**course scheduling**

**ANNUAL PERFORMANCE WEIGHTING FORM**

For the period: \_\_\_\_\_\_\_\_\_\_

**Submit to the Department Chair by September 1**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Faculty Rank (check one):** | Professor |  | Senior Lecturer |  |
|  | Associate Professor |  | Lecturer |  |
|  | Assistant Professor |  |  |  |

|  |  |
| --- | --- |
| FACULTY PERCENTAGES | **CHAIR PERCENTAGES** |
| Teaching (40 – 70%) -- *35% is the minimum for faculty with special assignment* |  | Teaching (35 – 45%) |  |
| Professional Activity (20 – 50%) |  | Professional Activity (20 – 35%) |  |
| Service (10 – 35%) |  | Service (10 – 25%) |  |
| *Special Assignment percentage* (if any, between 10 – 30%) |  | Chair Responsibilities (20 – 30%) |  |
|  |  |  |  |
| **Total** (must equal 100%) |  | **Total** (must equal 100%) |  |

*Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Please Note:** The teaching, professional activity and service percentages an individual faculty member chooses for merit pay consideration may not reflect the criteria that are used in tenure and promotion deliberations. Individuals who will be applying for tenure and promotion in the future should keep this in mind as they select their percentages.