

SAMPLE FORMAT

**DETAILS OF APPOINTMENT FOR
PRECEDING FIVE YEARS**

Example:

Academic year	9 mo. term	12 mo. term	% in Research	% in Teaching	% in Service/Admin	% in Extension
08-09	X		40	40	20	
07-08		X	40	20	40	
06-07	X		80		20	
05-06		X	50	40	10	
04-05		X	70	20	10	

Explanation of Changes: In 07-08 Professor X was acting department chair; this included a summer appointment and course relief of one course/semester. In 06-07 Professor X received an altered appointment/was on Research Leave. Professor X's initial appointment promised summer salary support for the summers of 05 and 04; in addition, the department allowed relief from teaching one course in each of the first two semesters (i.e. one course/term) so Professor X could establish a lab.