**College of Arts and Sciences**

**Academic Personnel**

**Job Description**

**Part A.**

|  |  |
| --- | --- |
| NAME: |  |
| POSITION: |  |
| DEPARTMENT | Primary with percentage: |
| Secondary with percentage: |
| COLLEGE: |  |
| LAST UPDATE: |  |
| RAMP UP SCHEDULE |  |

Job Descriptions can be updated at any time the department feels the position has changed..

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| --- | --- | --- | --- | --- |
| **Year of ramp up 🡪** | |  |  |  |
| **TEACHING Typical courses** | | 50% time | 75% time | 100% time |
| Fall: |  |  |  |  |
| Spring: |  |  |  |  |
| Summer: |  |  |  |  |
| Totals: | |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **ADVISING**  Number of undergraduate students | 50% time | 75% time | 100% time |
|  |  |  |  |

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| --- | --- | --- | --- |
| **RESEARCH OR CREATIVE ACTIVITY**  Typical activities | 50% time | 75% time | 100% time |
|  |  |  |  |

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| --- | --- | --- | --- |
| **PROFESSIONAL DEVELOPMENT (for academic professionals only)**  Typical activities | 50% time | 75% time | 100% time |
|  |  |  |  |

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| --- | --- | --- | --- |
| **SERVICE**  Typical activities | 50% time | 75% time | 100% time |
|  |  |  |  |

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| --- | --- | --- | --- |
| **ADMINISTRATION Description** | 50% time | 75% time | 100% time |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **TOTAL PERCENTAGE OF EFFORT ALLOCATED** | 50% | 75% | 100% |

PART B.

The following areas have been developed to help explain the expectations for academic personnel. Department expectations can be found on-line at <https://www.uwyo.edu/as-admin/expectation%20docs/expectations.html>.

1. Be a highly proficient teacher in a variety of courses at different levels. It should be understood that teaching occurs both in and outside the classroom and that one-on-one interaction with students is often crucial to their success. Teaching proficiency is judged on both quality and quantity of teaching.

2. Tenure-track, tenured faculty and extended-term track and extended-term research scientists are to be highly proficient researchers.

3. Extended-term track and extended-term academic professional lecturers are to actively pursue professional development.

4. Be a highly proficient and conscientious student academic and career advisor.

5. Make a positive contribution to the governance and effective operation of your department, the College and the University. Many academic personnel also make significant service contributions to the state and/or their discipline. Academic personnel obligations extend beyond the classroom and beyond the research enterprise and may include such activities as committee work, public relations, fund raising, calling and meeting with prospective students, participating in college and department functions (for example, departmental seminars and awards banquets, graduation, Discovery Days, the Honors Convocation), and interacting with high school and community college faculty and students.

6. Work in a cooperative and mutually supportive manner with your colleagues within the University community.

**SIGNATURES:**

Faculty Member Date

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Department Head Date

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