NAME:

POSITION:

DEPARTMENT:

COLLEGE:

LAST UPDATE:

|  |  |  |
| --- | --- | --- |
| **TEACHING**  Typical Courses | Credit Hours | Percentage of Effort |
| Fall: |  |  |
| Spring: |  |  |
| Summer: |  |  |
| **Totals:** (Sum of effort for academic year. Note: Generally, one three-credit course per semester should be equivalent to 25 percent of a full-time academic-year appointment). |  |  |

|  |  |
| --- | --- |
| **ADVISING**  Number of undergraduate students | Percentage of Effort |
|  |  |

|  |  |
| --- | --- |
| **RESEARCH AND CREATIVE ACTIVITY**  Typical Activities | Percentage of Effort |
|  |  |

|  |  |
| --- | --- |
| **SERVICE**  Typical Activities | Percentage of Effort |
|  |  |

|  |  |
| --- | --- |
| **EXTENSION**  Typical Activities | Percentage of Effort |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **PROFESSIONAL DEVELOPMENT**  Typical Activities | Percentage of Effort |
|  |  |

|  |  |
| --- | --- |
| **ADMINISTRATION**  Description | Percentage of Effort |
|  |  |

|  |  |
| --- | --- |
| **TOTAL PERCENTAGE OF EFFORT ALLOCATED** |  |

**SIGNATURES:**

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Academic Professional /Date Dean /Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head /Date

ACADEMIC PROFESSIONAL JOB DESCRIPTION

This document describes duties that the University expects of academic professionals at the University of Wyoming, as well as your position-specific duties. These may change with each year, through discussions between you and your department head and dean. You will be reviewed and evaluated on the basis of how well you perform these duties.

The responsibilities for this position will include some or all of the following: teaching, student advising, research and creative activities, cooperative extension and outreach, service, and administrative responsibilities. University Regulation 408 and its appendices outline the responsibilities appropriate to each type of academic professional. The job description outlined below should be consistent with the regulation. Your responsibilities may include involvement in off-campus, evening and weekend duties, as well as student recruitment, retention, and placement efforts. Because each college employs somewhat different descriptions of some of these elements, your department head or dean will supply you with job-related information specific to your college or administrative unit.

### TEACHING

Teaching responsibilities include time spent in the classroom, laboratory, or off-campus and telecommunications courses and in immediate preparation for them; maintaining and improving competence in subjects being taught; preparing teaching materials; conferring with students on course materials; providing guidance on dissertations, theses, and plan B papers; directing individual and group studies and practica; reviewing written examinations and papers; evaluating artistic presentations; supervising independent study projects; and supervising or teaching clinical internships or programs. Professional peer review is an essential feature of effective training.

### ADVISING

Student advising includes time spent meeting with students regarding academic, curricular and career matters.

### RESEARCH AND CREATIVE ACTIVITY

Research includes:

1. Work conducted to create and add to knowledge in a field, including the advancement of new theories and principles.
2. Expansion and interpretation of existing ideas, theories, and principles.
3. Improvement and application of knowledge, especially in new settings.

Open dissemination and professional peer review are essential features of research productivity. Creative activity includes sustained artistic endeavor in composition, production or performance. Again, dissemination and peer review are hallmarks of productive creative activity.

# COOPERATIVE EXTENSION

Cooperative extension includes identifying current needs, adapting research results into contemporary language usable by educational professionals and lay people, providing subject matter and process training to educational professionals to increase their teaching capacity, serving as a subject-matter specialist in support of extension education, presenting research-supported information and education to the people of the state, providing leadership in identifying and presenting cutting-edge technology in their discipline, developing interdisciplinary approaches to problem solving, and collaborating with research and teaching faculty to stay current in their fields.

### SERVICE

University service includes service on the university, college and departmental committees. Professional service implies the use of academic and professional expertise to serve your profession, the community, the state, the nation, and the world.

### PROFESSIONAL DEVELOPMENT

Lecturers are academic professionals who are engaged in the teaching mission of the University. As a necessary part of their teaching responsibilities, they are expected to demonstrate continuing professional development. Professional development activity will conform to standards appropriate to the field in which the academic professional works. Each department or unit shall develop a written statement of such standards. Because of the varying needs of departments and units, the specific responsibilities of lecturers may vary.

### ADMINISTRATION

Administrative responsibilities include major service assignments within a department or college.

### OTHER ASPECTS OF ACADEMIC PROFESSIONAL PERFORMANCE

Collegiality, as well as professional and ethical conduct, enhances teaching, learning and the general reputation of all persons in the academy. Therefore, all academic professionals are expected to serve in a collegial fashion and in accordance with professional and ethical principles when dealing with colleagues, faculty members, students, administrators, and members of the public.

Every academic professional is guaranteed academic freedom in accordance with the AAUP statement on academic freedom and responsibilities, as set forth in Chapter V, Part A, Section 1 of Regulations of the Trustees of the University of Wyoming.

**NOTES**

1. In allocating percentages of effort, please treat one three-credit course per semester as equivalent to 25 percent of a full-time academic-year appointment. (In some units, four-credit courses are common. For this reason, some flexibility in assignments may be appropriate. It is acceptable, for example, to have professionals with 75-percent teaching responsibilities who teach nine or ten credits per semester.)
2. Department heads and college deans should keep a current copy of this job description on file for each person.