(This is considered Page 2 of the Faculty Academic Contract of Employment)

Academic Year: 2024-2025

Please fill out this form using Adobe Acrobat Reader or Adobe Acrobat Pro. Do **not** attempt to fill out this form using a web browser, such as Chrome, Firefox, Safari, Internet Explorer, Edge, Opera, etc. The background calculations in this form are not compatible with a web browser. For assistance, contact Heather Wages (heather.wages@UND.edu).

The purpose of this document is to describe your expected workload (teaching, scholarly activity, service, and administration) for the upcoming academic year. The information provided assists your dean and/or their designee with resource allocation and strategic planning. This form **is not** considered a *living document* that needs to be continually updated. Once finalized and approved, you will not need to update this document unless instructed to do so by your dean and/or their designee.

EMPLID:	College:
First Name:	Department:
Last Name:	Contract Length:
Tenure Status:	

University of North Dakota (UND) faculty are subject to the policies of the North Dakota State Board of Higher Education, UND, the college and their respective departments or unit. These policies provide that performance as a faculty member is subject to review on an annual basis. Continuation of any academic appointment is contingent upon satisfactory progress toward professional goals and job performance. (SBHE 605.1.3).

Responsibilities are determined by the Department and are subject to change based on the needs of the department and/or college. For this academic year, these responsibilities will be:

Scheduled Teaching

All faculty members are expected to use Civitas in each undergraduate class; at a minimum, submission of early alerts and midterm deficiency progress surveys are required. All instructors are also expected to make the SELFI available in all their scheduled courses for student evaluations.

Content Courses

Courses used to satisfy requirements for both general education and the major, minor, and program emphases. Requires enrollment of 3 or more students.

Term	Subject	Catalog #	Course Title	Credits	Co-Taught	# Instructors	% Effort

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Other Teaching	<u>Ot</u>	<u>her</u>	<u>Teac</u>	hing
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Examples include individualized courses, course development, or student advising/mentorship. Columns that do not apply to a particular activity can be left blank, but always include % Effort.

Anticipated # %

Teaching Type Term Subject Catalog # Course Title Credits Enrollment Co-Taught Instructors Effort

Scheduled	Teaching	%	Fffort:	

Scholarly/Creative Activity

Only include activities expected to occur or outcomes expected to be reached during this contract period.

Provide the Overall Scholarly/Creative Activity % Effort in the overall summary box.

Scholarly or Creative Activity Type

Description of Expected Outcome

% of Effort for Which Salary Extramurally is Extramurally Funded Funded

Overall % of Effort for Which Salary is Extramurally Funded:

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Service and Other Activities

The maximum allocation in this category should normally not exceed 20%. Exceptions to this require clearly noted Dean Approval and should be associated with: a) critical, but time-limited, demands of the University, b) activities generating student credit hours or other revenue, or c) administrative duties approved by the Dean.

Service or Other Activity Type	Description of Service or Other Activity

Clinical Service/Patient Care - SMHS FACULTY ONLY

Diagnostic and therapeutic clinical services provided within UND-owned and/or affiliated community health system facilities and pursuant to university billing procedures and/or relevant university or college/school clinical service plan provisions.

% Effort

Please enter Overall Service Activity % Effort: _____

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Administration

Activity regarding management and/or coordination of programs/activities for a department, college/school, or university.

Administration Type		Description of Adminis	tration Activity	
Dean/Associate Dean				
Chair				
Program Director				
Graduate Director				
Other				
			А	dministration % Effort:
				Total % Effort:
☐ I confirm that	the information given i	n the form is true, com	plete, and accurate.	
This position is su	bject to other duties a	s assigned.		
For the 2024-2025	academic year, this pa	age 2 agreement is:		
□ the origina	al			
Reviewed	I and approved by:	Typed Name	Electronic Signature	Date Signed
Faculty M	ember			
Departme	nt/Division Head			
Dean/Prin	cipal Admin. Officer			
□ a revision o	f the original			
Reviewed	and approved by:	Typed Name	Electronic Signature	Date Signed
Faculty Me	mber			
Departmer	nt/Division Head			
Dean/Princ	ipal Admin. Officer			