

WEST VIRGINIA UNIVERSITY - COLLEGE OF CREATIVE ARTS OF CREATIVE ARTS AND MEDIA

Memorandum of Understanding of Professional Responsibilities

Faculty Member:	Academic Year:
School:	Date of Conference:

TEACHING: Anticipated Teaching Assignment

(Note: Teaching assignments are subject to change, depending upon unit needs and class enrollments.)

Fall Semester:	Spring Semester:
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Areas of Program Support

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RESEARCH or Other Creative Activity:

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Summary of Your Long-term Research Agenda:

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SERVICE: *(List all service activities that include service to the University, the state of West Virginia, and the profession):*

Faculty Statement:

Anticipated Activity for Professional Growth/Development (short goal and statement written by the faculty member)

Other Matters/Concerns:

Special Qualifications of Criteria for Promotion. (Note: in the absence of special qualifications, it is understood that the fulfillment of expectations identified above will bear upon annual evaluation but will not supersede the College or School criteria for promotion.)

[WVU General Counsel (2019): Faculty member agrees and warrants that any activity outlined in this Memorandum of Understanding will be conducted in accordance with Board of Governors ("BOG") Rule 1.4. Furthermore, if Faculty member receives payment for any research, outside teaching, and/or service activities outlined in this MOU that are appropriate for consideration in their evaluation file, that payment must constitute an honorarium as that term is used in BOG Rule 1.4 and the amount must be reasonable given the circumstances of the activity. This also includes any research, teaching, and/or service activities that are appropriate for consideration in the evaluation file that fall outside the dates of the Faculty member's appointment period.]

Faculty Member signature

(date)

Director Signature

(date)