

# A&S Non-Tenure-Track Academic Staff Position Description Form

PLEASE TYPE

Name \_\_\_\_\_ Department \_\_\_\_\_

Due Dates: Fall Appointments – September 28, 2009 Academic Year & Spring Appointments – January 28, 2010

**Period covered (Check as appropriate)**

- Academic Year (9 month)
- Fall Semester only
- Spring Semester only
- Other (specify) \_\_\_\_\_

**Type of Appointment (Check as appropriate)**

- Visiting or Temporary Professor, Associate Professor, or Assistant Professor
- Instructor
- Senior Lecturer
- Lecturer (Full-time)
- Lecturer (Part-time) at \_\_\_\_\_ % of full time
- Other, please specify \_\_\_\_\_

**Teaching** \_\_\_\_\_ % of effort

**Fall Courses** Please complete as indicated below OR \_\_\_\_\_ N/A

Course Number	Title	Credit Hours	%Responsibility

**Spring Courses taught** Please complete as indicated below OR \_\_\_\_\_ N/A

Course Number	Title	Credit Hours	%Responsibility

**Other Teaching Responsibilities.** Please describe if applicable.

**Research, Scholarship, Creative Activity** \_\_\_\_\_ % of effort

Please describe if applicable.

**Service** \_\_\_\_\_ % of effort

Please describe if applicable.

**Other** \_\_\_\_\_ % of effort

Please describe if applicable.

**Reviewed and Approved By**

**Date**

Academic Staff Member \_\_\_\_\_

Department Chair/Program Director \_\_\_\_\_

Dean \_\_\_\_\_