

WEST VIRGINIA UNIVERSITY - COLLEGE OF CREATIVE ARTS – SCHOOL OF MUSIC
 Memorandum of Understanding of Professional Responsibilities – Academic Year – 2023-2024

Faculty Member:	Date of Conference:
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1. Review of Preview Evaluation Statements dated through: •				
2. Anticipated Teaching Assignment. (Note: Teaching assignments are subject to change, depending upon unit needs and class enrollments.)				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Fall Semester -</td> <td style="width: 50%; padding: 5px;">Spring Semester -</td> </tr> <tr> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> </table>	Fall Semester -	Spring Semester -		
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3. Anticipated Research or Other Creative Activity: [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.]				
4. Summary of Your Long-term Research Agenda:				
5. Anticipated Service:				
6. Anticipated Activity for Professional Growth/Development:				
7. Other Matters/Concerns:				
8. 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.)				

 Faculty Member (date)

 Director, School of Music (date)