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

**PLEASE TYPE**

**Name** ___________________________ **Department** ___________________________

---

**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

---

**Teaching % of effort**

#### Fall Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Credit Hours</th>
<th>%Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

#### Spring Courses taught

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Credit Hours</th>
<th>%Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

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

---

### Research, Scholarship, Creative Activity

---

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

Please describe if applicable.

---

### Service

---

**Service % of effort**

Please describe if applicable.

---

### Other

---

**Other % of effort**

Please describe if applicable.

---

**Reviewed and Approved By**

- [ ] Academic Staff Member
- [ ] Department Chair/Program Director
- [ ] Dean

**Date**

---

12/02/04