

**Suggested Template for Faculty Assignment Letters
Per University ASPT Policies, Section VII**

(on department/school letterhead)

Month xx, yyyy

Professor xxxxxxxxxx

Dear Professor xxxxxxxx:

This is your assignment letter for the academic year 20yy-xx and will be considered when you are evaluated for calendar years 20yy and 20xx. Please consult University ASPT Policies, College Standards, and the Department's ASPT Guidelines for information regarding the criteria used to evaluate teaching, scholarly and creative activity, and service.

You are assigned to teach the following courses (***Adapt as needed for on-line or hybrid courses***):

	Fall Semester 20yy	
Course and Section	Day(s)	Time
DEP xxx-xx		
DEP xxx-xx		
DEP xxx-xx		

	Spring Semester 20xx	
Course and Section	Day(s)	Time
DEP xxx-xx		
DEP xxx-xx		
DEP xxx-xx		

Course assignments for the Spring semester could change, however, depending on enrollments and the programmatic needs of the department. You will be informed of any changes as soon as possible.

(**Or:** Your course assignments for Spring 20yy will be provided under separate cover.)

Edit following sections as appropriate per DFSC/SFSC guidelines and individual faculty circumstances.

You are also expected to supervise research, including independent studies and special projects for undergraduate students, and independent studies, theses, professional practice, and dissertations for graduate students.

[*The equivalent of a course assignment*] is reassigned to facilitate your scholarly/creative productivity, with expected outcomes of grant submissions, presentations, and/or peer-reviewed publications.

All faculty members are also expected to participate in shared governance and make service contributions to the University, community, and profession, appropriate to their academic rank. You are assigned to the following committee(s): [xxxxxxx Committee, (etc.)]. [The equivalent of (a course assignment) is reassigned to facilitate your work as (major service assignment)]. I understand that you will be providing the following College/University service as well: xxxxxxxxxx.

OR:

Specific committee assignments will be made by the DFSC/SFSC early in the Fall semester and will be communicated to you under separate cover.

Include following or similar language for weightings to be used for evaluation purposes, if applicable. If DFSC/SFSC guidelines provide for differential weighting of contributions, be clear if the individual faculty member has negotiated one other than the usual/default. Note that these weightings do not necessarily translate directly to time allocations.

Per DFSC/SFSC guidelines, [we have discussed the weightings to be used by the DFSC/SFSC when evaluating your performance for the year]. The following weights will be used in that process:

[list weighting to be used for activities/contributions/performance]

Use terminology adopted in DFSC/SFSC guidelines, if any, to label the assigned weightings.

These weightings reflect [standard/traditional, research emphasis, teaching emphasis, service emphasis, other language as determined by your DFSC/SFSC guidelines]

If you have any questions about this assignment, please contact me as soon as possible. The DFSC/SFSC joins me in wishing you a successful and productive academic year.

Sincerely,