculty members beginning their employment at TTU in January will complete two forms, one covering their first Spring semester and one covering the following Fall and Spring semesters. Faculty members beginning in August will complete the form to cover their first academic year.

## Definitions:

Normal teaching assignment The assignment for any faculty member in the unit who is not receiving special released time for additional administration, research, service, or a leave of absence.

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.

Outside Employment Defined as "outside of and in addition to normal work assignments and responsibilities" and includes teaching or consulting for organizations other than TTU.