

Assignment of Responsibilities Worksheet

Academic Year: 20____ - 20____

Employee Name:

Department:

Fall 20____

Spring 20____

Summer 20____

| Instruction | | | |
|--|--|--|--|
| Courses (See Appendix A) | | | |
| Student Committees/Supervision | | | |
| Other Instruction (Non-Credit) | | | |
| <i>Course/Curriculum Development</i> | | | |
| <i>Course/Lab Oversight</i> | | | |
| <i>Residency Instruction (Medicine only)</i> | | | |
| Academic Advising | | | |
| Research/Creative Activity | | | |
| Department Research | | | |
| <i>Presentations</i> | | | |
| <i>Projects (Pending)</i> | | | |
| <i>Proposal Development</i> | | | |
| <i>Publications</i> | | | |
| <i>General Departmental Research</i> | | | |
| Creative Activity | | | |
| Sponsored Activities (See Appendix B) | | | |
| Service – Administrative/Public | | | |
| Academic Support | | | |
| <i>Academic Committees/Councils</i> | | | |
| <i>Other Academic Support</i> | | | |
| Administration | | | |
| <i>Administrative Role</i> | | | |
| <i>Administrative Committees/Councils</i> | | | |
| <i>Release Time (UFF Rep.)</i> | | | |
| <i>University Governance/Genl Admin</i> | | | |
| <i>Other Departmental Administration</i> | | | |
| <i>Sponsored Projects Admin</i> | | | |
| Public Schools | | | |
| Public/Professional Service | | | |
| | | | |
| TOTALS: | | | |

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Academic Year: 20____ - 20____

Appendix A (Courses)

Employee Name:

Department:

This appendix provides space to list individual courses and associated effort for each semester. The totals shown at the bottom are the amount effort entered in the "Courses" rows for each semester on the first page of the worksheet. The amount of effort listed for individual courses on this page for each semester should add up to the provided totals.

| Course Number | Course Title | Fall 20____ | Spring 20____ | Summ 20____ |
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| TOTALS: | | | | |

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Academic Year: 20____ - 20____

Appendix B (Sponsored Projects)

Employee Name:

Department:

This appendix provides space to list individual sponsored projects and associated effort for each semester. The totals shown at the bottom are the amount effort entered in the "Sponsored Activities" rows for each semester on the first page of the worksheet. The amount of effort listed for individual projects on this page for each semester should add up to the provided totals.

| Project Number | Project Title | Fall 20____ | Spring 20____ | Summ 20____ |
|-------------------|---------------|-------------|---------------|-------------|
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| TOTALS: | | | | |

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Appendix C (Additional Information)

Employee Name:

Department:

This appendix provides space to include additional information relevant for the academic terms included in this worksheet.