

## Assignment of Responsibilities Worksheet

Academic Year: 20\_\_\_\_ - 20\_\_\_\_

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

	Fall 20____	Spring 20____	Summ 20____
<b>Instruction</b>			
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			
<b>Research/Creative Activity</b>			
Department Research			
Creative Activity			
Sponsored Activities (See Appendix B)			
<b>Service – Administrative/Public</b>			
Administration			
Committee Service			
Public Schools			
Public / Professional Service			
Release Time (Union Rep.)			
University Governance			
<b>Leave of Absence</b>			
<i>Paid Leave of Absence</i>			
<i>Unpaid Leave / Not Employed*</i>			
<b>TOTALS:</b>			

\* Unpaid leave is not calculated into total effort in FACET AOR system unless value entered is 100%. Use 100% effort in this column when an individual does not work during a semester.

**9-Month Faculty:** Must complete Fall and Spring semesters. Summer is optional based on schedule. Summer effort must be entered into FACET AOR system using separate Summer AOR form prior to start of the semester.

**12-Month Faculty:** Must complete Fall, Spring, and Summer semesters.





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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.