

Appendix B

Defining the Roles

- a. Teaching—interactions which provide students with the opportunity to learn, and which promote and facilitate this process so that an engaged student is likely to learn
 - i. Instructional Design
 - 1. Syllabi including learning objectives and grading methodology
 - 2. Handouts/texts/reading/assignments
 - 3. Organizing lectures and presentations
 - 4. Pedagogical innovation
 - 5. Other instructional design elements
 - ii. Delivery
 - 1. Instructional skills, including but not limited to, oral and written communication skills
 - 2. Creating an appropriate learning environment, inside and outside of class
 - iii. Instructional Assessment
 - 1. Appropriate exams, assignments and formative assessments
 - 2. Feedback given to students
- b. Scholarly and Creative Activities—those activities associated with a faculty member's recognized area of expertise, including paid consulting
 - i. Maintaining currency in one's field
 - ii. Discovery and Creation
 - 1. Research appropriate to one's field or creative (artistic) endeavors; process and product are important
 - 2. Publication in peer reviewed journals
 - iii. Dissemination
 - 1. Publication of articles (including for the popular press), books, monographs, pamphlets, etc.
 - 2. Paper presentations
 - 3. Keynote or invited addresses
 - 4. TV or radio spots
 - 5. Artistic exhibitions, performances, displays appropriate to the discipline
 - 6. New artistic interpretations of previous works
 - 7. Presentation of workshops and seminars
 - 8. Other scholarship of dissemination
 - iv. Translation
 - 1. Translating research findings (not necessarily one's own) into new products, services or artistic expressions

- c. Service to School—carrying out non-teaching responsibilities or duties
 - i. Serving on Committees
 - ii. Advising
 - iii. Recruiting
 - iv. Supervising student clubs or organizations
 - v. Managing College (non-student) projects (examples below)
 - 1. Accreditation report
 - 2. Retention survey
 - 3. Christmas program for neighboring schools
 - vi. Advising incoming freshmen
 - vii. Mentoring colleagues
 - viii. Other service to school

- d. Service to the Community—non-paid service to the community
 - i. Service to the profession not covered in scholarly activities
 - 1. Journal or newsletter editor
 - 2. Paper reviewer
 - 3. Conference organizer
 - 4. Officer of professional organization
 - 5. Organizational representative
 - 6. Other service to the profession

 - ii. Service to the General Community
 - 1. Applications of area of expertise
 - 2. Contributions to civil society, public affairs, or communities of faith