

**TEACHING BY COLLEGES, DEPTS .
UNIVERSITY TASK FORCE**

ACTIVITIES	COLL/SCH	DEPT	ROLES	CAT	CAT2
Teaching regular/online course offerings	1	1	1	2	0
Developing course materials	1	1	1	1	0
Developing learning communities/service learning opportunities	1	1	1	1	0
Accurate and timely submission of grades	1	1	1	4	0
Syllabi copied/ready for distribution	1	1	1	4	0
Participation in online discussion board for online course	1	1	1	2	0
Developing replicable systems of instruction	1	1	1	1	0
Developing new courses/labs (online/in-residence)	1	1	1	1	0
Coordinating clinical teaching/independent study/tutorials	1	1	1	5	0
Advising students on programs of study	1	1	1	5	0
Sponsoring or advising student groups	1	1	1	5	0
Web-enhancement of in-residence courses	1	1	1	2	0
Coordinating internships	1	1	1	5	0
Serving on master's and doctoral supervisory committees	1	1	1	5	0
Chairing master's or doctoral supervisory committees	1	1	1	5	0
Supervising undergraduate research	1	1	1	5	0
Teleconferencing	1	1	1	2	0
Mentorship	1	1	1	5	0
Modeler of thinking skills	1	1	1	2	0
Professional development activities	1	1	1	6	0
Make, give, grade exams	1	4	1	4	0
Prepare and give lecture	1	4	1	1	2
Prepare and grade assignments	1	4	1	1	4
Prepare and assist labs	1	4	1	1	4
Supervise CS lab	1	4	1	7	0
Hold office hours	1	4	1	4	0
Provide extra help sessions	1	4	1	5	0
Select and evaluate instructional resources	1	4	1	1	0
Write letters of reference	1	4	1	5	0
Maintain information on graduates	1	4	1	5	0
Advising students	1	4	1	5	0
Develop and maintain course web site	1	4	1	1	0
Develop course syllabus	1	4	1	1	0
Teaching regular/online course offerings	1	5	1	2	0
Developing course materials	1	5	1	1	0
Developing replicable systems of instruction	1	5	1	1	0

Developing new courses/labs/software	1	5	1	1	0
Coordinating clinical teaching/independent study/tutorials	1	5	1	5	0
Collaborating with the School of Education	1	5	1	5	0
Use of technology/software in teaching	1	5	1	2	0
Advising	1	5	1	5	0
Advising students on programs of study	1	5	1	5	0
Advising students on programs of study	1	5	1	5	0
Sponsoring or advising student groups	1	5	1	5	0
Serving on master's and doctoral supervisory committees	1	5	1	5	0
Supervising master's or doctoral students	1	5	1	5	0
Chairing master's or doctoral students	1	5	1	5	0
Graduate Faculty	1	5	1	5	0
Graduate Program Coordinator	1	5	1	5	0
Bridge Program Coordinator	1	5	1	5	0
Developing New Programs or Writing program proposals	1	5	1	1	0
Program Directors of Assistant Directors (Rise, Score etc) Program Coordinator/Area Coordinator	1	5	1	5	0
Development of Web based courses	1	5	1	1	0
Development of Web enhanced courses	1	5	1	1	0
Professional Development	1	8	1	6	0
Teaching regular/online course offerings	1	8	1	2	0
Developing course materials (Keeping courses current)	1	8	1	1	0
Developing new courses/labs	1	8	1	1	0
Evaluating students	1	8	1	5	0
Use of technology/software in teaching	1	8	1	2	0
Teaching online courses/distance courses	1	8	1	2	0
Independent study/research supervision	1	8	1	5	0
Ordering textbooks, submitting grades, completing reports in a timely manner	1	8	1	4	0
Coordinator clinical teaching/independent study/tutorials	1	8	1	5	0
Instructional delivery (student evaluation)	1	8	1	1	0
Advising students on programs of study	1	8	1	5	0
Attendance at teaching-related workshops/ presentations	1	8	1	6	0
Supervising undergraduate research	1	8	1	5	0
Serving on master's or doctoral supervisory committees	1	8	1	5	0
Chairing master's or doctoral supervisory committees	1	8	1	5	0
Development of Web based courses	1	8	1	1	0
Development of Web enhanced courses	1	8	1	1	0
Use of technology/software in teaching	1	8	1	2	0
Attendance at teaching-related workshops/ presentations	1	8	1	6	0
Course development, materials and policies	1	8	1	1	0
Curriculum design and development	1	8	1	1	0

Instructional workload	1	8	1	1	0
Peer evaluation of teaching	1	8	1	3	0
Published reviews of textbooks	1	8	1	3	0
Special courses	1	8	1	6	0
Surveys of student opinion	1	8	1	5	0
Student advising	1	8	1	5	0
Teaching grants	1	8	1	7	0
Textbooks	1	8	1	4	0
Thesis supervision	1	8	1	5	0
Committee membership and related activities	1	8	1	5	0
Modeling professionalism	2	2	1	2	0
Prepare class material	2	2	1	1	0
Curriculum Development	2	2	1	1	0
Grading	2	2	1	4	0
Materials and technique presentations	2	2	1	2	0
Teaching regular/online course offerings	2	3	1	2	0
Developing course materials/syllabi	2	3	1	1	0
Coordinating independent study/internship/student teaching	2	3	1	7	0
Advising students on programs of study and class work	2	3	1	5	0
Using technology in classroom	2	3	1	2	0
Selecting textbooks/supplementary materials	2	3	1	1	0
Attending teaching workshops	2	3	1	6	0
Sharing teaching strategies with colleagues	2	3	1	6	0
Creating and grading exams and assignments	2	3	1	4	0
Developing classroom presentations	2	3	1	4	0
Tutoring students on class materials	2	3	1	5	0
Creating and grading exams	2	3	1	4	0
Teaching regular course offerings	2	3	1	2	0
Developing course materials/syllabi	2	3	1	1	0
Developing online courses	2	3	1	1	0
Coordinating independent study/internship/student teaching	2	3	1	5	0
Advising students on programs of study and class work	2	3	1	5	0
Using technology in classroom	2	3	1	2	0
Selecting textbooks/supplementary materials	2	3	1	1	0
Attending teaching workshops	2	3	1	6	0
Creating and grading exams and assignments	2	3	1	4	0
Developing classroom presentations	2	3	1	1	0
Tutoring students on class materials	2	3	1	5	0
Developing class handouts	2	3	1	1	0
Attending workshops conferences	2	3	1	6	0

Advise students	2	3	1	5	0
Teaching regular course offerings	2	7	1	2	0
Developing course materials	2	7	1	1	0
Developing replicable systems of instruction	2	7	1	1	0
Developing new courses/labs	2	7	1	1	0
Coordinating clinical teaching/independent study/tutorials	2	7	1	5	0
Developing and implementing "extended classroom learning experiences" outside the classroom.	2	7	1	5	0
Advising students on programs of study	2	7	1	5	0
Student presentations/papers/exhibits/competitions	2	7	1	5	0
Applying new techniques/methods/software	2	7	1	2	0
Extended teaching experiences/museum visits	2	7	1	5	0
Coordinating workshops for students and presentations	2	7	1	5	0
Safety systems and management instruction	2	7	1	4	0
Fellowships/grants/national endowments	2	7	1	7	0
Workshops/presentations	2	7	1	5	0
Grants management	2	7	1	7	0
Facilitate student research	2	7	1	5	0
Student achievement linked to courses being evaluated	2	7	1	5	0
Demonstrating interrelatedness among existing knowledge	2	7	1	2	0
Participation in team teaching/collaboration	2	7	1	6	0
Participation in collaborative development of curriculum	2	7	1	1	0
Maintaining office hours	2	7	1	5	0
Collaborative review of student progress (portfolio review)	2	7	1	5	0
Teaching regular course offerings	2	7	1	2	0
Developing course materials	2	7	1	1	0
Developing replicable systems of instruction	2	7	1	1	0
Developing new courses/labs	2	7	1	1	0
Coordinating clinical teaching/independent study/tutorials	2	7	1	5	0
Advising students on programs of study	2	7	1	5	0
Sponsoring or advising student groups	2	7	1	5	0
Participation in student learning groups (honor classes, Bronco Men's learning group, supplemental instruction)	2	7	1	5	0
Teaching regular course offerings	2	7	1	2	0
Developing course materials	2	7	1	1	0
Developing replicable systems of instruction	2	7	1	1	0
Developing new courses/labs	2	7	1	1	0
Coordinating clinical teaching/independent study/tutorials	2	7	1	5	0
Advising students on programs of study	2	7	1	5	0
Sponsoring or advising student groups	2	7	1	5	0
Collaborative review of student progress (juring, senior recitals)	2	7	1	5	0
Teaching regular course offerings	2	7	1	2	0

Developing course materials	2	7	1	2	0
Developing replicable systems of instruction	2	7	1	1	0
Developing new courses/labs	2	7	1	1	0
Review and refine curriculum	2	7	1	1	0
Develop class presentation	2	7	1	1	0
Develop extended classroom learning	2	7	1	5	0
Develop service learning programs	2	7	1	1	0
Design and teach workshops	2	7	1	1	0
Stimulate student critical thinking	2	7	1	2	0
Coordinating clinical teaching/independent study/tutorials	2	7	1	5	0
Advising students on programs of study	2	7	1	5	0
Sponsoring or advising student groups	2	7	1	5	0
Use of current technology	2	7	1	2	0
Acting coach	2	7	1	5	0
Costume design	2	7	1	5	0
Make-up design	2	7	1	5	0
Design sets, lights etc for theatre area	2	7	1	1	0
Develop study guides for productions	2	7	1	1	0
Help students audition for grad school or theatres	2	7	1	5	0
Independent study	2	7	1	5	0
Assessing and evaluating student performance	2	7	1	5	0
Supervising undergraduate research	2	7	1	5	0
Teaching course offerings	2	10	1	2	0
Developing & Identifying course materials (i.e. syllabi, exams. Handouts)	2	10	1	1	0
Grading assignments; developing and grading comprehensive exams	2	10	1	4	0
Utilization of technology (i.e. Blackboard, Power Point, online courses, Interactive two-way TV)	2	10	1	2	0
Arranging and/or accompanying students on field trips and to conferences	2	10	1	5	0
Serving as a faculty advisor for social work student organizations	2	10	1	5	0
Serving as a faculty advisor for student research projects	2	10	1	5	0
Submits grades, forms, documents, book adoption forms, reports in a timely manner	2	10	1	4	0
Developing new courses/programs	2	10	1	1	0
Developing new program	2	10	1	1	0
Selects and orders library materials (i.e. books, videos, DVD, journals) and other departmental teaching resources	2	10	1	1	0
Serves as a student mentor	2	10	1	5	0
Coordinating and implementing field practicum	2	10	1	5	0
Field instructor training	2	10	1	5	0
Field placement recruitment	2	10	1	5	0
Review, select, develop course materials/resources	2	9	1	1	0
Prepares instructional activities and materials	2	9	1	1	0
Developing course enhancement materials	2	9	1	1	0

Preparing assessment materials (exams, quizzes, assignments, etc.)	2	9	1	4	0
Grading and assessing student work	2	9	1	4	0
Providing feedback to students	2	9	1	4	0
Preparing class presentations	2	9	1	1	0
Delivering class presentations	2	9	1	2	0
Developing syllabi	2	9	1	1	0
Assisting students individually	2	9	1	5	0
Maintaining student records	2	9	1	4	0
Submits grades, book orders etc.	2	9	1	4	0
Individual instruction to students (chairing thesis or practicum committees, advising independent projects)	2	9	1	5	0
Reviewing technology for instruction	2	9	1	1	0
Attending teaching workshops and teaching specific conference presentations	2	9	1	6	0
Technology incorporation	2	9	1	1	0
Developing new courses	2	9	1	1	0
Field liaison	2	9	1	5	0
Advising students	2	9	1	5	0
Sponsoring or advising student groups	2	9	1	5	0
Supervising undergraduate research	2	9	1	5	0
Prepare class lectures	2	9	1	1	0
Mentorship	2	9	1	5	0
Design PowerPoint	3	0	1	1	0
Interactive activities	3	0	1	2	0
Projects/assignments	3	0	1	1	0
Cases	3	0	1	2	0
Homework	3	0	1	4	0
Online and web-based teaching	3	0	1	2	0
Tests	3	0	1	4	0
Oral presentation	3	0	1	2	0
Group activities	3	0	1	2	0
Computer related activities	3	0	1	2	0
Tutoring	3	0	1	5	0
Identifying outside resources	3	0	1	1	0
Course assessment	3	0	1	4	0
Student assessment and evaluation	3	0	1	4	0
Syllabi preparation	3	0	1	1	0
Students communications	3	0	1	4	0
Providing feedback to students	3	0	1	4	0
Grading	3	0	1	4	0
Teaching resource and textbook selections	3	0	1	1	0
Textbook ordering	3	0	1	4	0

Meeting with students on course material	3	0	1	4	0
Course enhancement	3	0	1	1	0
Learn about university policies and procedures	3	0	1	4	0
Mentoring students	3	0	1	5	0
Substitute teaching	3	0	1	6	0
Define course objectives	3	0	1	1	0
Feasibility studies	3	0	1	1	0
Independent study for students	3	0	1	5	0
Learn about rules and regulations for students	3	0	1	5	0
Mentoring advisees	3	0	1	5	0
Keeping records for advisees	3	0	1	5	0
Communication with authorities	3	0	1	5	0
Career development	3	0	1	5	0
Writing recommendations	3	0	1	5	0
Working on their degree plan	3	0	1	5	0
Managing transfers students	3	0	1	5	0
Teaching courses	3	0	1	2	0
Developing and revising courses, systems of instruction (online	3	0	1	1	0
Conducting independent studies	3	0	1	1	5
Use of innovative techniques: technology, special projects, outside speakers, etc.	3	0	1	1	0
Writing class notes, handouts, development, etc.	3	0	1	1	0
Advising students on classes, programs of study, feedback, etc.	3	0	1	5	0
Attending teaching related seminars and workshops	3	0	1	6	0
Contact with students and accessibility (keeping office hours as scheduled, tutorial sessions, etc.)	3	0	1	5	0
Syllabus development	4	0	1	1	0
Curriculum Development	4	0	1	1	0
Delivery of online, web-enhanced, practicum, case study approach, lecture, technology	4	0	1	2	0
Currency of knowledge	4	0	1	6	0
Relationships with students	4	0	1	5	0
Time Management	4	0	1	4	0
Required Products of learning	4	0	1	5	0
Communications	4	0	1	4	5
Assessment	4	0	1	4	0
Professional development/recognition	4	0	1	6	0