

NORTHEASTERN ILLINOIS UNIVERSITY  
WORK PLAN 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 or Vice President for Student Life \_\_\_\_\_ Date \_\_\_\_\_

Note: Copy is to be forwarded to Office of Academic Affairs for placement in personnel file.