

Statement of Faculty Responsibilities for [FULL NAME]

Realms of Responsibility (by percent effort) *[All realms in which effort is expected should be assigned greater than 0% effort and included below. Realms in which effort is not expected should not be included {enter 0%}. Total percentages have to add to 100%.*

NOTE: All content in italics is meant to be replaced and/or deleted

Teaching and Mentoring of Undergraduate and Graduate Students

Approximate percent effort to be devoted to this realm of responsibility: 80%

I understand that teaching is an integral and major component of the mission of North Carolina State University. I am committed to quality teaching consistent with the mission of the University and the Department of Mathematics. Each course that I teach will be counted as 10% in my teaching responsibility. It is understood that buying out a course with research funding will lower my teaching responsibility and increase my research responsibility, accordingly. Similarly, if the teaching load will be reduced for research or service, then my teaching, research and/or service responsibilities will be adjusted accordingly.

Anticipated Teaching Responsibilities: I expect to have a nominal teaching load of 4-4 during the 9-month academic year. This teaching load can be reduced for a variety of activities, including administrative activities, research related to K12-20 education, development of new courses and curriculum, development of distance education courses or electronic tutorials, etc. Courses taught could range from courses for mathematics majors, to courses for math education graduate students, to service courses. I expect to experiment with new teaching methods and to design new courses. I will design and lead research projects appropriate for undergraduates and mentor undergraduates through research experiences.

[The SFR should avoid listing specific classes, products, or journal publications or otherwise limiting the faculty member's flexibility and intellectual freedom to pursue promising leads and special opportunities in this realm. Such details can also limit the ability of the department head to make adjustments as dictated by student and departmental needs.]

Service in Professional Societies and within the University

Approximate percent effort to be devoted to this realm of responsibility: 20 %

I will commit to quality efforts in providing service to professional societies and other organizations outside of the University as appropriate to my disciplinary area. I will contribute to the programs and governance of the University, the College of Sciences and the Department of Mathematics as requested or desired. *[Identify major administrative roles, but avoid other specifics (e.g., specific committees) that might unduly limit the faculty member's flexibility and intellectual freedom to pursue promising leads and special opportunities in this realm.]*

Performance Standards

This document summarizes the percent effort expected within each realm of responsibility appropriate to [Name]. Fulfilling the responsibilities defined above is necessary but not sufficient for reappointment, promotion, or conferral of tenure, or post-tenure review. I am expected to meet and strive to exceed performance standards in each of the above realms of responsibility and to an extent commensurate with the percent effort indicated.

Reappointment, promotion, and tenure performance standards are documented in the Department of Mathematics Reappointment, Promotion and Tenure (RPT) Standards and Procedures Rule [RUL 05.67.702], the College of

Sciences RPT Standards and Procedures Rule [RUL 05.67.706], and relevant University policies and regulations [POL 05.20.01 and REG 05.20.04 for tenure track faculty or REG 05.20.34 for faculty not on the tenure track]. It is the responsibility of the department head(s) to ensure that appropriate performance standards are available for all of their faculty members. It is the responsibility of the faculty member and departmental voting faculty to review all applicable standards.

Signatories

_____	_____
Signature	Date
_____	_____
Alina Chertock, Head, Mathematics	Date
_____	_____
Lewis Owen, Dean, COS	Date

Explanation of Changes (when appropriate)

In [YEAR], changes were made in the percent effort by realm of responsibility because [briefly explain why changes were made, such as course buy out or change in administrative responsibility].
For example: Changes were made in the percent effort by realm of responsibility because Dr. Pack was named Director of the new Center for Bioinformatics and Agriculture effective August 2017 and will decrease his/her teaching and advising responsibilities.

[The online submission tool will document changes by creating a table showing percent effort by realm and by year. This table will be part of the SFR document to be downloaded for inclusion in the Dossier. The online submission tool will also maintain a history of the SFR so that changes made during the review period can be documented.]