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