

Georgia Southwestern State University

Faculty Work Profile

Academic Unit: _____

Rank(s): _____

Profile Type (optional): _____

I. Teaching

1. What defines Fulltime Teaching in your Unit?
2. Annual Limit on Overloads:
3. Additional Expectations for Teaching
4. Percentage of faculty work load that is Teaching: (Optional)
5. Class size standards and best practices

II. Service Expectations

1. Departmental Service Expectations (can be bulleted list or general description):
2. University Service Expectations (can be bulleted list or general description):
3. Community Service Expectations (if any; can be bulleted list or general description):
4. Percentage of faculty work load that is service: (Optional)
5. What expectations are there for Advising, if any?
6. Percentage of faculty work load that is Advising: (Optional)

III. Scholarship-Creative Work Expectations

1. Provide a description of scholarship or creative work expectations beyond the minimum stated in the Faculty Handbook.
2. Percentage of faculty work load that is scholarship-creative work: (Optional)

IV. Student Success Activities

1. What types of activities are expected?
2. What constitutes the minimum expectation in numbers or effect?

V. Faculty Development Activities

1. What are the expectations for ongoing faculty development?

Submitted by (Unit Head) _____ Date _____

PRINT NAME: _____

Faculty Member signature: _____ Date _____

PRINT NAME: _____

Approved by Dean _____ Date _____

PRINT NAME: _____

Approved by Provost _____ Date _____

PRINT NAME: _____

Faculty Work Profile Guidelines

A unit will be defined as a College, School or Department.

A unit is only required to submit one Faculty Work Profile. However, a unit may choose to submit multiple profiles for specific ranks of faculty or for other variations, such as teaching, scholarship/creative work, or service-heavy profile. If a unit has one generic profile, the percentage of time of a standard 40-hour work week will be assumed to be 65% for Teaching, 20% for Scholarship/Creative Work, and 15% for Service. If a unit chooses to have profiles with different emphasis on teaching, scholarship-creative work, and service, the profile will include descriptions of those expectations. Advising is vital to the university's mission and therefore should be considered a high priority when creating the work profile.

Development of the Faculty Work Profile should include input from the faculty member if the faculty member is currently a member of the unit. If a faculty member is dissatisfied with the proposed Faculty Work Profile, he or she may follow the standard academic grievance procedures as outlined in section II of the Faculty Handbook.

Teaching Expectations

- The definition of fulltime teaching should be expressed in credit hours, contact hours, or some combination expected per ten-month contract.
- Annual limit on overloads should be expressed in the same way as fulltime teaching, i.e., credit hours, contact hours, etc. per ten months. Faculty will not be required to carry an overload.
- If there are any other expectations related to teaching, they should be listed.
- All teaching faculty will be required to comply with the duties outlined in the Faculty Handbook for teaching. (See Handbook Section V "Required Information Provided on Course Syllabus", "Class Rolls/Class Size", "Assignment of Grades")

Scholarship-Creative Work Expectations

- All fulltime GSW faculty of whatever rank are expected to remain current in both the content and the pedagogy of his or her area of expertise.
- If a unit has no expectations beyond the minimum, this section of the profile need not be filled in.
- If a unit has additional expectations in this area, there should be a detailed description of what type of scholarly or creative output will fulfill the expectations.

Service Expectations

- Unit Service consists of unit committee, assessment, and curriculum work, as well as any other administrative responsibilities that are needed to run the unit.
- All faculty members are expected to engage in a minimum Service to the University by working on committees. Units need not fill out this section of the profile unless the unit expects more than the minimum service to the University.
- Units are free to set expectations for Community Service or not as the unit sees fit. However, the University will value the contributions of Faculty in the service to the community, if any.
- Advisement will be considered as the service of aiding students to register for classes in such a way as to allow students to complete their degrees within a reasonable time.
- Advising will be considered as guiding the student with regard to their professional, extracurricular, scholarly, or educational development.
- Advising expectations may be expressed as an average number of advisees, or as a percentage of time. For example, a profile may stipulate that 5% of the workload will be devoted to Advising time.

Profiles should also include guidelines for Student Success Activities and Faculty Development Activities.