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).*

|  |  |  |
| --- | --- | --- |
| Faculty Member Under Review: Assistant Professor | [*NAME*] |  |
| Year of Appointment or First Service Credit Year: | [*YYYY*] |  |

Assistant Professor [*NAME*] was hired in Fall/Spring 20[*YY*] and was granted [*X*] years of service credit. Dr. [*NAME*] received an extension of the probationary period in AY 20[*YY*]-20[*YY*]. Therefore, 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 | New Faculty Assigned Time |  |  |
| 3 | College RSCA Assigned Time |  |  |
| **WTU** | **Fall 2021** | **WTU** | **Spring 2022** |
| 3 | SJSU 101, Introduction to Campus | 15 | Professional Leave of Absence |
| 3 | SJSU 150, Soc. Movements of SJSU |  |  |
| 3 | New Faculty Assigned Time |  |  |
| 3 | College 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.*

Assistant 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. (May quote the letter specifying areas of specialization.)

The department assists faculty with GA support each semester. When faculty have a large class over 120 students, in addition to assigned time they receive support from TAs to oversee discussions.

**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.*

The Department of [*X*] expects all probationary faculty to be productive in RSCA. As such, 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. The Department provides Dr. [*NAME*] a laboratory space to house all their specimens, and they have round the clock access to the shared research and teaching laboratory in [*X*] Hall, including access to the following equipment: [*EQUIPMENT\_LIST*]

**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 roles in the following table.

Committee and Service Assignments

|  |
| --- |
| **AY 2022-2023**  Undergraduate Committee  Undergraduate Coordinator  Recruitment Committee |
| **AY 2021-2022**  Undergraduate Committee  Curriculum Committee (college) |
| … |

Dr. [NAME] has also served on committees outside of the department. Among them is [*X*] during the [*X*] academic year. Dr. [*NAME*] was assigned [*X*] advisees. They submitted a disproportionately high number of advising plans ([*X*]) and graduation applications ([*X*]).

*Signed by Chair*