1. Teaching

1 Instructional Design and Work Load

1.1 Course Development (traditional, web-based, online)
- developing course materials
- study guides
- syllabi
- developing lectures, presentations
- web sites

1.1.2 Curriculum Development/Review/Collaboration
- new programs
- new courses/labs/software
- learning communities
- service learning programs
- feasibility studies

1.1.3 Selecting/Developing Instructional Resources
- selecting textbooks/supplementary materials
- ordering library resources and other departmental resources
- developing course enhancement materials (PowerPoint, etc.)
- reviewing/incorporating technology

Developing Replicable Systems of Instruction

2 Instructional Delivery (Skills and Types)

2.1 Traditional and Non-Traditional
- traditional classroom
- web-enhanced
- online
- lab
- case study approach
- studio

2.2 Applying New Techniques, Methods/Software

2.3 Utilization of Technology

2.4 Modeler of Thinking Skills/Professionalism

2.5 Stimulate Critical/Creative Thinking
3 Content Knowledge
   1.3.1 Level of Proficiency
   1.3.2 Currency of Knowledge
   - interrelatedness among existing knowledge
   1.3.3 Applying Research into Course Content

4 Course Management
   1.4.1 Creating/Grading Exams & Assignments
   1.4.2 Timely Submission of Grades/Book Orders
   1.4.3 Showing Respect for Students
   1.4.4 Timely feedback to students
   1.4.5 Communications/email correspondence/Online discussion board
   1.4.6 Evaluate/Assess student performance
   1.4.7 Maintaining Equipment/Systems of Safety
   1.4.8 Completing student surveys
   1.4.9 Supervise/maintain labs and studios

5 Non-classroom Student Focus
   1.5.1 Contact with students and accessibility
   1.5.2 Advising/assessing
   - individual students
   - student groups (service ?)
   - Familiarity with University Policies and Procedures
   - Portfolio reviews and musical jurying
   1.5.3 Supervising Student Research
   1.5.4 Extended classroom learning experiences
   - Supervising
   - field practicum (in service)
   - exhibits
   - presentations (student)
   - trips to museums/conferences/workshops,
   - acting coach,
   - lighting, costume and set design
   1.5.5 Mentorship (in service)
   1.5.6 Participating in student learning groups (outside of class)
   1.5.7 Organizing Co-curricular activities (visiting artists, lecturers, etc.)
   1.5.8 Supporting academic student activities and presentations
   1.5.9 Letters of Recommendation (in service)
   1.5.10 Maintaining student/alumni records
   1.5.11 Coordinating/Supervising
      1.5.11.1 Programs
6. **Faculty Development/Collaboration**
   1.6.1 Professional Development for Teaching Enhancement
      - Attending workshops, presentations, seminars
      - Designing and teaching workshops
   1.6.2 Academic Citizenship
      - Working towards the department, college, and university’s mission and goals
      - Covering classes for colleagues
      - Sharing teaching strategies with colleagues

7. **Grantspersonship (Non Research)**/teaching related development
   1.7.1 Grant application
   1.7.2 Receiving a grant
   1.7.3 Grants management (workshops, lecture series, any type of presentation/performance, etc.)
2. Scholarship/Research/Creative Activities

1. **Discovery** (creation of new knowledge/or creative works)
   2.1.1 Investigations
      - Scientific (theoretical and applied)
      - Demonstration research
      - Ongoing research activity
   2.1.2 External Funding
      - PI for active research grant
      - Fellowships and grants
      - Obtaining competitive peer reviewed grants
      - Obtaining external contracts, industrial, private, foundation or home-institutional support
   2.1.3 Investigations of educationally relevant problems
   2.1.4 Product Development
      - Software
      - Media
      - Instruments or processes
   2.1.5 Publications from theses/dissertations/Directed Studies
      - Chairing
      - Serving on
   2.1.6 Undergraduate Research
      - Chairing
      - Serving on
   2.1.7 Creative Works
      - Composing/creating/developing (musical, theatrical, dance and visual arts)
      - Set design/costume design
      - Staging, directing, or acting in musical, theatrical and dance productions
      - Significant commissions

2. **Competency** (keeping current in your discipline)
   2.2.1 Professional development activities
      - Achieving advanced certification
      - Additional training
      - Preparing for certification
   2.2.2 Attending professional conferences/workshops
   2.2.3 Active membership and/or participation in professional organizations
   2.2.4 Reflective thinking/Creative process
      - Research history, theory and philosophy as it relates to the discipline
      - Research necessary to produce a manuscript
3. **Dissemination** (getting information out)

2.3.1 Publications

- Books, Edit Volumes, Chapters, Monographs, Textbooks
- Referred articles, Bulletins
- Non-referred articles, Conference Proceedings, Encyclopedia, Media
- Mass Media (internet, film, TV and radio), Popular press (magazines, newspaper columns)
- Brochures, websites, newsletters, pamphlets
- Research published by others using your data
- Unpublished/limited distribution agency research documents
- Donation of intellectual properties
- Contributing to museum presentations and exhibits
- Accompanist – regional, national, international
- Chorus/section – regional, national, international
- Lead role/soloist (music) – regional, national, international
- Recitals, exhibits, principal in orchestra

2.3.2 Reviews

- Books, Monographs, referred journals, media, articles, chapters, Textbooks
- Grant proposals
- Published materials by professional organizations or groups
- Adjudicating festivals and competitions (musical/theatre, art, speech, etc)
- Professional juring/curatorial activity fine art exhibitions for regional/national/international audience

2.3.3 Invited Activities

- Books, articles, chapters, Monographs, Bulletins, Proceedings
- Presentation, papers
- Adapting books to scripts
- Advertizing theatrical shows/theatre publicity

2.3.4 Poster sessions

2.3.5 Conferences (organizing, panel sessions, chairing, refereeing) regional, national, and international

- Presentation (Faculty)
- Keynote speaker
- Discussant

2.3.6 Editor or co-editor of books, articles, journal

2.3.7 Internet, film, TV and Radio interviews

4. **Translation** (taking discovery and turning it into other applications)
2.4.1 Quality evaluation research in service to an organization
2.4.2 Unpublished - limited distribution agency research
2.4.3 Consulting

5. Grantspersonship/proposals
  2.5.1 Writing/submitting a research/grant proposal
  2.5.2 Managing a research grant
  2.5.3 Receiving a grant
3. Service

1. University

1. University Wide

3.1.1.1 University Committees (Chair or active member)
- University Teacher of the Year Committee
- University Scholarship Committee
- University Search Committees
- Accreditation Committee (SACS, etc.)
- Marshall
  - etc.

3.1.1.2 Faculty Senate
  - Faculty Senate Committees
  - Hearing and Reconsideration
  - Grievance Committee
  - etc.

3.1.1.3 Coordinate/Participation/or attendance of university functions and events
  - Founder’s Day, Commencement, etc.
  - Fine Art Series, Psi Chi Scholarly Lecture Series, etc.,
  - University meetings and surveys
  - Accreditation
  - Honda All-Stars, etc.
  - Liaison for ITTS/library
  - etc.

3.1.1.4 Discipline specific service to the university (without pay)

3.1.1.5 Promote the university image
  - Fund-raising
  - Appearing/involvement in mass media
  - Lobbying on behalf of FSU locally, regionally, nationally, internationally
  - Representing the university at various functions
  - etc.

2. College/School

3.1.2.1 College Committees (Chair or active member)
  - Charles W. Chesnutt Committee, Academic Affairs, etc.
  - Reappointment, Promotion and Tenure

3.1.2.2 Attend College/School meetings

3.1.2.3 Support College/School activities

3.1.2.3 Etc.
3. Department

3.1.3.1 Sponsor/Advisor for Student Activities *(this is in teaching)*

3.1.3.2 Departmental Committees (Chair or member)
- Search Committee, Academic Affairs Committee, etc.

3.1.3.3 Coordinators
- Area Coordinator
- Undergraduate Coordinator
- Graduate Coordinators
- Coordinating Rosenthal Gallery exhibits/events
- Coordinator: Other

3.1.3.4 Students Recruitment
- Department recruitment
- Marketing department and programs
- Recruit students for productions, band, ensembles, etc.

3.1.3.5 Discipline specific service to the department
- Creating brochures/handouts
- At large graphic design/layout support
- Adopting books to script for theatre production
- Direct 1-2 theatre shows per year
- Execute set and lighting design
- Train students for production *(teaching ?)*
- Science/math outreach
- etc.

3.1.3.6 Reviewing/evaluating/assisting in enhancing programs
- Developing new courses and academic programs *(in teaching)*
- Accreditation/Re-Accreditation
- Assisting ITTS to install multimedia setups in classrooms
- Design and maintenance of multimedia carts for department
- Studio and lab maintenance/inventory
- Website maintenance

3.1.3.7 Non-teaching student related activities (letters of recommendation, transcript evaluation, internships)
- Evaluating Student transcripts
- Evaluating student records/transcripts *(non advisees)*
- Advising student organizations *(in teaching)*
- Advising students *(in teaching)*
- Chairing on master’s or doctoral supervisory committee
- Managing/advisor student organizations *(in teaching)*

3.1.3.8 Coordinating (conducting) workshops/forums/conferences *(workshops, forums, conferences, lectures, panel sessions, symposium, etc.)*
3.1.3.9 Fund Raising
3.1.3.10 Attending/supporting department activities
   - Attending meetings
   - Attending departmental extracurricular activities
3.1.3.11 Mentor and/or training junior faculty

2. Community (has to be discipline related)
   3.2.1 Discipline specific Service without Pay
       - Lecture/performances
       - Consulting/Service without Pay
       - Judging High School or Local Events
       At large exhibition coordination
       Expert witness
       Guest speaker
   3.2.2 K - 12 Outreach (tutor, presentations, discipline specific assistance)
   3.2.3 Spearheading/volunteering for discipline specific community events
       and special projects
       - Being a resource person for the community
       - Community outreach activities
   3.2.4 Community leadership
       - Holding elected office in local, state, or national civic activities/org
       - Membership on boards

3. Professional
   3.3.1 Consulting/Serve without Pay
   3.3.2 Serving as an Officer or member in a Professional Organization
       - Holding office/membership in national, regional professional organizations
       - Active Membership in Professional Organizations
   3.3.3 Participation in professional organization: chairing, facilitating or serving as a
       discussant for professional organization
   3.3.4 Site Visit Team Member
   3.3.5 Lobbying professional organizations
   3.3.6 Public Lecture and Presentations Locally
   3.3.7 Etc.
   3.3.7.1 Reviewing papers, textbooks, software, articles, books or grant proposal
       - Editor of a journal
       - Editorial consulting for referred journals