DOCUMENT OF INTENT

The faculty member writes a Document of Intent for each coming year of appointment. A Document of Intent indicates the proportion of effort that the faculty member 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 encompassed by this investment (III, G of these rules). The term intent is used in these rules to indicate that in some instances faculty will meet unexpected circumstances requiring modification of the initial intentions.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time period covered by this form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check one:

 \_\_\_\_\_\_\_\_\_\_ Tenured Faculty Member

 \_\_\_\_\_\_\_\_\_\_ Untenured Faculty Member (\_\_\_\_\_\_\_ year)

 \_\_\_\_\_\_\_\_\_\_ New Faculty Member, First Evaluation

Proportion of effort the faculty member 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

Signature of Faculty Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

Signature of Department Chair ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

or her/his designee

\*Signature of Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_ Date \_\_\_\_\_\_\_\_\_\_\_

Standards Committee Representative­­­­­­­­­­­­­­­­­­­­­­

\*Signature Line added by Provost Office per UW-Whitewater Faculty Personnel Rules III, C, 4, a:

Within ten calendar days from the time the faculty member submits the Document of Intent to the department, the department standards committee shall review a probationary faculty member’s annual Document of Intent to insure that its fulfillment would represent significant, continuous progress toward a reasonable expectation, but not a guarantee, of an affirmative tenure and/or promotion decision. If needed, the department standards committee negotiates adjustments in the Document of Intent with the probationary faculty member. The department chair and a representative of the department standards committee shall sign the faculty member’s approved Document of Intent.

Per the UW-Whitewater Faculty Personnel Rules (III, C, 3, b) the Faculty member must

b. Write a Document of Intent (Appendix A, paragraph D of these rules) so that its fulfillment would represent significant progress toward satisfying the department, constituency, and university standards for tenure and/or promotion. Probationary faculty members shall submit a Document of Intent for each review period to the department standards committee for review. Generally the probationary faculty member will write the Document of Intent in consultation with the supervisor, i.e., department chair, department standards committee, or other appropriate person(s) specified by the department