

Teaching and Mentoring of Undergraduate and Graduate Students (Annotated Example)

Approximate percent effort to be devoted to this realm of responsibility: 80 %

Although Dr. Pack’s funding is 80% Academic, the expectation actually is for 40% effort in this realm.

Dr. Pack will commit to quality teaching consistent with the mission of the University and of the Department of Discipline X.

S/he is expected to teach two sections of BIO 125 each Fall semester, one undergraduate neurobiology course, and one graduate course on development of the basal ganglia.

Dr. Pack will also develop a small program in the scholarship of teaching and learning.

Dr. Pack is expected to advise undergraduate majors in the Department of Discipline and mentor graduate students. Dr. Pack may also be asked to serve as mentor to a junior faculty member.

Dr. Pack’s teaching and mentoring will be assessed by student evaluations, peer reviews, new course development, innovations in teaching, and relevant publications and presentations.

1. Indicate percent *effort* for the realm (not percent of funding).

2. Course needs and course numbers can change. The SFR should focus, instead, on general load.

NOTE: For some faculty, this is appropriate to this realm; for other faculty it would be appropriate to the Discovery of Knowledge realm.

3. Do not include standards or processes by which faculty will be reviewed. Performance standards should be included in departmental RPT rules.

Final, edited version

Teaching and Mentoring of Undergraduate and Graduate Students

Approximate percent effort to be devoted to this realm of responsibility: 40 %

Dr. Pack will commit to quality teaching consistent with the mission of the University and of the Department of Discipline X.

S/he is expected to teach two courses per semester, typically including one graduate course each year.

Dr. Pack will also develop a small research program in the scholarship of teaching and learning.

Dr. Pack is expected to advise undergraduate majors in the Department of Discipline and mentor graduate students. Dr. Pack may also be asked to serve as a mentor to a junior faculty member.

Changes were made to:

1. correctly indicate the percent effort
2. reduce the level of detail on teaching and mentoring duties
3. remove mention of review processes or standards

NOTE: It is important to not split efforts across realms. For example, if teaching and learning is the disciplinary focus of this faculty member, it would be more appropriate to include research in that area within the Discovery of Knowledge in the Discipline realm rather than in Teaching and Mentoring. It would not be appropriate to include it in both realms.

Discovery of Knowledge through Discipline-Guided Inquiry (Annotated Example)

Approximate percent effort to be devoted to this realm of responsibility: 40 %

Dr. Pack will commit to quality research consistent with the mission of the University, of the Department of Discipline X, and of **the Center for Advancement of Focus Y.**

NOTE: Include only those qualifiers that are absolute and appropriate requirements for the position.

NOTE: For faculty who have more than one Academic Home, these should be included where appropriate.

S/he is expected to establish an **externally-funded, interdisciplinary** research program in the area of environmental toxicology, and **to publish an average of 3 papers each year in the Journal of Toxicology, Trends in Pharmacological Sciences, or the Journal of Equine Veterinary Science.**

4. Details on goals, accomplishments, or performance standards are not appropriate to include in the SFR.

5. Listing specific journals may unduly limit the faculty member's intellectual freedom and ability to pursue opportunities.

NOTE: If specific expectations regarding funding are an absolute and appropriate requirement for the position, they should be included in this realm, as long as they do not unduly restrict the faculty member's ability to pursue new opportunities.

Final, edited version

Discovery of Knowledge through Discipline-Guided Inquiry

Approximate percent effort to be devoted to this realm of responsibility: 40 %

Dr. Pack will commit to quality research consistent with the mission of the University, of the Department of Discipline X, and of the Center for Advancement of Focus Y.

S/he is expected to establish an externally-funded research program in the area of environmental toxicology, and to disseminate original contributions to the field through peer-reviewed journals or other means appropriate to the discipline.

Changes were made to:

- 4. remove specific goals or achievements*
- 5. reduce the level of detail on acceptable journals*

NOTE: If specific expectations regarding interdisciplinary research are an absolute and appropriate requirement for the position, they should be included in this realm.

Extension and Engagement with Constituencies outside the University (Annotated Example)

Approximate percent effort to be devoted to this realm of responsibility: 65 %

I will commit to quality efforts in extension and citizen science efforts that are consistent with the mission of the University and of the Department of Discipline X.

6. Do not write the SFR in the first person.

7a. Is this an appropriate level of detail or does it restrict the faculty member’s intellectual freedom and ability to pursue new opportunities?

I am expected to engage with people or organizations outside the University in designing, implementing, and evaluating educational programs to address economic and environmental problems in viniculture in Duplin County.

7b. As in previous note, is this specific responsibility an absolute and appropriate requirement for this position?

I plan to expand my efforts this year by reaching out to grocery story chains to advocate for small farmers in Duplin County.

8. Plans for a given period of time should not be included in the SFR; these may be required in a Plan of Work or Plan of Professional Development.

Final, edited version

Extension and Engagement with Constituencies outside the University

Approximate percent effort to be devoted to this realm of responsibility: 65 %

Dr. Pack will commit to quality efforts in extension, including efforts to engage the public in science, that are consistent with the mission of the University and of the Department of Discipline X.

S/he is expected to engage with people or organizations outside the University in designing, implementing, and evaluating educational and other programs to address economic and environmental problems in Duplin County.

Changes were made to:

- 6. write the SFR in the third person
- 7. adjust the level of detail to be appropriate to the position without being overly restrictive
- 8. remove specific goals or plans for a set period of time

NOTE: The online submission tool will not allow submission of any SFR for which the percent effort by realms does not add to 100%.

Creative Artistry and Literature (Annotated Example)

Approximate percent effort to be devoted to this realm of responsibility: 35 %

Dr. Pack will commit to quality efforts in creative artistry or literature consistent with the mission of the University and of the Department of Discipline X.

Dr. Pack is expected to contribute by **creating and performing in the visual and performing arts, resulting annually in new plays produced off-Broadway.**

Dr. Pack has performed in two Broadway plays. Further achievements in this realm will be reflected in public acknowledgements and professional awards.

9. Avoid specifics that might limit the faculty member's opportunities unduly. Include only those specifics that are an unchanging requirement of the position.

10. Do not include accomplishments or performance standards. Accomplishments should be documented in annual Faculty Activity Reports and the RPT Dossier. Performance standards should be described in departmental RPT rules.

Final, edited version

Creative Artistry and Literature

Approximate percent effort to be devoted to this realm of responsibility: 35 %

Dr. Pack will commit to quality efforts in creative artistry or literature consistent with the mission of the University and of the Department of Discipline X.

Dr. Pack is expected to contribute by creating and performing or producing new creative works that address pressing social issues and are disseminated in an appropriate manner.

Changes were made to:

9. include only those details that are an absolute requirement of the position
10. remove descriptions of past performance standards and achievements

Technological and Managerial Innovation (Annotated Example)

Approximate percent effort to be devoted to this realm of responsibility: 5 %

Dr. Pack will commit to quality efforts in technological or managerial innovation consistent with the mission of the University and of the Department of Discipline X.

Dr. Pack has received five patents and authored three white papers for national societies.

S/he is expected to **continue to** contribute in the area of **leadership styles in international organizations, resulting in new strategic approaches to organizational adversity.** Dr. Pack is expected to disseminate original contributions to their field in recognized journals or other means appropriate to the discipline.

11. Do not include awards or accomplishments in the SFR. These should be included in the annual Faculty Activity Report and the RPT Dossier.

12. Is this level of specificity appropriate for the position or will it potentially limit the faculty member in a manner inconsistent with their professional success?

Final, edited version

Technological and Managerial Innovation

Approximate percent effort to be devoted to this realm of responsibility: 5 %

Dr. Pack will commit to quality efforts in technological or managerial innovation consistent with the mission of the University and of the Department of Discipline X.

S/he is expected to contribute in the area of leadership styles and strategic approaches to organizational adversity. Dr. Pack is expected to disseminate original contributions to their field in recognized journals or other means appropriate to the discipline.

Changes were made to:

- 11. remove mention of awards and accomplishments*
- 12. include only those details that are an absolute requirement of the position*

Service in Professional Societies and within the University (Annotated Example 1)

Approximate percent effort to be devoted to this realm of responsibility: 20 %

Dr. Pack will commit to quality efforts in providing service to professional societies and other organizations outside of the University as appropriate to his/her disciplinary area and professional interests.

S/he will contribute to the programs and governance of the University, the College of Disciplines, the Department of Discipline X, or the Systems and Synthetic Biology Chancellors Faculty Excellence Cluster as request or desired. Dr. Pack will serve on the Departmental Space Committee, the College Teaching Advisory Committee, and the Undergraduate Admissions Standing Committee. Dr. Pack also will provide leadership as Director of the Center for Bioinformatics in Agriculture.

13. Specific committees should not be listed, because these are likely to change during the course of employment.

NOTE: Major administrative roles should be included in the SFR. A change in administrative or other service responsibilities that results in a change in percent effort by realm should be documented by revising the SFR.

Final, edited version

Service in Professional Societies and within the University

Approximate percent effort to be devoted to this realm of responsibility: 5 %

Dr. Pack will commit to quality efforts in providing service to professional societies and other organizations outside of the University as appropriate to his/her disciplinary area and professional interests.

S/he will contribute to the programs and governance of the University, the College of Disciplines, the Department of Discipline X, or the Systems and Synthetic Biology Chancellors Faculty Excellence Cluster as request or desired. Dr. Pack also will provide leadership as Director of the Center for Bioinformatics in Agriculture.

Changes were made to:
13. remove specific committee assignments

NOTE: It is important to be clear about how the faculty member's work fits into each realm, and to avoid including the same efforts in more than one realm. For example, some extension might be viewed as service, but should not be included in both realms. Similarly, clinical work might have teaching, extension, and service components – these should be thoughtfully represented within the appropriate realms.

Service in Professional Societies and within the University (Annotated Example 2)

Approximate percent effort to be devoted to this realm of responsibility: 0 %

NOTE: If 0% is entered for a realm of responsibility, you will not be able to write anything about expectations in that realm, and the realm will not be included in the printable version of the SFR. If there are expectations in a realm, there must be some percent effort included.

NOTE: All realms of responsibility are included in these examples, but only for illustration purposes. It is unlikely that all realms will apply to any given faculty member. Include only those realms in which some effort is expected.