EMPLID: \_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_

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

Appointment: \_\_\_-month appointment

Allocation of Effort: \_\_\_% Teaching, \_\_\_% Research, \_\_\_%Extension, \_\_\_%Administration, \_\_% Service

All NDSU faculty are subject to the rules and policies of North Dakota State Board of Higher Education, NDSU, the college, and their respective department or unit. These policies provide that performance as a faculty member is subject to review on an annual basis.

Responsibilities for teaching, advising, research, scholarly, and creative activities, are determined by the Department and are subject to change based on the needs of the department and/or college. For this academic year, these responsibilities will be:

**Teaching and Advising Activities:**

Indicate % Effort: \_\_\_\_\_\_\_\_\_

List Activities:

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**Research/Scholarly/Creative Activities:**

Indicate % Effort: \_\_\_\_\_\_\_\_\_

List Activities:

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**Extension:**

Indicate % Effort: \_\_\_\_\_\_\_\_\_

List Activities:

|  |
| --- |
| **1.**  |
| **2.**  |
| **3.**  |
| **4.**  |
| **5.**  |

**Service and Other Activities:**

Indicate % Effort: \_\_\_\_\_\_\_\_\_

List Activities:

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**Total % Effort:** \_\_\_\_\_\_\_\_\_

**Administration:**

*Activity regarding management and/or coordination of programs/activities for a department, college/school, or university.*

Indicate % Effort: \_\_\_\_\_\_\_\_\_

List Activities:

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**Total % Effort:** \_\_\_\_\_\_\_\_\_

In addition, all faculty are expected to act professionally in their interactions with others including contributing to an environment of respectful and productive working relationships with those with whom the person interacts, and making good faith efforts to resolve differences constructively.

Reviewed and approved by:

Faculty Member

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Division Chair/Head

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Dean

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_