

Worksheet for Determining Workload Adjustment/Job Description for Tenure Stream Faculty

Name: **Bill Nye the Science Guy** Effective Date: **8/22/2016** (m/d/y)
 College of: **Health Sciences** FTE: **1** (between 0 and 1.0)
 Department: **Kinesiology and Health** Notes: **Joint appointment with Zoology/Physiology**
 Academic Rank: **Associate Professor** Last Job Action: **Change of rank**

Standard Professorial Workload

Teaching		Research/Creative Activity	Service/Advising
Percentage of Effort	Credit Hours	Percentage of Effort	Percentage of Effort
62.5%	15 cr.	37.5% (Differentiated by Research/Creative Activity and Service)	

Job Description

Teaching (50%)			Research/Creative Activity (40%)	
Credits (Must = 15 cr.)	Course Prefix & Number	Explanation for Adjustment (Identify Substitution Code and note how teaching credits were redeployed. N/A for courses taught.)	Activities/Expectations:	
4	KIN/ZOO 3021	Note: 3 credits for lecture component, no credit for labs taught by GAs, LCT1: 1 additional credit for over 100 students	(1) Implementation of grant activities, including data collection, analysis of data, grant reporting (2) 2-year expected output(s): (a) presentation at national meeting, (b) at least 2 peer-reviewed publications, and (c) completion/submission of grant(s) for ongoing support of research program.	
4	KIN/ZOO 2040	Note: no credit for labs taught by GA LCT1: 1 additional credit for over 100 students		
1		NCT1: Direct supervision of student interns/instructors in KIN 2040 labs	Service (5%)	Advising (5%)
3	ZOO 1101-01	FYS: The biology of food		
3		ER3: Final Year of NIH Award (Project 1000444), Release time used to teach KIN 4024	Activities/Expectations: Department committees, as needed; CHS RTP committee; Faculty Senate	Activities/Expectations: 25 UG student advisees (juniors/seniors)
15				
Additional Duties (Adjusted from standard faculty job description above)				
Administration (%)			Cooperative Extension or Clinical/Professional Practice (%)	
Activities/Expectations:			Activities/Expectations:	

SIGNATURES (electronic signatures accepted – resize signatures so all fit on this page):

Faculty Member	Date (m/d/y)

Guide to Completing 2016 Job Description



Step 1: Complete Faculty Information

Faculty Job Description (June 2016) 3

Worksheet for Determining Workload Adjustment/Job Description for Tenure Stream Faculty

Name: Bill Nye the Science Guy	Effective Date: 8/22/2016 (m/d/y)
College of: Health Sciences	FTE: 1 (between 0 and 1.0)
Department: Kinesiology and Health	Notes: Joint appointment with Zoology/Physiology
Academic Rank: Associate Professor	Last Job Action: Change of rank

1. Select from drop down menus for:
College, Rank, and Last Job Action
2. Fill in blank for all other fields

3. Add information about appointment and/or details to consider for next job description (e.g., adjustment window for pending grant proposal, temporary administrative duties, etc.)

4. Select last job action
(Do not change if same as previous year)
 - Initial appointment
 - Change of Duties
 - Change of Rank
 - Change of Appointment



Standard (Baseline) Workload

Standard Professorial Workload

Teaching		Research/Creative Activity	Service/Advising
Percentage of Effort	Credit Hours	Percentage of Effort	Percentage of Effort
62.5%	15 cr.	37.5% (Differentiated by Research/Creative Activity and Service)	

This section of the job description template provides the standard teaching, research/creative activity, service and advising workload. This is the baseline from which adjustments may be made. Information in this table may not be modified. To make adjustments, use the following table.



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 Department: **Kinesiology and Health** Notes: **Joint appointment with Zoology/Physiology**
 Academic Rank: **Associate Professor** Last Job Action: **Change of rank**

Standard Professional Workload

Teaching		Research/Creative Activity	Service/Advising
Percentage of Effort	Credit Hours	Percentage of Effort	Percentage of Effort
62.5%	15 cr.	37.5% (Differentiated by Research/Creative Activity and Service)	

Job Description

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15				
Additional Duties (Adjusted from standard faculty job description above)				
Administration (%)			Cooperative Extension or Clinical/Professional Practice (%)	
Activities/Expectations:			Activities/Expectations:	

← **Make adjustments to this table**

SIGNATURES (electronic signatures accepted – resize signatures so all fit on this page):

Faculty Member	Date (m/d/y)



UW

UNIVERSITY OF WYOMING

Adjusting Teaching Load

Teaching (50%)		
Credits (Must = 15 cr.)	Course Prefix & Number	Explanation for Adjustment (Identify Substitution Code and note how teaching credits were redeployed. N/A for courses taught.)
4	KIN/ZOO 3021	Note: 3 credits for lecture component, no credit for labs taught by GAs, LCT1: 1 additional credit for over 100 students
4	KIN/ZOO 2040	Note: no credit for labs taught by GA LCT1: 1 additional credit for over 100 students
1		NCT1: Direct supervision of student interns/instructors in KIN 2040 labs
3	ZOO 1101-01	FYS: The biology of food
3		ER3: Final Year of NIH Award (Project 1000444), Release time used to teach KIN 4024
15		
Additional Duties (Adjusted from st: Administration (%)		
Activities/Expectations:		

Total Hours

Example: Teaching load adjusted for large class, labs taught by GAs, direct supervision of student interns/lab instructors, grant-related released time (course substitution noted).

LCT1	Adjustment to teaching load may be made for <u>Large Classes/Sections</u> <ul style="list-style-type: none"> 1 additional credit hour for sections with 100 or more students IF THE INSTRUCTOR HAS NO GA SUPPORT; smaller class sizes appropriate for online instruction.
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NCT (1-9)	Adjustment to teaching load may be made for <u>Non-Classroom Teaching</u> , including direct supervision of students in clinical (e.g., health sciences, law, etc.), professional and field settings (e.g., student teaching) and studio teaching (e.g., visual and performing arts).
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ER(3-9)	<i>Criteria for adjustment per AY (variable credit)</i> <ul style="list-style-type: none"> External awards that require a <u>considerable</u> amount of time and effort <u>beyond</u> that which is allotted in the standard job description for research/creative activity (e.g., NSF Career Award Winners)
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UNIVERSITY OF WYOMING

Job Description

Teaching (50%)	Research/Creative Activity (40%)				
	Activities/Expectations: (1) Implementation of grant activities, including data collection, analysis of data, grant reporting (2) 2-year expected output(s): (a) presentation at national meeting, (b) at least 2 peer-reviewed publications, and (c) completion/submission of grant(s) for ongoing support of research program.				
	<table border="1"> <tr> <td align="center">Service (5%)</td> <td align="center">Advising (5%)</td> </tr> <tr> <td> Activities/Expectations: Department committees, as needed; CHS RTP committee; Faculty Senate </td> <td> Activities/Expectations: 25 UG student advisees (juniors/seniors) </td> </tr> </table>	Service (5%)	Advising (5%)	Activities/Expectations: Department committees, as needed; CHS RTP committee; Faculty Senate	Activities/Expectations: 25 UG student advisees (juniors/seniors)
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Activities/Expectations: Department committees, as needed; CHS RTP committee; Faculty Senate	Activities/Expectations: 25 UG student advisees (juniors/seniors)				
Additional Duties (Adjusted from standard faculty job description above)					
Administration (____ %)	Cooperative Extension or Clinical/Professional Practice (____ %)				
Activities/Expectations: █	Activities/Expectations: █				

1. Insert description of activities and expected outputs
2. Percentages changed to reflect adjustments

Baseline	
T	62.5%
R	27.5%
S	05.0%
A	05.0%
Adjusted	
T	50.0%
R	40.0%
S	05.0%
A	05.0%



SIGNATURES (electronic signatures accepted – resize signatures so all fit on this page):

<u>Faculty Member</u>	<u>Date (m/d/y)</u>
<u>See attached email for confirmation</u>	
<u>Department Head</u>	<u>Date (m/d/y)</u>
<u>Dean</u>	<u>Date (m/d/y)</u>

Add Signatures

JPG of Signature*

Print off, sign and scan*

Attach email with confirmation*

Original signature

* Once faculty member is on campus, obtain original signature for department personnel file



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