



Teaching Faculty Responsibilities IST_AC-24 Administrative Guideline

This policy summarizes the responsibilities of teaching faculty and how, under normal circumstances, these expectations can be customized to match the interests and expertise of each individual. The responsibilities of teaching faculty are divided into three areas as described below. The third area, “Customized,” is used to customize responsibilities for each individual resulting in 20% of the individual’s effort being allocated to additional teaching, research, or other activities such as administrative responsibilities or service-related activities. Normally, this “Customized” portion of an individual’s effort is allocated and can be adjusted no more than once per year in December.

Teaching: By default, teaching accounts for 60% of the responsibilities for the college’s teaching faculty. Teaching faculty are responsible for teaching six sections per year including three in the fall semester and three in the spring semester. The specific sections to be taught are determined by the college’s normal process of identifying teaching responsibilities and may include residential or World Campus sections as needed by the college.

Service: By default, service accounts for 20% of the responsibilities for the college’s teaching faculty. This can be addressed through service to the college, university, or profession. Service to the community, which contributes directly to the mission of the college, may also be considered. It is important to note that faculty cannot assume that they will be assigned sufficient service-related activities. Instead, faculty are responsible for proactively engaging in relevant service and many of the relevant activities are assigned based on election processes or self-nominations.

Customized: By default, 20% of the responsibilities for the college’s teaching faculty are addressed by activities beyond the teaching and service activities listed above. There are several ways in which this time can be used.

1. **Research:** This option can be selected by any of the college’s teaching faculty by simply requesting that the final 20% of their effort be allocated to research. Faculty can also request that 10% of their effort be allocated to research rather than the full 20%. This option is always available. If 10% is allocated to research, expectations associated with research responsibilities can be met by activities consistent with any one of the following items. If 20% is allocated to research, expectations associated with research responsibilities can be met by activities consistent with any two of the following items (or activities consistent with any one item being completed twice – such as two publications).
 - a. Publishing at least one ranked peer-reviewed publication (e.g., journal article, conference paper, book chapter).
 - b. Making at least two presentations (e.g., paper, poster, and/or symposium) at a national or international conference.
 - c. Submitting at least one proposal to an external organization for significant research funding (e.g., higher than \$40K).

2. Teaching: This option can be selected by any of the college's teaching faculty by simply requesting that the final 20% of their effort be allocated to teaching. Faculty can also request that 10% of their effort be allocated to teaching rather than the full 20%. This option is always available. If 10% is allocated to teaching, one additional section will be taught. If 20% is allocated to teaching, two additional sections will be taught. The additional section or sections can be taught in the fall or spring semesters.
3. Other activities: At times, the college has the need for individuals to engage in various significant activities including but not limited to serving as a program coordinator, serving as a director of a college-based initiative, or engaging in significant curriculum development. Activities that fit into this category are available at the discretion of the college based on current needs. This category can account for 10% or 20% of an individual's effort.

Approved by: Dr. Andrew Sears, Dean 06/23/2022