

NORTHEASTERN ILLINOIS UNIVERSITY  
 WORKPLAN for ACADEMIC SUPPORT PROFESSIONALS  
 Academic Year 20\_\_\_\_-20\_\_\_\_

NAME \_\_\_\_\_

DEPARTMENT/UNIT \_\_\_\_\_

WEEKLY WORK SCHEDULE:      DAYS \_\_\_\_\_  
 (must add up to 37.5 hours)      HOURS \_\_\_\_\_

JOB DESCRIPTION:      \_\_\_\_ Included                      \_\_\_\_ Not included

<u>DESCRIPTION OF TASK/ACTIVITY</u>	<u>OBJECTIVE/ OUTCOME</u>	<u>SPECIAL GOALS/ DEADLINES</u>	<u>METHOD OF EVALUATION</u>	<u>% ANNUAL WORKLOAD</u>
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Other Duties as Assigned:

5% or less

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Academic Support Professional Date

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Supervisor Date

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Dean Date

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Provost/Vice President for Academic Affairs Date