

### III. ASSIGNED DUTIES OF CANDIDATE

Assigned duties normally consist of teaching, research/creative activity, and service. However, some applicants may have been assigned additional duties. All assigned duties during the tenure and/or promotion-earning period should be provided as indicated below.

***If the assignments reflect extraordinary or unusual circumstances, the Department Chair should append a brief explanatory narrative for benefit of the reviewers.***

Please complete the summary table using the link provided below. One form accommodates six years. Use as many forms as necessary to provide information for the periods covered. Place your assigned duties forms behind the summary tables in the same order as reported on the summary table. Please do not include the end-of-semester narrative documentation.

**Tenure applicants:** include all your tenure-earning years at USFSP.

**Promotion applicants:** include all since your original USFSP appointment, or since your last promotion at USF, whichever is the more recent.

**[Excel Table](#) (can be filled out online, printed, and inserted into application as Page 4a, etc.; formulas provide mean assignments for Fall and Spring of each academic year reported)**

**OR**

**[Adobe table](#) (must be printed, then completed manually and inserted into document as Page 4a, etc.)**