

# (Draft) Collapsed Proposed Roles with Categories and Activities

(Items listed under Activities are not an exhaustive list)

## University Task Force

Text in blue - recently added

Text in red - Cross Listed Activities

# WORKING DRAFT

## 1. Teaching

- 1 **Instructional Design and Work Load**
  - 1.1.1 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 technologyDeveloping Replicable Systems of Instruction
- 2 **Instructional Delivery (Skills and Types)**
  - 1.2.1 **Traditional and Non-Traditional**
    - traditional classroom
    - web-enhanced
    - online
    - lab
    - case study approach
    - studio
  - 1.2.2 Applying New Techniques/Methods/Software
  - 1.2.3 Utilization of Technology
  - 1.2.4 Modeler of Thinking Skills/Professionalism
  - 1.2.5 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

- 1.5.11.2 Internships
- 1.5.11.3 Clinical Teaching
- 1.5.11.4 Lab (?)
- 1.5.11.5 Field Liaison/Practicum/Recruitment (in service)
- 1.5.11.6 Thesis
- 1.5.11.7 Tutorial Coordinators
- 1.5.11.8 Supervising/Chairing master's or doctoral students
- 1.5.11.9 Independent Studies
- 1.5.11.10 Student Research

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.)

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## 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~~

## Research play

### 3. Dissemination (getting information out)

#### 2.3.1 Publications

Books, Edit Volumes, Chapters, Monographs, Textbooks

Referred articles, Bulletins

Non-refereed 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, films, 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

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### 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 Coordinators  
-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/advising 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 Reviewing papers, textbooks, software, articles, books or grant proposal
 
  - Editor of a journal
  - Editorial consulting for referred journals~~

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