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| Policy and Management Guidelines | PMGS 03-11  Division of Agriculture  Dates Revised 9-26-23  Formatting revised 10-28-2015 |

**Job Description and Annual Plan of Work**

**for (faculty member name and rank)**

**2024 (Year)**

**Department of** **(department name), University of Arkansas**

Date completed and approved,       (date), \_\_\_\_\_ / \_\_\_\_\_\_ (faculty/department head initials)

**JOB DESCRIPTION**

***GENERAL DUTIES:***

*[Example boilerplate: Faculty members at the University of Arkansas are responsible for activities related to the Land-Grant mission of the University: teaching, research, and service. Within these areas you are expected to exercise your abilities to accomplish the overall mission and goals of the Department, the Dale Bumpers College of Agricultural, Food and Life Sciences, the Division of Agriculture, and the University of Arkansas. Decisions relative to salary and promotion and/or tenure are based on your performance in each of these areas.*

*As a part of your responsibility, faculty members are typically also expected to take part in advising students and prospective students, serving on committees, and maintaining currency in teaching and research disciplines through professional development activities. Faculty members are also responsible for maintaining program currency, viability, and quality. Such activities are considered a normal part of the duties of full-time faculty, along with those activities directly linked to assigned responsibilities, and constitute a necessary part of such a work assignment. However, while you may volunteer to complete additional work in areas not related to your assigned duties, be aware that you are accountable only for work that is related to your assignment. Recognition is only earned for assigned responsibilities, not for work and activities undertaken at the initiative of the faculty member.*

*As a faculty member of the Department of (department name), you have assigned responsibilities in (name specific field of expertise). These responsibilities may be based upon a combination of factors and which may include any of the following: the position description under which you were hired, your personal area(s) of professional expertise, and the needs of the Department, College, Division, and University. Your present job description may evolve to meet the needs of a dynamic organization as well as the evolution of science within your professional area. ]*

Your overall assigned responsibilities as (faculty rank) are asfollows:

**ASSIGNED DISTRIBUTION OF EFFORT**

|  |  |  |  |
| --- | --- | --- | --- |
| **% Teaching** | **% Research** | **% Extension** | **% Service** |
|  |  |  |  |

**BUDGETED APPOINTMENT**

|  |  |  |
| --- | --- | --- |
| **% AFLS** | **% AES** | **% Extension** |
|  |  |  |

**TEACHING** **(insert %)**

[Example boilerplate: *As a part of your teaching appointment, faculty are expected to demonstrate effective classroom instruction and contribute to course improvement, curriculum development, student advising, undergraduate club activities, other departmental activities, and scholarly output in education commensurate with your appointment.*

*You are responsible for developing and maintaining an up-to-date course outline and syllabus for each class. In addition to teaching classes, you are expected to develop and employ innovative teaching techniques, relevant learning activities, and meaningful laboratory exercises for your assigned courses, and to advise undergraduate and graduate students. You are to participate in faculty development activities related to teaching such as workshops, conferences and seminars, and to publish papers on teaching methodology if appropriate. You are expected to be available to students outside of the classroom by maintaining weekly-posted office hours, and additional hours during pre-registration, registration, and drop and add periods. You are expected to assist with recruiting and advising of undergraduate and graduate students when requested, and in the case of the latter, to contribute to their development in research and teaching and to facilitate timely completion of their degree requirements. ]*

**RESEARCH** **(insert %)**

[Example boilerplate: *Tenured and tenure-track faculty members are expected to engage in research, scholarship or other creative activity as a substantial part of their assigned work at the University. Depending upon the unit, this effort may be 50 percent or more of the academic year assigned workload. The activity is expected to result in work products and recognition of the effort by such indicators as invited presentations or shows, publication of articles (including peer-reviewed) and books, grants/patents/licenses/copyrights, invitations to join prestigious societies, and other recognition appropriate to amount and quality of activity as evaluated by peers. Consistent with the vision of a student-centered institution, faculty members are expected to provide for active involvement by students in their research, scholarship, or other creative activity.*

*Faculty conducting research will produce original scholarly work that advances their field of science, shows evidence of problem solving, meets clientele needs, and benefits society. You are expected to undertake innovative and comprehensive research and/or creative activity in the areas of (name of area). If the research portion of your assignment is supported by the Arkansas Agricultural Experiment Station, you must have an approved Experiment Station project that describes research activities. Scientific publications and the significance and impact of your research will be major considerations in evaluating your performance.*

*Non-tenure-track research faculty also have the expectation of these specific work outputs and indicators, as assigned by the department head. ]*

**EXTENSION (insert %)**

*[Example boilerplate: Your extension responsibilities include, but are not limited to: program planning, program development, implementation and evaluation of projects. You are expected to support staff development activities and training. As an extension faculty member, you must engage in collaboration and partnership development with stakeholders, extension agents and faculty. You are responsible for preparing and disseminating educational materials, publications and curriculum materials. You are expected to develop an active applied research program to support your extension activities and develop partnerships with research faculty and extension personnel. ]*

**SERVICE (insert %)**

*[Example boilerplate: To be a fully productive and contributing member of the Department you are expected to share in committee assignments as requested and to contribute to the overall development of the Department through long-range planning, policy decisions, participation in faculty meetings, etc. In addition, you are expected to be an active participant and contributor to appropriate commodity and professional societies. ]*

**2024 ANNUAL PLAN OF WORK**

**TEACHING (insert %)**

In addition to the general expectations related to teaching listed in the job description, your specific teaching-related assignment for 2024 will include the following activities:

* (These are examples, as appropriate and required by the department.)
* Teach courses as assigned, based on your personal expertise and interests, as well as the needs of the department, to include the following during 2024:
  + (list courses).
* Coordinate the (named) program for the department.
* Co-advise the (named) student club.
* Advise and direct undergraduate and graduate students, as assigned.
* Serve on student academic committees.
* (other activities, listed).

**RESEARCH (insert %)**

In addition to the general expectations related to research listed in the job description, your specific research-related assignment for 2024 will include the following activities:

* (These serve as examples, as appropriate and required by the department.)
* Serve as primary author on refereed research publications.
* Serve as principal investigator or co-PI on competitive research/development funded grants.
* Present findings as international, national, and/or regional research conferences.
* Demonstrate initiative to develop and participate in collaborative projects with peers outside your department and/or institution.
* (list other expectations).

**EXTENSION (insert %)**

In addition to the general expectations related to extension listed in the job description, your extension related assignment for 2024 will include the following activities:

* (These serve as examples, as appropriate and required by the department.)
* (Specific items should be listed for or by the individual faculty member.)
* Provide outreach in (area of expertise here) to industry reps, stakeholders and commodity groups.
* Engage in program planning in (area of expertise) with research faculty and extension personnel.
* Plan and implement educational programs to disseminate informational materials, publications and results of workshops and meetings throughout the year.
* Contribute to the research and teaching program by serving on graduate committees and/or advising graduate and undergraduate students, as assigned.
* Serve as PI or Co-PI on commodity board grants and contribute as appropriate on research proposals.

**SERVICE (insert %)**

In addition to the general expectations related to service listed in the job description, your specific service-related assignment for 2024 will include the following activities:

* (list major service responsibilities, as negotiated with department head.)

**AGREEMENT**

I have read and understand the responsibilities of my position as (faculty rank) in the Department of (department name) at the University of Arkansas.

Date:

Faculty Name:       Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head:       Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Center Director:       Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised on:      (date)

Faculty Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­\_\_\_\_\_\_\_\_\_

Dept Head Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(version: GW, 9/7/11)

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