Chair's Detailed Description of the Academic Assignment
Department [*X*]

*This description of duties is not an evaluation of the faculty member. It establishes “a frame of reference for evaluation of the candidate by persons from outside the department (S15-7).*

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| --- | --- | --- |
| Faculty Member Under Review: Associate Professor: | [*NAME*] |  |
| Year of Appointment or Effective Date of Promotion to Associate Professor: | [*YYYY*] |  |

Associate Professor [*NAME*] was last reviewed for promotion in AY 20[*YY*]-20[*YY*] and began their duties as an Associate Professor in AY 20[*YY*]-20[*YY*]. Therefore, Dr. [*NAME*] has been in rank of Associate Professor for [*X*] years, and the period of review for this performance review is Fall 20[*YY*] - Fall 20[*YY*].

Academic Workload

*Enter work assignment each semester or term up to 12 WTUs including courses that the professor taught, assigned time and purpose or duties (e.g., undergraduate coordinator, RSCA Assigned Time), and leaves of absence. Add rows as necessary. Add columns to provide more information. All faculty are assumed to have 3 WTUs (.2 FTE) Service, Advising, Office Hours, and Committee work. Additional employment may be noted here.*

|  |  |  |  |
| --- | --- | --- | --- |
| **WTU** | **Fall 2022** | **WTU** | **Spring 2023** |
| 3 | SJSU 101, Introduction to Campus |  | TBD |
| 3 | Assigned Time for Large Class over 120 |  |  |
| 3 | Graduate Coordinator |  |  |
| 3 | University RSCA Assigned Time |  |  |
| **WTU** | **Fall 2021** | **WTU** | **Spring 2022** |
| 3 | SJSU 101, Introduction to Campus | 6 | Workload Reduction (Leave) |
| 3 | SJSU 165, CSU Foundations | 3 | Graduate Coordinator |
| 3 | Graduate Coordinator | 3 | University RSCA Assigned Time |
| 3 | University RSCA Assigned Time |  |  |
| **WTU** | … |  |  |

**Teaching**
*Describe the context of the teaching assignment, nature of classes taught, and local factors that may affect perception of performance.*

Associate Professor [*NAME*] is expected to teach undergraduate and graduate level courses related to [*X*] and other areas consistent with their professional interests. These may include, but are not limited to, courses such as [*X*]. Dr. [*NAME*]'s academic assignment is consistent with the expectations and duties set forth in their appointment letter and addendum to the appointment letter dated, [*DATE*].

**Research, Scholarship, and Creative Activity (RSCA)**
*Describe research and scholarship expectations in the department, resources that are available (or not) as they relate to performance in this area, and any local factors that may affect perceptions of performance.*

Dr. [*NAME*] is expected to be a productive researcher, present regularly at conferences, publish the results of their research in peer-reviewed journals and other appropriate academic outlets, and apply for grants over the course of their career.

**Service**
*Describe the context of the service in the department (e.g., advising obligations, special assignments, coordinator roles), describe obligations of department faculty, and local factors that may affect perceptions of performance.*

The department expects Dr. [*NAME*] to play a role in Department, College, or University governance. This includes mentoring and advising undergraduate and graduate students and contributing to the [*X*] program. Regarding service, Dr. [*NAME*] has contributed in the following roles.

|  |
| --- |
| **Ex. AY 2022-2023**Range Elevation CommitteeGraduate Program CoordinatorRecruitment Committee |
| **AY 2021-2022**Range Elevation CommitteeGraduate Program CoordinatorRecruitment Committee |
| **AY 2020-2021**Department Curriculum CommitteeService Awards Committee (college) |
| … |

Dr. [NAME] has also served on committees outside of the department. Among them is [*X*] during the [*X*] academic year.

*Signed by Chair*