

Proposed Roles with Categories and Activities

(Items listed under Activities are not an exhaustive list)

University Task Force

1. Teaching

1

Instructional Design and Work Load

- 1.1.1 Syllabus Development
- 1.1.2 Curriculum development
- 1.1.3 Develop Course Materials/Study Guides/Presentations
- 1.1.4 Prepare class lectures
- 1.1.5 Developing replicable systems of instruction

2

Instructional Delivery (Skills and Types)

- 1.2.1 Traditional Lecture
- 1.2.2 Online
- 1.2.3 Web-enhanced
- 1.2.4 Lab Teaching
- 1.2.5 Case Study Approach
- 1.2.6 Technology
- 1.2.7 Collaborative Teaching

3

Content Knowledge

- 1.3.1 Level of Proficiency
- 1.3.2 Currency of Knowledge
- 1.3.3 Applying Research into Course Content

4

Course Management

- 1.4.1 Creating/grading exams & assignments
- 1.4.2 Submitting grades and book orders
- 1.4.3 Relationships with students
- 1.4.4 Time Management
- 1.4.5 Required Product of Learning
- 1.4.6 Communications
- 1.4.7 Assessment (of who - course or student?)
- 1.4.8 Professional Dev. Recognition
- 1.4.9 Maintaining Equipment/Systems of Safety
- 1.4.10 Respect for Students

5

Non-classroom Student Focus

- 1.5.1 Office hours

- 1.5.2 Advising individual students and student groups
- 1.5.3 Supervising Student Research
- 1.5.4 Implementing/supervising “extended classroom learning experiences” (p. 17)
(Ex. Practicum, exhibits, presentations, trips to museums, conferences, workshops, etc.)
- 1.5.4 Individual and Collaborative Assessing/evaluating student performance
- 1.5.5 Mentorship
- 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
- 1.5.10 Maintaining 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 Practicum
 - 1.5.11.6 Tutorial Coordinators

6. Faculty Development/Collaboration

- 1.6.1 Professional Development for Teaching Enhancement
- 1.6.2 Sharing teaching strategies with colleagues
- ~~1.6.3 Covering classes for colleagues~~
- 1.6.3 Collegiality and Teamwork

7. Grantspersonship (Non Research)

- 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 Basic scientific investigations
 - 2.1.2 PI for active research grant
 - 2.1.3 Investigations of educationally relevant problems
 - 2.1.4 Develop Software
 - 2.1.5 Publications from theses/dissertations

2. **Proficiency Competency** (keeping current in your discipline)
 - 2.2.1 Professional development activities
 - 2.2.2 Attending conferences
 - 2.2.3 Active membership in professional organizations

3. **Dissemination** (getting information out)
 - 2.3.1 Publications
 - 2.3.2 Reviews
 - 2.3.3 Invited presentations
 - 2.3.4 Poster sessions
 - 2.3.5 Conferences (organizing, panel sessions)
 - 2.3.6 Editor or co-editor of books, articles, journal

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 Applying for a grant for scholarship
 - 2.5.2 Managing a research grant
 - 2.5.3 Receiving a grant
 - 2.5.4 Writing a research proposal

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3. Service

1. University

1. University Wide

- 3.1.1.1 Hearing and Reconsideration
- 3.1.1.2 Grievance Committee
- 3.1.1.3 Faculty Senate
- 3.1.1.4 University Teacher of the Year Committee
- 3.1.1.5 University Scholarship Committee
- 3.1.1.6 University Searcher Committees
- 3.1.1.7 Marshall
- 3.1.1.8 SAC Committee

2. College/School

- 3.1.2.1 College Committees
- 3.1.2.2 Charles W. Chestnutt Committee
- 3.1.2.3 Reappointment, Promotion and Tenure

3. Department

- 3.1.3.1 Sponsor/ Advisor for Student Activities
- 3.1.3.2 Departmental Search Committee
- 3.1.3.3 Departmental Committees
- 3.1.3.4 Area Coordinators
- 3.1.3.5 Undergraduate Coordinators
- 3.1.3.5 Graduate Coordinators
- 3.1.3.6 Students Recruitment
- 3.1.3.7 Accreditation/ Re-Accreditation
- 3.1.3.8 Evaluating Student transcripts
- 3.1.3.9 Fund Raising

2. Community (has to be discipline related)

- 3.2.1 Consulting/Serve without Pay
- 3.2.2 Judging High School or Local Events
- 3.2.3 K - 12 Outreach

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3. Professional

- 3.3.1 Consulting/Serve without Pay
- 3.3.2 Serving as an Officer in a Professional Organization

- 3.3.3 Site Visit Team Member
- 3.3.4 Membership in Professional Organizations
- 3.3.5 Lobbying
- 3.3.6 Public Lecture and Presentations Locally
- 3.3.7 Reviewing Articles, Books or Grant Proposal

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