
Faculty Member's Name (typed or printed)

Document I
Planning Document
(To Be Completed By September 30th of The Academic Year)

ANNUAL DUTY AGREEMENT

Academic Year
Department of

Faculty Member's Signature/Date

Evaluator's Signature/Date

INSTRUCTIONS:

This Duty Agreement represents a mutual understanding between the faculty member and the departmental chair on the duty the faculty member will have to perform during the academic year. This duty includes teaching (25-75%), research/ publications/ creative endeavors (15-75%), and service (5-25%). This Duty Agreement will help the faculty member to organize all efforts to achieve the agreed upon goals, and the chair to evaluate the faculty member's performance at the end of the academic year. The agreement should be based on a shared understanding of the faculty member's teaching, research and service responsibilities for that academic year, as well as the obligations and expectations governing the promotion, tenure, and post tenure review process.

(The selected weighting from the listed weighting scales of Teaching, Research/ Publications/ Creative Endeavors, and Service must not exceed the total of 100%.)

I. TEACHING: Total Weight: 25-75%

A. Instruction: Weight: _____ (20% minimum weight)

<u>No./Sec.</u>	<u>Course Name</u>	<u>Time</u>	<u>Credit</u>	<u>Semester</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

B. Advising, Counseling, and Other Related Academic Duties: Weight: _____ (5% minimum weight)

II. RESEARCH/ PUBLICATIONS/ CREATIVE ENDEAVORS: Total Weight 15-75%

A. Professional Development: Weight (5% minimum weight): _____%

Faculty Member's Initials _____
Evaluator's Initials _____

B. Funded and Non-Funded Research: Weight (5% minimum weight): ____%

C. Publications /Creative Writing/ Performances/ Exhibitions/ Presentations: Weight (5% minimum weight): ____%

III. SERVICE: Total Weight: 5-25%

A. Institutional _____%

i. Department

Faculty Member's Initials _____
Evaluator's Initials _____

ii. School/College

iii. University

B. Community Service that Requires Related Academic Expertise _____ %

Faculty Member's Initials _____
Evaluator's Initials _____