



University of North Dakota Position Description

(This is considered Page 2 of the Faculty Academic Contract of Employment)

Academic Year: 2020-2021

*EMPLID: _____ First Name: _____ Last Name: _____

College: _____ Department: _____

University of North Dakota (UND) faculty are subject to the policies of the North Dakota State Board of Higher Education, UND, the college and their respective departments or unit. These policies provide that performance as a faculty member is subject to review on an annual basis. Continuation of any academic appointment is contingent upon satisfactory progress toward professional goals and job performance. (SBHE 605.1.3).

Contract Length: _____ Tenure Status: _____

Responsibilities are determined by the Department and are subject to change based on the needs of the department and/or college. For this academic year, these responsibilities will be:

Scheduled Teaching

All faculty members are expected to use Starfish in each undergraduate class; at a minimum, submission of early alerts and midterm deficiency progress surveys are required. All instructors are also expected to make the SELFI available in all their scheduled courses for student evaluations.

Content Courses

Courses used to satisfy requirements for both general education and the major, minor, and program emphases. Requires enrollment of 3 or more students.

Term	Subject	Catalog #	Course Title	Credits	Anticipated Enrollment	Co-Taught	# Instructors	% effort

Other Teaching

Examples include individualized courses or course development.

Teaching Type	Term	Subject	Catalog #	Course Title	Credits	Anticipated Enrollment	Co-Taught	# Instructors	% effort

Scheduled Teaching % Effort: _____

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Scholarly/Creative Activity

Only activities expected to occur or outcomes expected to be reached in this contract period should be included.

Scholarly or Creative Activity Type	Grand Challenge	Description of Expected Outcome	Externally Funded	% of Salary Externally Funded

Please enter Overall Scholarly/Creative Activity % Effort: _____

Service and Other Activities

The maximum allocation in this category should normally not exceed 20%. Exceptions to this require clearly noted Dean Approval and should be associated with: a) critical, but time-limited, demands of the University, b) activities generating student credit hours or other revenue, or c) administrative duties approved by the Dean.

Service or Other Activity Type	Description of Service or Other Activity	% effort

Service Activity % Effort: _____

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Administration

Activity regarding management and/or coordination of programs/activities for a department, college/school, or university.

Administration Type	Description of Administration Activity	% effort

Administration % Effort: _____

Total % Effort: _____

For the 2020-2021 academic year, this page 2 agreement is: the original
 a revision of the original

I confirm that the information given in the form is true, complete, and accurate.

This position is subject to other duties as assigned.

Reviewed and approved by:

Typed Name

Electronic Signature

Faculty Member

Department/Division Head

Dean/Principal Admin. Officer
