

Attached please find your annual assignment for the academic year. It was developed according to the Assignment Guidelines of the Dorothy F. Schmidt College of Arts & Letters, and follows the guidelines established in the Provost's Faculty Assignment Guidelines memorandum (March 25, 2005), Florida Statute 1012.945, and the FAU BOT/UFF Collective Bargaining Agreement. It has been developed in consideration of program needs and your particular needs, talents, productivity and professional development.

Instructional activities include: scheduled courses, dissertation/thesis supervision, directed independent study, senior project and other teaching; curricular development and related work.

Research, scholarship and creative work include activities with identified outcomes that will occur over the upcoming year. These include internal and external, on-campus and off-campus activities in your area.

Service, governance and other institutional responsibilities include: leadership to the academic unit that you serve as chair; college and university processes; other institutional responsibilities; service to the profession or discipline; service to the national, state and local community; participation at important Department, College and University functions.

Your evaluation will be based on your performance of these assigned responsibilities. When necessary, in order to accommodate departmental, college or university needs, this assignment is subject to change with appropriate notice. You may request a revision of your assignment at any point during the year if circumstances require it. Please consult with the Dean before taking any action that might require a change in your assignment. If a change in assignment is warranted, that change will be discussed prior to the effective date of the change.

If you have any questions or concerns about this assignment, please contact me within 7 days of receipt of the assignment and a conference will be arranged as soon as possible. Otherwise, please select "I wish to sign this document electronically" and enter the user name and password that you used to access this file."