

**EOAS POLICY ON RECOMMENDED ASSIGNMENT  
OF RESPONSIBILITY MINIMA**

*Last Updated: 20 May 2013*

The Chair should use recommended minimum percentages in research, teaching and service when negotiating assignments of responsibility. The minimum percentages, defined as an average over the academic year, are enumerated in the table below. These minimum percentages are created to ensure that faculty participate in all aspects of the evaluation criteria defined in the bylaws. Note that faculty on sabbatical, first semester or first year Assistant Professors exempt from teaching, and those under assigned increased administrative duties (e.g. Chairs, Associate Chairs, Directors) may be exempt from the minima as needed. The change in minima with rank allows faculty members with seniority increasing flexibility as well as increased ability to determine how they will spend their time while also accounting for the expected increase in service both within and outside the Department.

Minimum Level Distribution

<u>Activity</u>	<u>Full Professor*</u>	<u>Associate Professor</u>	<u>Assistant Professor</u>
Research	20%	30%	40%
Teaching	25%	25%	25%
Service	15% (7%**)	10% (5%**)	5% (0%**)
Sum of accounted	60%	65%	70%
Residual-Negotiated	40%	35%	30%

\* *Full Professor OR 12 years past promotion to Associate Professor, whichever comes first.*

\*\**Note that the percentages in parentheses are the minimum percentage of service expected to be within the University.*

Evidence of performance in each area is required by the Faculty Evaluation Policy.

A list of examples of evidence contributing to Research, Teaching, and Service are given below.

## *Research*

Research is broadly defined as activities essential to the creation of an original contribution to the body knowledge in one's discipline. Specific activities include but are not limited to:

- Literature review and formulating hypotheses for a scientific problem,
- Collecting and analyzing data,
- Numerical or conceptual modeling of processes,
- Writing and publishing scientific articles, authoring proposals,
- Administering research funding and grants,
- Attending scientific meetings to disseminate research results,
- Reviewing scientific papers and research proposals within the area of the faculty member's expertise (note that those substantially *outside* the area of expertise are considered service rather than research in this document).
- Directing and collaborating in the scientific investigations of others.

## *Teaching*

Faculty shall make a significant teaching contribution to the graduate and/or undergraduate curricula in the Department. The following guidelines shall be used by the Chair and faculty member in establishing the roll assignment.

- A three credit hour classroom-based class is assigned 25% of a faculty member's time per semester. Classes with associated laboratories or multiple sections taught by the same faculty member may be assigned a greater value, commonly 35%, or as negotiated by the Chair and faculty member. Note that a very large class (e.g. 100+) does not automatically warrant a higher percentage, as contact hours, method of examination and level of TA grading assistance (if any) would need to be considered as well.
- Teaching established on-line classes will be assigned a minimum value of 10% per semester, and can be negotiated higher with the chair as needed. Thus, an established online course is worth a minimum 40% of a classroom based course and this value is based on the teaching assistants generated by on line courses and computer grading of homework and exams.
- Developing new classes, whether online or conventional, may warrant additional credit to be negotiated with the Chair.
- A three credit non-classroom DIS course or thesis course will be assigned a recommended value of 3-5% per student per semester, depending on the frequency of meetings with the student.
- Supervising one's own graduate students (those not taking a DIS), chairing graduate committees is assigned 2% per student, serving as a committee member on graduate committees (minus the role of University Representative) may be assigned a value of 0.5% per committee.

## *Service*

Shared governance is essential to provide faculty input to the administration and function of the Department, the College, and the University. Thus, the service component of a faculty member's role should include service within the University (as denoted in the table) unless specifically exempted by the Chair.

- On-campus service requirements include but are not limited to:
  - Participating in university and college committees
  - Outreach activities and/or integration with other departments or facilities
  - Serving as a committee member on PhD committees outside the Department (the "University Representative")
  - Participating in active departmental committees both ad hoc and those defined in the bylaws. With the expectation that a Departmental committee will average meeting 2 hours a month, each committee is assumed to comprise 1.5% (with 2.5% for being Chair of that committee).
  - Submission of M.S./Ph.D. comprehensive/candidacy exam questions
  - Regular attendance of area program and faculty meetings (1%)
  - Mentoring of junior faculty
  - Attending graduation or representing the department at University functions.
  
- High value service activities include:
  - Chairing the Department
  - Being a director or associate director of programs, centers, institutes, or facilities
  - Being a member of a faculty or administrative search committee
  - Direct participation in the administration of the department
  
- Off-campus service include but is not limited to:
  - Participating in national, international or state committees
  - Serving as the program chair for conferences or session chairs for sessions within conferences
  - Journal editorship or associate editorship
  - Outreach activities and education to the public and schools.

Percentages on other types of service will be negotiated with the Chair.

As an example, an Associate Professor requiring a 10% total service appointment would more than satisfy the 5% service component within the University by being the Chair of one committee and the member of one other committee (totaling 4%), submitting and grading candidacy questions (1%), and attending faculty meetings regularly (1%) .