

**AGREEMENT ON RESPONSIBILITIES
Planning Document**

Faculty Member (Please print)

Department/Unit

Each faculty member and the administrator to whom he/she immediately reports shall determine in a cooperative fashion the activities and percentage of effort in each area of responsibility for the coming academic year. **Deadline to file: April 1st.***

Areas of Responsibility	% of Effort		Planned Activities Comments:
	1. On Campus Teaching	2. Off-Campus (Site) Teaching	
*If teaching in more than one department/unit on campus, please report the activities and percentage of effort in each department/unit separately.	3. Online Teaching		Comments:
	Normal teaching assignment per semester in this unit is: _____ Any additional compensation: _____		
Advisement			
Research/Scholarship/Creative Activity			
Service/Outreach			
Administration			

Disclosure of outside employment

By University policy, faculty members must notify their chairpersons/supervisors of outside and/or extra assignments. These include not only off-campus employment but also overload teaching, both on- and off-campus. Please check the appropriate response below:

- ___ I have notified my supervisor of anticipated outside employment.
- ___ I do not anticipate undertaking outside employment during the Spring and Fall semesters covered by this Agreement on Responsibilities.

Changes will be noted on my annual activities report.

Signed _____ T# _____ Date _____
Faculty Member (Please sign)

Signed _____ Date _____
Administrator to whom he/she immediately reports

*Process and deadline: Forms should be completed and signed during the annual meeting between each faculty member and his/her chair or director. Copies should be filed in the departmental office and in the Office of Academic Affairs **by April 1st of each year**. Individual forms may be revised at any time by mutual consent of the faculty member and his/her department chair. Faculty members beginning their employment at TTU in January will complete two forms, one covering their first Spring semester and one covering the following Fall and Spring semesters. Faculty members beginning in August will complete the form to cover their first academic year.

Definitions:

Normal teaching assignment The assignment for any faculty member in the unit who is not receiving special released time for additional administration, research, service, or a leave of absence.