

## Department of Educational Psychology Faculty Role Expectation Guidelines

### ASSISTANT LECTURER/LECTURER/SENIOR LECTURER ROLE EXPECTATION GUIDELINES - TEACHING

<b>ASSISTANT LECTURER 90-10</b>	<b>LECTURER 90-10</b>	<b>SENIOR LECTURER 80-10-10</b>
<ul style="list-style-type: none"> <li>• Completes 12 credit hours of teaching each semester of full employment (the equivalent of 12 hours didactic courses / seminars / supervision. One of these courses may equal 15 credit hours of other instructional activities -i.e. EPSY 682, 683, 684, 685, and 691 course hours) or equivalent as approved by Department Head.</li> <li>• Receives consistently positive evaluations across all courses and practica</li> <li>• Demonstrates evidence of continuous efforts to update and improve courses and instructional formats.</li> <li>• Submits all syllabi as required.</li> <li>• Course syllabi demonstrate attendance to culture/diversity issues, as applicable.</li> <li>• Receives positive evaluations from student teachers, cooperating teachers, or other professional collaborators in field-based experiences, if applicable.</li> <li>• Attends to required and expected procedures for coursework as defined by the department.</li> <li>• Appropriately attends to all safety and compliance requirements for research, teaching and service</li> </ul>	<ul style="list-style-type: none"> <li>• Completes 12 credit hours of teaching each semester of full employment (the equivalent of 12 hours didactic courses / seminars / supervision. One of these courses may equal 15 credit hours of other instructional activities -i.e. EPSY 682, 683, 684, 685, and 691 course hours) or equivalent as approved by Department Head.</li> <li>• Receives consistently positive evaluations across all courses and practica</li> <li>• Demonstrates evidence of continuous efforts to update and improve courses and instructional formats.</li> <li>• Submits all syllabi as required.</li> <li>• Course syllabi demonstrate attendance to culture/diversity issues, as applicable.</li> <li>• Receives positive evaluations from student teachers, cooperating teachers, or other professional collaborators in field-based experiences, if applicable.</li> <li>• Attends to required and expected procedures for coursework as defined by the department.</li> <li>• Appropriately attends to all safety and compliance requirements for research, teaching and service</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Completes 12 credit hours of teaching each semester of full employment (the equivalent of 12 hours didactic courses / seminars / supervision. One of these courses may equal 15 credit hours of other instructional activities -i.e. EPSY 682, 683, 684, 685, and 691 course hours) or equivalent as approved by Department Head.</li> <li>• Receives consistently positive evaluations across all courses and practica</li> <li>• Demonstrates evidence of continuous efforts to update and improve courses and instructional formats.</li> <li>• Submits all syllabi as required.</li> <li>• Course syllabi demonstrate attendance to culture/diversity issues, as applicable.</li> <li>• Receives positive evaluations from student teachers, cooperating teachers, or other professional collaborators in field-based experiences, if applicable.</li> <li>• Attends to required and expected procedures for coursework as defined by the department.</li> <li>• Serves as member of occasional master's committees as requested.</li> <li>• Serves as program advisor to students as required by program.</li> <li>• Assists in the development of grants for training or teaching activities from local, state, or national agencies.</li> <li>• Appropriately attends to all safety and compliance requirements for research, teaching and service</li> </ul>

**ASSISTANT LECTURER/LECTURER/SENIOR LECTURER  
ROLE EXPECTATION GUIDELINES – SERVICE**

<b>ASSISTANT LECTURER 90-10</b>	<b>LECTURER 90-10</b>	<b>SENIOR LECTURER 80-10-10</b>
<ul style="list-style-type: none"> <li>• Updates vita at least annually and provides copy to the department.</li> <li>• Completes and submits annual A-1 report by the date established by department policy.</li> <li>• Participates in program development evaluation activities, as requested.</li> <li>• Conducts other activities as specified by program.</li> <li>• Appropriately attends to all safety and compliance requirements for research, teaching and service</li> </ul>	<ul style="list-style-type: none"> <li>• Updates vita at least annually and provides copy to the department.</li> <li>• Completes and submits annual A-1 report by the date established by department policy.</li> <li>• Participates in program development evaluation activities, as applicable.</li> <li>• Conducts other activities as specified by program.</li> <li>• Appropriately attends to all safety and compliance requirements for research, teaching and service</li> </ul>	<ul style="list-style-type: none"> <li>• Updates vita at least annually and provides copy to the department.</li> <li>• Completes and submits annual A-1 report by the date established by department policy.</li> <li>• Participates in program development evaluation activities, as applicable.</li> <li>• Conducts other activities as specified by program.</li> <li>• Serves on ad-hoc or standing program committees.</li> </ul> <p>Appropriately attends to all safety and compliance requirements for research, teaching and service</p>

**ASSISTANT LECTURER/LECTURER/SENIOR LECTURER  
ROLE EXPECTATION GUIDELINES – RESEARCH**

<b>ASSISTANT LECTURER 90-10</b>	<b>LECTURER 90-10</b>	<b>SENIOR LECTURER 80-10-10</b>
<ul style="list-style-type: none"> <li>• none</li> </ul>	<ul style="list-style-type: none"> <li>• none</li> </ul>	<ul style="list-style-type: none"> <li>• Makes presentation related to teaching or program activities at local / state / regional / national conference at least once every three years.</li> </ul>

**ASSISTANT PROFESSOR  
ROLE EXPECTATION GUIDELINES – RESEARCH**

**50% Research - 40% Teaching - 10% Service**

<b>1<sup>ST</sup> YEAR</b>	<b>2<sup>ND</sup>-3<sup>RD</sup> YEARS</b>	<b>4<sup>th</sup>-6<sup>th</sup> YEARS</b>
<ul style="list-style-type: none"> <li>• Demonstrates evidence of developing &amp; continuing a line of research.</li> <li>• Submits research articles to refereed journals. <b>Note (a)</b></li> <li>• Makes refereed presentation(s) at national / international / regional / state conferences.</li> <li>• Appropriately attends to all safety and compliance requirements for research.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates evidence of developing &amp; continuing a line of research.</li> <li>• Submits and publishes articles in refereed research journals. <b>Note (a)</b></li> <li>• Makes refereed presentation(s) at national / international / regional / state conferences.</li> <li>• Appropriately attends to all safety and compliance requirements for research.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates evidence of developing &amp; continuing a line of research.</li> <li>• Submits and publishes articles in refereed research journals. <b>Note (a)</b></li> <li>• Makes refereed presentation(s) at national / international / regional / state conferences.</li> <li>• Shows evidence of co-authored work with graduate students for presentations or publications</li> <li>• Appropriately attends to all safety and compliance requirements for research.</li> </ul>
<ul style="list-style-type: none"> <li>• Writes and submits (PI or Co-PI) proposals for funding research from internal or external sources in at least one of the following areas: research, teaching, program development and/or service. <b>Note (b)</b></li> </ul>	<ul style="list-style-type: none"> <li>Writes and submits (PI or Co-PI) proposals for funding research from internal or external sources in at least one of the following areas: research, teaching, program development and/or service. <b>Note (b)</b></li> </ul>	<ul style="list-style-type: none"> <li>Writes and submits (PI or Co-PI) proposals for funding research from internal or external sources in at least one of the following areas: research, teaching, program development and/or service. <b>Note (b)</b></li> </ul>

**Note (a): Review of Faculty A-1's from 2006-08 indicates that approximately 78% of the Associate and Full Professors submit and publish an average of two or more papers per year.**

**Note (b): Review of Faculty A-1's from 2006-2008 indicates that more than 80% of the Associate and Full Professors submit proposals to fund research, teaching, program development and/or service activities.**

## ASSISTANT PROFESSOR ROLE EXPECTATION GUIDELINES – TEACHING

### 50% Research – 40% Teaching – 10% Service

1 <sup>ST</sup> YEAR	2 <sup>ND</sup> -3 <sup>RD</sup> YEARS	4 <sup>th</sup> -6 <sup>th</sup> YEARS
<ul style="list-style-type: none"> <li>• Completes 3 hours of teaching the first year of full employment (the equivalent of 3 hrs. didactic courses/seminars/supervision) for those without previous experience at the assistant professor level; completes 9 hours of teaching the first year of full employment (the equivalent of 9 hrs. didactic courses/seminars/supervision) for those with previous experience elsewhere as an assistant professor in a tenure track position.</li> <li>• Submits all syllabi as required.</li> <li>• Course syllabi demonstrate attention to culture and diversity issues</li> <li>• Attends to required and expected procedures for coursework as defined by the department.</li> <li>• Receives consistently positive evaluations across all courses and practica</li> </ul> <p>Appropriately attends to all safety and compliance requirements for teaching</p>	<ul style="list-style-type: none"> <li>• Completes 9 hours of teaching each year of full employment (the equivalent of 9 hrs. didactic courses/seminars/supervision).</li> </ul> <p>Demonstrates evidence of continuous efforts to update and improve courses and instructional formats.</p> <ul style="list-style-type: none"> <li>• Course syllabi demonstrate attention to culture and diversity issues</li> <li>• Submits all syllabi as required.</li> <li>• Attends to required and expected procedures for coursework as defined by the department.</li> <li>• Receives consistently positive evaluations across all courses and practica .</li> <li>• Serves as member of master’s and doctoral committees.</li> <li>• Serves as chair/co-chair of dissertation committees. <sup>(b)</sup></li> <li>• Serves as chair/co-chair of master’s committees. <sup>(b)</sup></li> <li>• Involves students in research and/or teaching activities.</li> <li>• Serves as program advisor to students as required by program.</li> <li>• Appropriately attends to all safety and compliance requirements for teaching</li> </ul>	<ul style="list-style-type: none"> <li>• Completes 9 hours of teaching each semester of full employment (the equivalent of 6 hrs. didactic courses/seminars/supervision and additional credit hours per year for other instructional activities –i.e., EPSY 483, 484, 485, 682, 683, 684, 685, &amp; 691 course hours). <b>Note (a)</b></li> <li>• Demonstrates evidence of continuous efforts to update and improve courses and instructional formats.</li> <li>• Submits all syllabi as required.</li> <li>• Course syllabi demonstrate attention to culture and diversity issues</li> <li>• Attends to required and expected procedures for coursework as defined by the department.</li> <li>• Receives consistently positive evaluations across all courses and practica.</li> <li>• Serves as member of master’s and doctoral committees.</li> <li>• Serves as chair/co-chair of dissertation committees. Note (b)</li> <li>• Serves as chair/co-chair of master’s committees as availability within program permits.-Note (b)<sup>1</sup></li> <li>• Involves students in research and/or teaching activities.</li> <li>• Serves as program advisor to students as required by program.</li> <li>• Appropriately attends to all safety and compliance requirements for teaching</li> </ul>

**Note (a):** Review of Faculty A-1’s from Academic Years 2006-2008 indicates that more than 60% of the Associate and Full Professors have 30 or more credit hours per year of variable student credit hours productivity

**Note (b):** Role expectations for Assistant Professor in years 2-6 of their probationary period.

**ASSISTANT PROFESSOR  
ROLE EXPECTATION GUIDELINES – SERVICE  
50% Research – 40% Teaching – 10% Service**

<b>1<sup>ST</sup> YEAR</b>	<b>2<sup>ND</sup>-3<sup>RD</sup> YEARS</b>	<b>4<sup>TH</sup>-6<sup>TH</sup> YEARS</b>
<ul style="list-style-type: none"> <li>• Participates in program development &amp; evaluation activities as applicable.</li> <li>• Completes and submits annual A-1 report by the date established by department policy.</li> <li>• Serves on ad-hoc or standing departmental committees.</li> <li>• Updates vita at least annually and provides copy to the department.</li> <li>• Appropriately attends to all safety and compliance requirements for service.</li> </ul>	<ul style="list-style-type: none"> <li>• Participates in program development &amp; evaluation activities as applicable.</li> <li>• Completes and submits annual A-1 report by the date established by department policy.</li> <li>• Completes materials for 3<sup>rd</sup> year review by the date established by department policy.</li> <li>• Serves on ad-hoc or standing departmental committees.</li> <li>• Updates vita at least annually and provides copy to the department.</li> <li>• Appropriately attends to all safety and compliance requirements for service.</li> </ul>	<ul style="list-style-type: none"> <li>• Participates in program development &amp; evaluation activities as applicable.</li> <li>• Completes and submits annual A-1 report by the date established by department policy.</li> <li>• Serves on ad-hoc or standing departmental committees.</li> <li>• Updates vita at least annually and provides copy to the department.</li> <li>• Appropriately attends to all safety and compliance requirements for service.</li> </ul>

**ASSOCIATE/ FULL PROFESSOR  
ROLE EXPECTATION GUIDELINES – RESEARCH**

<b>ASSOCIATE PROFESSOR 40% Research – 40% Teaching – 20% Service</b>	<b>FULL PROFESOR 40% Research – 40% Teaching – 20% Service</b>
<ul style="list-style-type: none"> <li>• Demonstrates evidence of developing &amp; continuing a line of research.</li> </ul> <p>Publishes an average of two products per year in refereed journals, nonrefereed outlets, book chapters and books or one product and a successful research grant/contract per year. <b>Note (a)</b></p> <ul style="list-style-type: none"> <li>• Makes refereed presentation(s) at national / international / regional / state conferences.</li> <li>• Shows evidence of co-authored work with graduate students for presentations or publications</li> <li>• Appropriately attends to all safety and compliance requirements for research.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates evidence of developing &amp; continuing a line of research.</li> <li>• Publishes an average of two products per year in refereed journals, nonrefereed outlets, book chapters and books or one product and a successful research grant/contract per year. <b>Note (a)</b></li> <li>• Makes refereed presentation(s) at national / international / regional / state conferences.</li> <li>• Provides guidance and leadership to graduate students and lower rank faculty through joint authoring, collegial research agendas, and presentations.</li> <li>• Appropriately attends to all safety and compliance requirements for research</li> <li>• Shows evidence of co-authored work with graduate students for presentations or publications</li> <li>• Mentors one or more tenure-track faculty within a 3 year period</li> </ul>
<ul style="list-style-type: none"> <li>• Writes and submits (PI or Co-PI or as support faculty) one or more proposals for funding research from internal or external sources in at least one of the following areas: research, teaching, program development and/or service. <b>Note (b)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Writes and submits (PI or Co-PI or as support faculty) one or more proposals for funding research from internal or external sources over a three year period in at least one of the following areas: research, teaching, program development and/or service. <b>Note (b)</b></li> </ul>
<ul style="list-style-type: none"> <li>• •</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates indicator of national impact.<b>Note (c)</b></li> </ul>

**Note (a):** Review of Faculty A-1's from 2006-2008 indicates that approximately 78% of the Associate and Full Professors submit and publish an average of two or more papers per year.

**Note (b):** Review of Faculty A-1's from 2006-2008 indicates that more than 80% of the Associate and Full Professors submit proposals to fund research, teaching, program development and/or service activities.

**Note (c):** Full Professors are expected to demonstrate national impact in one of the following areas:

- Research, teaching, program development and/or service.

**ASSOCIATE/ FULL PROFESSOR  
ROLE EXPECTATION GUIDELINES – TEACHING (Note a)**

	<p align="center"><b>ASSOCIATE PROFESSOR 40% Research – 40% Teaching – 20% Service</b></p>	<p align="center"><b>FULL PROFESOR 40% Research – 40% Teaching – 20% Service</b></p>
	<ul style="list-style-type: none"> <li>• Completes 9 hours of teaching each semester of full employment (the equivalent of 6 hrs, didactic courses/seminars/supervision and additional credit hours per year for other instructional activities –e.g. EPSY 483, 484, 485, 682, 683, 684, 685, &amp; 691 course hours). Note (b)</li> <li>• Demonstrates evidence of continuous efforts to update and improve courses and instructional formats.</li> <li>• Submits all syllabi as required.</li> <li>• Course syllabi demonstrate attention to culture and diversity issues.</li> <li>• Attends to required and expected procedures for coursework as defined by the department.</li> <li>• Receives consistently positive evaluations across all courses and practica</li> <li>• Serves as a member of master’s and doctoral committees,</li> <li>• Serves as chair/co-chair of dissertation committees</li> <li>• Serves as chair/co-chair of master’s committees as appropriate to program emphases.</li> <li>• Mentors doctoral students in research and/or teaching activities as chair of their committee.</li> <li>• Serves as program advisor to students as required by program.</li> <li>• Appropriately attends to all safety and compliance requirements for teaching</li> </ul>	<ul style="list-style-type: none"> <li>• Completes 9 hours of teaching each semester of full employment (the equivalent of 6 hrs, didactic courses/seminars/supervision and additional credit hours per year for other instructional activities –e.g. EPSY 483, 484, 485, 682, 683, 684, 685, &amp; 691 course hours). Note (b)</li> <li>• Demonstrates evidence of continuous efforts to update and improve courses and instructional formats.</li> <li>• Submits all syllabi as required.</li> <li>• Course syllabi demonstrate attention to culture / diversity issues, if applicable.</li> <li>• Attends to required and expected procedures for coursework as defined by the department</li> <li>• Receives consistently positive evaluations across all courses and practica</li> <li>• Serves as a member of master’s and doctoral committees as appropriate to program emphasis</li> <li>• Serves as chair/co-chair of dissertation committees</li> <li>• Serves as chair/co-chair of master’s committee.</li> <li>• Mentors doctoral students in research and/or teaching activities as chair of their activities.</li> <li>• Serves as program advisor to students as required by program.</li> <li>• Appropriately attends to all safety and compliance requirements for teaching</li> </ul>
<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates indicator of national impact. (within 3 year period). <b>Note (b)</b></li> </ul>

**Note (a):** Division of effort across Undergraduate, Master’s and Doctoral preparation activities may vary depending on program context.

**Note (b):** Full Professors are expected to demonstrate national impact in one of the following areas:

- Research, teaching, program development and/or service.

**ASSOCIATE/ FULL PROFESSOR  
ROLE EXPECTATION GUIDELINES – SERVICE**

<b>ASSOCIATE PROFESSOR 40% Research – 40% Teaching – 20% Service</b>	<b>FULL PROFESSOR 40% Research – 40% Teaching – 20% Service</b>
<ul style="list-style-type: none"> <li>• Participates in program development &amp; evaluation activities as applicable.</li> <li>• Participates in program, department, College and University committees, development &amp; evaluation activities.</li> <li>• Completes and submits annual A-1 report by the date established by department policy.</li> <li>• Completes required Department, College, and University reports and activities in a timely manner.</li> <li>• Serves on ad-hoc or standing departmental committees.</li> <li>• Updates vita at least annually and provides copy to the department.</li> <li>• Actively serves as field reviewer for refereed publication, book chapter/book, conference presentations or external grant agencies.</li> <li>• Appropriately attends to all safety and compliance requirements for service.</li> </ul>	<ul style="list-style-type: none"> <li>• Participates in program development &amp; evaluation activities as applicable.</li> <li>• Participates in program, department, College and University committees, development &amp; evaluation activities.</li> <li>• Assumes leadership role in program, department, College and University committees, development and evaluation activities.</li> <li>• Completes and submits annual A-1 report by the date established by department policy.</li> <li>• Appropriately attends to all safety and compliance requirements for service..</li> <li>• Completes requires Department, College, and University reports and activities in a timely manner.</li> <li>• Serves on ad-hoc or standing departmental committees.</li> <li>• Updates vita at least annually and provides copy to the department.</li> <li>• Actively serves as field reviewer for refereed publication, book chapter/book, conference presentations or external grant agencies.</li> <li>• Serves as a board member or supporting officer in regional or national associations and societies.</li> </ul>
<ul style="list-style-type: none"> <li>• •</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates national impact through service to the field. <b>Note (b)</b></li> </ul>

**Note (b): Full Professors are expected to demonstrate national impact in one of the following areas: research, teaching, program development, or service**



**ASSOCIATE/FULL PROFESSOR  
ROLE EXPECTATION GUIDELINES – RESEARCH**

**20% Research - 60% Teaching - 20% Service**

ASSOCIATE PROFESSOR	FULL PROFESSOR
<ul style="list-style-type: none"> <li>• Demonstrates evidence of developing &amp; continuing a line of research.</li> <li>• Publishes an average of one product per year in refereed journals, nonrefereed outlets, book chapters and books. <b>Note (a)</b></li> <li>• Makes refereed presentation(s) at national / international / regional / state conferences.</li> <li>• Mentors doctoral students if chair through joint publications or presentations at state, regional, national, or international conferences</li> <li>• Writes and submits (as PI, Co-PI or support faculty) one or more proposals for funding research from internal or external sources in at least one of the following areas: research, teaching, program development and/or service over a three year period.</li> <li>• Appropriately attends to all safety and compliance requirements for research.</li> </ul> <p>Writes and submits (as PI, Co-PI or support faculty) one or more proposals for funding research from internal or external sources in at least one of the following areas: research, teaching, program development and/or service over a three year period.</p>	<ul style="list-style-type: none"> <li>• Demonstrates evidence of developing &amp; continuing a line of research.</li> <li>• Publishes an average of one product per year in refereed journals, nonrefereed outlets, book chapters and books. <b>Note (a)</b></li> <li>• Makes refereed presentation(s) at national / international / regional / state conferences.</li> <li>• Provides guidance and leadership to graduate students and lower rank faculty through joint authoring, collegial research agendas, and presentations</li> <li>• Mentors doctoral students if chair through joint publications or presentations at state, regional, national, or international conferences.</li> <li>• Appropriately attends to all safety and compliance requirements for research.</li> <li>• Writes and submits (as PI, Co-PI or support faculty) one or more proposals for funding research from internal or external sources in at least one of the following areas: research, teaching, program development and/or service over a three year period.</li> </ul>
	Demonstrates national impact in research, teaching, or service over a 5 year period.

**Note (a):** Review of Faculty A-1's from 2006-2008 indicates that approximately 78% of the Associate and Full Professors submit and publish an average of two or more papers per year.

**Note (b):** Review of Faculty A-1's from 2006-2008 indicates that more than 80% of the Associate and Full Professors submit proposals to fund research, teaching, program development and/or service activities.

**ASSOCIATE/FULL PROFESSOR**  
**ALTERNATE ROLE EXPECTATION GUIDELINES – TEACHING (Note a)**  
**20% Research – 60% Teaching – 20% Service**

<b>ASSOCIATE PROFESSOR</b>	<b>FULL PROFESSOR</b>
<ul style="list-style-type: none"> <li>• Completes 12 hours of teaching each semester of full employment (the equivalent of 9 hours didactic courses/seminars/supervision and additional credit hours per year for other instructional activities –e.g. EPSY 483, 484, 485, 682, 683, 684, 685, and 691 course hours). <b>Note (b)</b></li> <li>• Demonstrates evidence of continuous efforts to update and improve courses and instructional formats.</li> <li>• Submits all syllabi as required.</li> <li>• Course syllabi demonstrate attention to culture and diversity issues.</li> <li>• Attends to required and expected procedures for coursework as defined by the department.</li> <li>• Receives consistently positive evaluations across all courses and practica</li> <li>• Serves as member of masters and doctoral committees.</li> <li>• Serves as chair/co-chair of dissertation committees.</li> <li>• Serves as chair/co-chair of master’s committees as appropriate to program emphases.</li> <li>• Involves students in research and/or teaching activities and mentors as chair doctoral students in research and teaching activities..</li> <li>• Serves as program advisor to students as required by program.</li> <li>• Appropriately attends to all safety and compliance requirements for teaching</li> </ul>	<ul style="list-style-type: none"> <li>• Completes 12 hours of teaching each semester of full employment (the equivalent of 9 hrs. didactic courses/seminars/supervision and additional credit hours per year for other instructional activities -ie. EPSY 483, 484, 485, 682, 683, 684, 685, and 691 course hours). <b>Note (b)</b></li> <li>• Demonstrates evidence of continuous efforts to update and improve courses and instructional formats.</li> <li>• Submits all syllabi as required.</li> <li>• Course syllabi demonstrate attendance to culture and diversity issues.</li> <li>• Attends to required and expected procedures for coursework as defined by the department.</li> <li>• Receives consistently positive evaluations across all courses and practica</li> <li>• Serves as member of masters and doctoral committees.</li> <li>• Serves as chair/co-chair of dissertation committees.</li> <li>• Serves as chair/co-chair of master’s committees as appropriate to program emphases.</li> <li>• Involves students in research and/or teaching activities and mentors as chair doctoral students in research and teaching activities.</li> <li>• Serves as program advisor to students as required by program.</li> <li>• Appropriately attends to all safety and compliance requirements for teaching</li> </ul>
<ul style="list-style-type: none"> <li>• Writes and submits proposals (as PI, Co-PI, or support faculty) for instructional program development activities from external sources in at least one of the following areas: research, teaching, program development and/or service.</li> </ul>	<ul style="list-style-type: none"> <li>• Writes and submits proposals (as PI, Co-PI, or support faculty) for instructional program development activities from external sources in at least one of the following areas: research, teaching, program development and/or service.</li> </ul>

**Note (a);****Division of effort across Undergraduate, Master’s and Doctoral preparation activities may vary depending on program context.**

**ASSOCIATE/FULL PROFESSOR  
ALTERNATE ROLE EXPECTATION GUIDELINES – SERVICE**

**20% Research – 60% Teaching – 20% Service**

<b>ASSOCIATE PROFESSOR</b>	<b>FULL PROFESSOR</b>
<ul style="list-style-type: none"> <li>• Participates in program development &amp; evaluation activities as applicable.</li> <li>• Participates in program, department, College and University committees, development &amp; evaluation activities.</li> <li>• Completes and submits annual A-1 report by the date established by department policy.</li> <li>• Completes required Department, College, and University reports and activities in a timely manner.</li> <li>• Serves on ad-hoc or standing departmental committees.</li> <li>• Updates vita at least annually and provides copy to the department.</li> <li>• Appropriately attends to all safety and compliance requirements for service.</li> </ul>	<ul style="list-style-type: none"> <li>• Participates in program development &amp; evaluation activities as applicable.</li> <li>• Participates in program, department, College and University committees, development &amp; evaluation activities.</li> <li>• Assumes leadership role in program, department, College, and University committees, development &amp; evaluation activities.</li> <li>• Completes and submits annual A-1 report by the date established by department policy.</li> <li>• Appropriately attends to all safety and compliance requirements for service.</li> <li>• Completes required Department, College, and University reports and activities in a timely manner.</li> <li>• Serves on ad-hoc or standing departmental committees.</li> <li>• Updates vita at least annually and provides copy to the department.</li> <li>• Actively serves as field reviewer for refereed publication, book chapter/book, conference presentations or external grant agencies.</li> <li>• Serves as a board member or supporting officer in regional or national associations and societies.</li> </ul>
•	•

**ASSOCIATE/FULL PROFESSOR  
ALTERNATE ROLE EXPECTATION GUIDELINES – RESEARCH**

**10% Research – 60% Teaching – 30% Service**

<b>ASSOCIATE PROFESSOR</b>	<b>FULL PROFESSOR</b>
<ul style="list-style-type: none"> <li>• Demonstrates evidence of developing &amp; continuing a line of research.</li> <li>• Publishes one or more products in refereed journals, nonrefereed outlets, book chapters or books over a three year period.</li> <li>• Makes refereed presentation(s) at national / international / regional / state conferences.</li> <li>• Provides guidance and leadership to graduate students and lower rank faculty through joint authoring, collegial research agendas, and presentations and if chair, mentors doctoral students in research activities through joint or student submission or research products.</li> <li>• Appropriately attends to all safety and compliance requirements for research.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates evidence of developing &amp; continuing a line of research.</li> <li>• Publishes two or more products in refereed journals, nonrefereed outlets, book chapters or books over a three year period.</li> <li>• Makes refereed presentation(s) at national / international / regional / state <b>conferences</b>.</li> <li>• Provides guidance and leadership to graduate students and lower rank faculty through joint authoring, collegial research agendas, and presentations and if chair mentors doctoral students in research activities through joint or student submission of research products.</li> <li>• Appropriately attends to all safety and compliance requirements for research.</li> </ul>
	Demonstrates national impact in research, teaching, or service over a 5 year period Note (a).

**Note (a): Full Professors are expected to demonstrate national impact in one of the following areas:**

- Teaching, program development and/or service

**ASSOCIATE/FULL PROFESSOR  
ALTERNATE ROLE EXPECTATION GUIDELINES – TEACHING (Note a)**

**10% Research – 60% Teaching – 30% Service**

ASSOCIATE PROFESSOR	FULL PROFESSOR
<ul style="list-style-type: none"> <li>• Completes 12 hours of teaching each semester of full employment (the equivalent of 9 hours didactic courses/seminars/supervision and additional credit hours per year for other instructional activities – e.g. EPSY 483, 484, 485, 682, 683, 684, 685, and 691 course hours). <b>Note (a)</b></li> <li>• Demonstrates evidence of continuous efforts to update and improve courses and instructional formats.</li> <li>• Submits all syllabi as required.</li> <li>• Course syllabi demonstrate attendance to culture / diversity issues, if applicable.</li> <li>• Attends to required and expected procedures for coursework as defined by the department.</li> <li>• Receives consistently positive evaluations across all courses and practica.</li> <li>• Serves as member of masters and doctoral committees.</li> <li>• Serves as chair/co-chair of dissertation committees as appropriate to program emphases.</li> <li>• Serves as chair/co-chair of master’s committees.</li> <li>• Involves students in research and/or teaching activities and mentors doctoral students as chair in research and teaching.</li> <li>• Serves as program advisor to students as required by program.</li> <li>• Appropriately attends to all safety and compliance requirements for teaching.</li> </ul>	<ul style="list-style-type: none"> <li>• Completes 12 hours of teaching each semester of full employment (the equivalent of 9 hrs. didactic courses/seminars/supervision and additional credit hours per year for other instructional activities – i.e. EPSY 483, 484, 485, 682, 683, 684, 685, and 691 course hours). <b>Note (a)</b></li> <li>• Demonstrates evidence of continuous efforts to update and improve courses and instructional formats.</li> <li>• Submits all syllabi as required.</li> <li>• Course syllabi demonstrate attendance to culture / diversity issues, if applicable.</li> <li>• Attends to required and expected procedures for coursework as defined by the department.</li> <li>• Receives consistently positive evaluations across all courses and practica.</li> <li>• Serves as member of masters and doctoral committees.</li> <li>• Serves as chair/co-chair of dissertation committees.</li> <li>• Serves as chair/co-chair of master’s committees as appropriate to program emphases.</li> <li>• Involves students in research and/or teaching activities and mentors doctoral students as chair in research and teaching.</li> <li>• Serves as program advisor to students as required by program.</li> <li>• Appropriately attends to all safety and compliance requirements for teaching.</li> </ul>
<ul style="list-style-type: none"> <li>• Writes, submits (PI, Co-PI or project support), and receives funding for instructional program development activities from external sources in at least one of the following areas: teaching, program development and/or service. <b>Note (b)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Writes, submits (PI, Co-PI or project support), and receives funding for instructional program development activities from external sources in at least one of the following areas: teaching, program development and/or service. <b>Note (b)</b></li> </ul>
<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates indicator of national impact (within 3 year period). <b>Note (c)</b></li> </ul>

**Note (a):** Division of effort across Undergraduate, Master’s and Doctoral preparation activities may vary depending on program context.

**Note (b):** Review of Faculty A-1’s from Academic Years 2006-2008 indicates that more than 60% of the Associate and Full Professors have 30 or more credit hours per year of variable student credit hours productivity.

**Note (c):** Full Professors are expected to demonstrate national impact in one of the following areas:

- Teaching, program development and/or service

**ASSOCIATE/FULL PROFESSOR  
ALTERNATE ROLE EXPECTATION GUIDELINES – SERVICE**

**10% Research – 60% Teaching - 30% Service**

<b>ASSOCIATE PROFESSOR</b>	<b>FULL PROFESSOR</b>
<ul style="list-style-type: none"> <li>• Participates in program development &amp; evaluation activities as applicable.</li> <li>• Participates in program, department, College and University committees, development &amp; evaluation activities.</li> <li>• Completes and submits annual A-1 report by the date established by department policy.</li> <li>• Completes required Department, College, and University reports and activities in a timely manner.</li> <li>• Serves on ad-hoc or standing departmental committees.</li> <li>• Updates vita at least annually and provides copy to the department.</li> <li>• Appropriately attends to all safety and compliance requirements for service.</li> </ul>	<ul style="list-style-type: none"> <li>• Participates in program development &amp; evaluation activities as applicable.</li> <li>• Participates in program, department, College and University committees, development &amp; evaluation activities.</li> <li>• Assumes leadership role in program, department, College, and University committees, development &amp; evaluation activities.</li> <li>• Completes and submits annual A-1 report by the date established by department policy.</li> <li>• Completes required Department, College, and University reports and activities in a timely manner.</li> <li>• Appropriately attends to all safety and compliance requirements for service.</li> <li>• Serves on ad-hoc or standing departmental committees.</li> <li>• Updates vita at least annually and provides copy to the department.</li> <li>• Actively serves as field reviewer for refereed publication, book chapter/book, conference presentations or external grant agencies.</li> <li>• Serves as a board member or supporting officer in regional or national associations and societies.</li> </ul>
<ul style="list-style-type: none"> <li>• Writes, submits (as PI, Co-PI, or support faculty), receives funding for service contracts or continuing education to support training activities and funding for students in at least one of the following areas: teaching, program development and/or service.</li> </ul>	<ul style="list-style-type: none"> <li>• Writes, submits (as PI, Co-PI, or support faculty), receives funding for service contracts or continuing education to support training activities and funding for students in at least one of the following areas: teaching, program development and/or service.</li> </ul>
<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates national impact through service to the field. <b>Note (a)</b></li> </ul>

**Note (a): Full Professors are expected to demonstrate national impact in one of the following areas: Teaching, program development and/or service**

## ANNUAL MERIT CONSIDERATIONS

1. Merit evaluation will be based on role expectations listed in this document
2. Specific allocation procedures and processes are detailed in department documents approved by faculty, most recently the Evaluation Rubric and Information document of August, 2000, and the Faculty Merit Information document of August, 2000.
3. Additional criteria required by the Provost of Texas A&M University implemented March 22, 2009, include merit consideration for significant meritorious productivity related to
  - a. supporting interdisciplinary and multidisciplinary collaboration;
  - b. enhancing diversity and internationalization climate and experiences.

The additional criteria listed below will be evaluated separately in each category of research, teaching, and service. Annual evaluation documentation will be modified to include these additional criteria. These criteria will be included in annual evaluations for the calendar year 2009. Allocation procedures will be appropriately modified to reflect the additional criteria.





**Other Meritorious Indicators**

*none provided*

**II. SCHOLARSHIP OF TEACHING**

**Faculty Member's Statement on Impact of Her/His Teaching Productivity.**

**Teaching Course Load**

Semester	Course	Credit Hours Per Course	No. Students	SCHS

**Variable Credit Instructional Activities** (Expected in 4th-6th year of service) (NOTE: General department benchmark is 55 variable credit hours per year of full employment based on a two-year average, e.g., EDCI 484, 485, 682, 683, 684, 685, 691 and 692 course hours.)

*none*

**Course Evaluations**

**Chair/Co-Chair Doctoral Committee**

*Within each box, include the name and area of emphasis for one student. The student must have an approved degree plan and be enrolled for at least one semester or summer session during the year. Include students for committees inside and outside of the department. (Not expected during 1st year) (Note: Departmental benchmark is 7 doctoral students per year chaired/co-chaired.)*

**Chair/Co-Chair Masters Committee**

*Within each box, include the name and area of emphasis for one student. The student must have an approved degree plan and be enrolled for at least one semester or summer session during the year. Include students for committees inside and outside of the department. (Note: General departmental benchmark is 2 students per year.)*

**Doctoral Committee Memberships**

*Within each box, include the name and area of emphasis for one student. The student must have an approved degree plan and be enrolled for at least one semester or summer session during the year. Include students for committees inside and outside of the department. (Not expected during 1st year)*

**Masters Committee Memberships**

*Within each box, include the name and area of emphasis for one student. The student must have an approved degree plan and be enrolled for at least one semester or summer session during the year. Include students for committees inside and outside of the department. (Not expected during 1st year)*

**Course Development and Use of Innovative Teaching Methods**

*none provided*

**Student Involvement in Research/Teaching**

*none provided*

**Authored Teaching Grant and Contract Proposals**  
*none provided*

**Peer-reviewed Recognition for Teaching Excellence**  
*none provided*

**Recognition or Award for Students Chaired/Co-Chaired**  
*none provided*

**Extramural Funding for Workshops/Training/Course Innovations**  
*none provided*

**Continuing Education**  
*none provided*

**Participation in Professional Development Activities to Enhance Teaching Effectiveness**  
*none provided*

**Management of Multiyear Funded Teaching Grant**  
*none provided*

**Other Student Mentoring/Supervision Activities**  
*none provided*

**Peer-reviewed External Recognition for Students' Accomplishments**  
*none provided*

### **III. SCHOLARSHIP OF SERVICE**

**Faculty Member's Statement on Impact of Her/His Service Productivity.**

**Service on Program and/or Departmental Committees**  
*none provided*

**Participation on College or University Standing or Ad Hoc Committees**  
*none provided*

**Authored Service Grant and Contract Proposals**  
*none provided*

**Leadership Role in Professional Organization**  
*none provided*

**Serves as Field/Ad Hoc Reviewer for Journals**

*none provided*

**Provides Workshops/Inservices/Consultation**

*none provided*

**Serves as Grant Reviewer**

*none provided*

**Management of Multiyear Funded Service Grant**

*none provided*

**Serves on Editorial Boards**

*none provided*

**Serves as Journal Editor**

*none provided*

**Faculty Advocate/Mentor**

*none provided*

**Work with Student Groups**

*none provided*

**Significant Administrative Responsibility**

*none provided*

**Professional Honors**

*none provided*

**Professional Unpaid Consultation**

*none provided*

**Service Awards**

*none provided*

**Significant Community Service Based on Disciplinary/Professional Knowledge**

*none provided*