Appendix A

Herberger Institute for Design and the Arts
Annual Faculty Responsibility Assignment Form

Report of the activities of: ________________________________
Name of School (or Unit): ________________________________

For the purpose of the faculty responsibility assignment, the term faculty member includes those appointed as lecturer, senior lecturer, principal lecturer, instructor, assistant professor, associate professor, professor, clinical assistant professor, clinical associate professor, clinical professor, assistant professor of practice, associate professor of practice, professor of practice, research assistant professor, research associate professor, research professor, or persons otherwise designated as faculty on the Notice of Appointment. All faculty will have this signed agreement in place no later than December 15 for the following calendar year. If this agreement needs to be adjusted during the calendar year, a new agreement will be completed and signed. Both the original agreement and the revised agreement will be submitted with the annual evaluation materials.

Responsibility Assignment
Related to the annual performance evaluation is this responsibility assignment form that establishes the distribution of effort toward teaching, research, scholarship, and/or creative activity, and service. Faculty are to agree with their school director (and academic professionals with their unit director or supervisor) on the percentage of effort to be undertaken for each kind of activity and to be accordingly evaluated. Such distributions for most faculty are: teaching 40%, research, scholarship, and/or creative activity 40%, and service 20%. The weightings may be adjusted to fit the needs of schools and faculty interest or ability. This form, when completed, is to be submitted along with additional materials required for the annual evaluation.

<table>
<thead>
<tr>
<th>Review Year</th>
<th>Teaching</th>
<th>Research/Scholarship/Creative Activity</th>
<th>Service</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td>100%</td>
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</tbody>
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Contributions to minority recruitment and cultural diversity may be incorporated as a category of their own, or may be included within any one of the other three.

Faculty Signature_________________________________________Date_____________

Director Signature________________________________________Date_____________