

DOCUMENT OF INTENT

The faculty/instructional academic staff member writes a Document of Intent for each coming year of appointment. A Document of Intent indicates the proportion of effort that the individual intends to invest in the areas of teaching, administration, service, and research and creative activity during the next academic year. These documents describe those tasks, projects, or other performance indicators. The term intent is used to indicate that in some instances the individual will meet unexpected circumstances requiring modification of the initial intentions.

Name _____

Title _____

Time period covered by this form _____

Check one:

_____ Tenured Faculty Member

_____ Untenured Faculty Member (_____ year)

_____ New Faculty Member, First Evaluation

_____ Instructional Academic Staff

Proportion of effort the individual intends to invest for this review period and a brief description of those tasks, projects, or other performance indicators encompassed by this investment.

_____ % Teaching

_____ % Administration (non-teaching assignments)

_____ % Research and creative activity

_____ % Service

Faculty/Instructional Academic Staff Member

Signature _____ Date _____

Department Chair (or designee)

Signature _____ Date _____

*Department Standards Committee Representative (if relevant)

Signature _____ Date _____