

## Coatings and Polymeric Materials Faculty Workload Policy

As a highly research-active department, the normal distribution of workload for tenure-track and tenured faculty will be:

Teaching: 35 %

Research: 50 %

Service: 15 %

This can vary depending on individual situations and will be assessed each year at the time of the annual evaluation.

### Teaching

**Classroom Teaching.** The general expectation is that a faculty member will teach or assist in teaching our 400/600 level courses and then teach at least one 700 level course, typically one that reflects the faculty member's main area of expertise. The department also has a number of courses that are team taught. Over a two-year period, a typical faculty member in the department will teach one course per semester for three semesters with one semester where classroom teaching is not required. This may vary widely depending on the specific courses the faculty member is expected to teach and the scheduling of the courses as determined by the department Chair.

**Research Advising.** As a highly research-active department, faculty members are expected to mentor and advise their graduate students. This involves coaching in all aspects of research including literature searching, identifying suitable research projects and problems, determining a schedule for progress, assisting the student with needed resources, writing reports and papers for publication, writing documents for invention disclosure, preparing poster and oral presentation, and coaching regarding career aspirations.

### Research

Faculty are expected to maintain an active nationally/internationally recognized research program. This will involve seeking research funding to support their research efforts, mentoring graduate students and postdocs in carrying out research projects, attend technical meetings to present research results, prepare research results for publication in peer-reviewed journals, prepare reports for project sponsors, and monitor and control research expenditures consistent with grant funding agency policies.

### Service

**Department Service:** Participate in the day-to-day activities typical of a research university, PhD-granting; participate in departmental meetings, preparing and assessing qualifying exams, recruiting undergraduate and graduate students, prepare a syllabus prior to the start of classes, and maintain a reasonable amount of office hours per week in support of your teaching, serve as an academic advisor for students as needed, make ongoing efforts to present and publish research activities at national and/or international meetings and in refereed journals.

**College/University Service:** Serve on committees identified by chair, as appropriate.

Outside University: Participate in professional societies (American Chemical Society, American Association for Pharmaceutical Scientists). Act as reviewer as requested for journals and funding agencies.

### Professor of Practice

A Professor of Practice in the department is expected to focus their efforts in the area of teaching. Therefore, a typical distribution of effort will be:

Teaching: 70 %

Research: 10 %

Service: 20 %

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