

Guidelines for Completing Page 2 of Faculty Contracts

These guidelines are provided to assist faculty members and chairpersons prepare “page 2’s” that are consistent within and across departments and colleges. Consistency in percent effort allocations is essential for equitable evaluations and distribution of resources. Although the information in this document may not always completely conform to existing department and/or college expectations, it is important that you apply these guidelines and the principles underlying them to the fullest possible extent.

SCHEDULED TEACHING

This category should only include scheduled courses. For each course list by semester the course prefix, number, title; credit hours, expected enrollment, and indicate whether it will be team taught. Courses expected to have low enrollment (fewer than 12 students for undergraduate courses; fewer than 8 students for graduate courses) must be approved by the Chair and the Dean. Percent effort for courses meeting these guidelines should adhere to the following formula:

- A semester-length, three credit course is 10% across the academic year, allocating 8 hours per week for the semester.
- Each additional credit increases the percent effort by 3.3%.
- Faculty team-teaching a course should divide the percent allocation appropriately by effort allocated by each instructor.

SCHOLARLY/CREATIVE ACTIVITY

Percent effort should be allocated based on the anticipated annual output of scholarly, creative, and/or research activities consistent with the faculty member’s discipline. These anticipated outcomes should be clearly described, and the faculty member’s percent effort should be consistent with attaining the anticipated outcomes. Activities included in this category could include:

- Scholarly/creative grant proposal submissions to external entities,
- Original scholarship in peer-reviewed outlets,
- Intermediate outcomes (e.g., prospectus, outlines, chapter drafts) associated with publishing larger works (e.g., book, anthology, edited book),
- Presentation of scholarship at regional/national/international meetings,
- Original work displayed at juried exhibits, performances, or other public venues at which creative works are normally exhibited.
- Other scholarly or creative products consistent with the faculty member’s expertise and discipline.

SERVICE

The maximum allocation for service for all faculty should normally not exceed 10%, which allocates at least 4 hours per week over the academic year. Exceptions to this limit must be approved by the Chair and the Dean and should clearly be associated with time-limited, extenuating circumstances.

- List expected service activities to the department, university, discipline, and community.

ADMINISTRATION

This category should only be used for individuals in clearly identified and college-recognized administrative roles in a department such as Chairperson or program director; such designations will only be permitted with approval of the College Dean.

OTHER

This category should normally only be used for the following activities:

- **Student Advising:** The percentage allocated should be determined by the faculty member’s assigned or approved student advising load. The maximum total allocation for advising, in most cases, is 5%.. Exceptions to this limit must be approved by the Department Chair and College Dean. Include the number of advisees by student level, e.g., undergraduate, masters and doctoral.
- **Individualized Instruction:** In general, students should be encouraged to enroll in regularly offered courses. However, in special circumstances where it is necessary, these instructional activities need to

be approved by the Department Chair and College Dean and should be associated with generating student credit hours. Each 5% effort should be associated with a minimum of 8 enrolled students OR a minimum of 15 student credit hours across the academic year. Enrollment expectation should be justified by past enrollments. Include the course numbers associated with the expected individualized instruction and the expected/anticipated enrollments and credit hours for the time period covered by this contract.

If you have any questions please consult with your Chairperson, Dean's Office, or the Provost's Office