

**College of Engineering
Faculty Change of Apportionment Form**

University of Nebraska Board of Regents Bylaw 4.3. (b) (2) states: *The specific apportionment of a faculty member's responsibilities shall be reviewed periodically. "Either the faculty member or the responsible unit administrator may initiate discussions of changes in apportionment of teaching, research, service, administration and extension responsibilities. In the process of any such discussions, both the faculty member and the unit administrator shall act in good faith to reach a mutual agreement."*

Pursuant to this policy, the mutually agreed upon new apportionment for:

Name

Rank

Department/Unit

shall be as follows totaling 100%:

Teaching ____%

Research ____%

Service ____%

Administration ____%

The effective date of the new apportionment is:

(dd/mm/year) OR
academic year i.e. AY2019-20

Faculty member signature

Date

Department/Unit Chair/Director signature

Date

CC: COE Dean's Office