

UNIVERSITY OF WYOMING

FACULTY JOB DESCRIPTION

This document describes duties that the University expects of faculty members at the University of Wyoming, as well as your position-specific duties. These may change with each academic year, through discussions between you and your department head and dean. You will be reviewed and evaluated on the basis of how well you perform these duties.

The responsibilities for this position will include some or all of the following: teaching, student advising, research and creative activities, service and cooperative extension, and administrative responsibilities. Your responsibilities may include involvement in off-campus, evening or weekend duties, as well as student recruitment, retention, and placement efforts. Because each college employs somewhat different descriptions of some of these elements, your department head or dean will supply you with your college's policy. Your academic department may also provide you with a more specific set of job expectations.

Because teaching is the fundamental responsibility of each faculty member, all faculty members must participate in this activity. Adjustments to your teaching responsibilities may be made in accordance with your college's workload policy based on the type of courses to which you are assigned and the extent of your responsibilities in other areas.

TEACHING

Teaching responsibilities include time spent in the classroom, laboratory, or telecommunications courses and in immediate preparation for them; maintaining and improving competence in subjects being taught; preparing teaching materials; conferring with students on course materials; directing dissertations, theses, and plan B papers; directing individual and group studies and practica; reviewing written examinations and papers; evaluating artistic presentations; supervising independent study projects, and supervising or teaching clinical internships or programs. Professional peer review is an essential feature of effective teaching.

ADVISING

Student advising includes time spent meeting with students regarding academic, curricular and career matters.

RESEARCH AND CREATIVE ACTIVITY

Research includes:

1. Work conducted to create and add to knowledge in a field, including the advancement of new theories and principles.
2. Expansion and interpretation of existing ideas, theories, and principles.
3. Improvement and application of knowledge, especially in new settings.

Open dissemination and professional peer review are essential features of research productivity. Creative activity includes sustained artistic endeavor in composition, production or performance. Again, dissemination and peer review are hallmarks of productive creative activity.

SERVICE AND COOPERATIVE EXTENSION

University service includes service on the Faculty Senate and university, college and departmental committees. Professional service implies the use of academic and professional expertise to serve your profession, the community, the state, the nation, and the world.

Cooperative extension includes identifying current needs, adapting research results into contemporary language usable by Extension Educators and lay people, providing subject matter and process training to Extension Educators to increase

their teaching capacity, serving as a subject matter specialist in support of Extension Educators, presenting research-supported information and education to the people of the state, providing leadership in identifying and presenting cutting-edge technology in their discipline, developing interdisciplinary approaches to problem solving, and collaborating with research and teaching faculty to stay current in their fields.

ADMINISTRATION

Administrative responsibilities include major service assignments within a department or college, such as acting as a department head or associate dean.

OTHER ASPECTS OF FACULTY PERFORMANCE

Collegiality, as well as professional and ethical conduct, enhances teaching, learning and the general reputation of all persons in the academy. Therefore, all faculty members are expected to serve in a collegial fashion and in accordance with professional and ethical principles when dealing with other faculty members, students, administrators, and members of the public.

Every faculty member is guaranteed academic freedom in accordance with the AAUP statement on academic freedom and responsibilities of faculty members, as set forth in University Regulation 5-1, section A.

NOTES

1. Effective June 2016, all job descriptions of tenure stream faculty must begin with a minimum baseline of teaching equivalent to 15 credit hours per academic year (e.g., 3-2/2-3 load).
2. In allocating percentages of effort, **please treat one three-credit course per semester as equivalent to 25 percent of a full-time academic-year appointment.** (In some units, four-credit courses are common. For this reason, some flexibility in assignments may be appropriate. As a general rule, 15 credit hours of teaching (or 3-2/2-3 load) will equate to a 62.5% teaching load.
3. Department heads and college deans should keep a current copy of this job description on file for each person.

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

Name: Bill Nye the Science Guy
 College of: Health Sciences
 Department: Kinesiology and Health
 Academic Rank: Associate Professor

Effective Date: 8/22/2016 (m/d/y)
 FTE: 1 (between 0 and 1.0)
 Notes: Joint appointment with Zoology/Physiology
 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 (<u>50%</u>)			Research/Creative Activity (<u>40%</u>)	
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 3115	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		
3	ZOO 1101-01	FYS: The biology of food	Service (<u>5%</u>)	Advising (<u>5%</u>)
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):

<u>Faculty Member</u>	<u>Date (m/d/y)</u>

<u>Department Head</u>	<u>Date (m/d/y)</u>
<u>Dean</u>	<u>Date (m/d/y)</u>