## Assignment of Responsibilities Worksheet

Academic Year: 20 $\qquad$ - 20 $\qquad$

Employee Name:
Department:

Fall 20
Spring 20
Summ 20

| Instruction |  |  |  |
| :--- | :--- | :--- | :--- |
| Courses (See Appendix A) |  |  |  |
| Student Committees / Supervision |  |  |  |
| Other Instruction (Non-Credit) |  |  |  |
| Course/Curriculum Development |  |  |  |
| Course/Lab Oversight |  |  |  |
| Residency Instruction (Medicine only) |  |  |  |
| Academic Advising |  |  |  |
| Research/Creative Activity |  |  |  |
| Department Research |  |  |  |
| Creative Activity |  |  |  |
| Sponsored Activities (See Appendix B) |  |  |  |
| Service - Administrative/Public |  |  |  |
| Administration |  |  |  |
| Committee Service |  |  |  |
| Public Schools |  |  |  |
| Public / Professional Service |  |  |  |
| Release Time (Union Rep.) |  |  |  |
| University Governance |  |  |  |
| Leave of Absence |  |  |  |
| Paid Leave of Absence |  |  |  |
| Unpaid Leave / Not Employed* |  |  |  |
| TOTALS: |  |  |  |

* 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 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.


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## 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 <br> Number | Project Title | Fall 20 | Spring 20 | Summ 20 |
| :---: | :---: | :---: | :---: | :---: |
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|  |  |  |  |  |
| TOTALS: |  | 0\% | 0\% | 0\% |

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Academic Year: 20 $-20$

## Appendix C (Additional Information)

Employee Name:

Department:

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

