



# The Open Academic Side Letter

Place, Date

We, [Function] [Name], as the direct supervisor, and [Your Name], as [exact title of position, e.g., Research Associate], hereby agree to the following **Agreement on Duties and Responsibilities**, aimed at clarifying the distribution of tasks between independent research activities and professional responsibilities associated with the [position title]:

## 1. Total Working Hours

In accordance with the terms of the employment contract, the total weekly working hours are set at [30] hours, distributed as follows:

- **Independent Research and Development:** [10] hours dedicated to personal academic projects, such as thesis work or dissertation activities.
- **Teaching and Instructional Support:** [6] hours allocated for activities such as preparing and delivering courses, grading, and student mentoring.
- **Additional Assigned Responsibilities:** The remaining [14] hours are allocated as follows:
  - [5] hours for content editing, document preparation, or administrative support.
  - [5] hours for conducting literature reviews, data collection, or other research-related tasks.
  - [4] hours for academic advising, mentoring students, or organizing academic events.

## 2. Objective of the Agreement

This agreement ensures a clear delineation of responsibilities to promote an equitable balance between academic growth and professional duties, while maintaining compliance with the terms of the employment contract.

## 3. Additional Notes

Both parties acknowledge the importance of flexibility in the execution of tasks to account for varying project needs and institutional requirements. Any significant deviations from this agreement must be discussed and mutually agreed upon in writing.

### Signatures:

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[Supervisor's Name]  
[Supervisor's Position]

[Your Name]  
[Your Position]



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**Disclaimer:** *This template is intended as a general guide and may require adaptation to meet specific legal and institutional requirements in different countries. Its applicability depends on local regulations, including national labor laws and collective agreements, as well as the policies of individual institutions. Some universities may have predefined templates for work agreements, which could limit the use of a custom document.*

*When adapting this template, it is advisable to reference the relevant employment contract or institutional guidelines to ensure alignment with existing policies. For added assurance, consult with the HR department or legal offices in the target country to verify compliance with local rules and practices.*