

## CEHD ACADEMIC WORK SCOPE GUIDELINES

Policy Owner: **CEHD** | Effective Date: **November 18, 2019** | Purpose of Document: **To align CEHD appointments with University Job Titles, Codes, and Appointment Roles**

	<b>TENURE-TENURED TRACK FACULTY (TTTF)</b>	<b>TEACHING/CLINICAL CONTRACT FACULTY</b>	<b>P&amp;A TEACHING SPECIALIST OR LECTURER</b>	<b>RESEARCH CONTRACT FACULTY</b>	<b>P&amp;A RESEARCHER 5, 6 &amp; 7</b>
	<b>9401 PROFESSOR</b> <b>9402 ASSOCIATE PROFESSOR</b> <b>9403 ASSISTANT PROFESSOR</b>	<b>9401T TEACHING PROFESSOR</b> <b>9402T TEACHING ASSOCIATE PROFESSOR</b> <b>9403T TEACHING ASSISTANT PROFESSOR</b>  <b>9401C CLINICAL PROFESSOR</b> <b>9402C CLINICAL ASSOCIATE PROFESSOR</b> <b>9403C CLINICAL ASSISTANT PROFESSOR</b>	<b>9754 TEACHING SPECIALIST</b> <b>9771 SENIOR TEACHING SPECIALIST</b>  <b>9753 LECTURER</b> <b>9770 SENIOR LECTURER</b>	<b>9401R RESEARCH PROFESSOR</b> <b>9402R RESEARCH ASSOCIATE PROFESSOR</b> <b>9403R RESEARCH ASSISTANT PROFESSOR</b>	<b>9742R5 RESEARCHER 5</b> <b>9742R6 RESEARCHER 6</b> <b>9742R7 RESEARCHER 7</b>
<b>PURPOSE OF ROLE</b>	<p>Provide intellectual leadership for the Research, Teaching, and Service missions of the unit at a research 1 institution such as producing research/creative activity work relevant to the discipline as defined in the tenure regulations, Section 7.11, and the unit's 7.12 statement.</p>	<p>Hired for the specific purpose of teaching; contract is one year up to three years; renewable based on program teaching or clinical needs, appropriate performance, and/or budgetary reasons. Must have an academic-department home due to contract faculty promotion criteria linked to department policy. (See CEHD Academic Appointment Chart, link listed below.)</p> <p>Teaching/clinical is primary work scope; scholarship is limited but may focus on innovations in teaching/clinical or dissemination of technical/instructional/clinical works and supervision of programs. Focus is on local/regional dissemination.</p>	<p>Hired for the specific purpose of teaching.</p> <p>Provide particular teaching initiatives for programs under the direction of tenured faculty and/or the chair; provide administrative support for the program; potentially advise UG and professional students towards degrees or licensure. (See CEHD Academic Appointment Chart, link listed below)(See CEHD Guidelines and Procedures Governing the Promotion of Instructional Staff, link listed below)</p>	<p>Hired for the specific purpose of research; contract is one year up to three years; renewable based on research or program needs, appropriate performance, and/or budgetary reasons. Must have an academic-department home due to contract faculty promotion criteria linked to department policy. (See CEHD Academic Appointment Chart, link listed below)</p> <p>Expected to produce research/creative works relevant to the discipline or field of study of the employing unit or relevant research or creative work as defined in the unit's contract faculty guidelines for promotion.</p>	<p>Hired for the specific purpose of engaging in research and the dissemination of research under the direction of a research lead, center director, or associate dean. (See CEHD Academic Appointment Chart, link listed below.)</p>

<b>QUALIFICATIONS</b>	Terminal Degree	Terminal Degree	Teaching Specialist: Master's Degree  Lecturer: Terminal Degree	Terminal Degree	<u>Researcher 5</u> : Advanced degree with 1 or more years of research <u>Researcher 6</u> : Advanced degree with substantial research and publication record <u>Researcher 7</u> : Terminal degree with substantial research and publication record
<b>HAS PROFESSIONAL EXPERIENCE AND LICENSE</b>	Not typically in non-clinical fields.	Professional experience preferred in teaching or clinical field. Licenses may be required by some fields.	Yes--to enable one to lead in licensure and accreditation work.	No.	No.
<b>TEACHING RESPONSIBILITIES</b>	Typically accounts for 40% of role. Expected to show excellence in teaching; even with grants or other activities still expected to teach at least one class per year.	Teaching is the primary role and accounts for predominant percentage of time. The focus is on delivering coursework--face-to-face, online and in other modes; work may also include assignments such as directing special summer programs, student group coordination, outreach coordinator, curriculum oversight and coordination, and other administrative appointment.  Takes on leadership in pedagogical practices.	Teaching is the primary role.  Accounts for predominant percentage of time.  Typically does not take leadership in pedagogical practices.	Limited teaching, if any.	No. Rare that they would teach.
<b>PARTICIPATION IN CURRICULUM AND PROGRAM DEVELOPMENT</b>	Tenure system faculty have primary responsibility for creating and overseeing curriculum and program quality.	Yes, to varying degrees. TTF have primary responsibility for creating and overseeing curriculum and programs but contract teaching/clinical faculty support TTF by providing curriculum expertise, oversight and coordination as TTF move in and out of particular teaching assignments due to research requirements such as grants or administrative appointments. Specific tasks undertaken may include coordinating multiple sections of courses or specific programs. Significant course development is	Yes, to varying degrees. Emphasis on classroom instruction, but may include some curriculum development and some clinical work.	No.	No.

		also in this portfolio (in consultation with TTF personnel).			
<b>ADVISING RESPONSIBILITIES</b>	Quality advising and mentoring students at various degree levels is a key expectation. Expected to meet and maintain the criteria for Graduate Faculty Status that includes serving as a PhD Advisor and Chair or Co Chair.	Yes, limited.  May occasionally serve as a member of a master's, MA, or doctoral committee if individual meets graduate faculty status requirements. May not serve as chair or advisor of a doctoral committee.	Yes, limited.  Undergraduate advising and professional (master's or certificate) student advising. May occasionally serve as a member of an MA or doctoral committee if individual meets graduate faculty status requirements. May not serve as chair or advisor of a doctoral committee.	Yes, limited  May occasionally serve as a member of a master's, MA, or doctoral committee if individual meets graduate faculty status requirements. May not serve as chair or advisor of a doctoral committee.	Yes, limited  May occasionally serve as a member of a master's, MA, or doctoral committee if individual meets graduate faculty status requirements. May not serve as chair or advisor of a doctoral committee.
<b>RESEARCH RESPONSIBILITIES</b>	Typically accounts for 40% of role. Expectations --following the tenure regulations, Section 7.11, and the unit's 7.12 statement-- include extramural funding, entrepreneurial endeavors resulting from research, publications in various venues, various types of publications or similar with national and international impact.	Rare.  Research will likely be related to pedagogical practice.	Rare.	Research is the primary role. Accounts for predominant percentage of time. Must have PI status from the start. Expectations include securing extramural funding, writing publications in various venues, various types of publications (briefs; tech reports) or similar with national and international impact and/or disseminate results in appropriate outlets.	Research is the primary role. Accounts for predominant percentage of time. Depending on the level, may not require PI status. Expectations include securing or working in a key research role on extramural funded projects, writing publications in various venues, various types of publications (briefs; tech reports) or similar with national and international impact and/or disseminate results in appropriate outlets.

<b>SERVICE OUTREACH RESPONSIBILITIES</b>	Typically accounts for 20% of role. Must participate in department, college, University and disciplinary service. Outreach and engagement activities that impact local, national or international are expected.	Committees focused on instructional matters and program accreditation	Department, CEHD committees, and administrative programs/committees.	Limited/Rare. Committees focused on research or dissemination-outreach matters.	Not expected.
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**[Links to UMN Policy and OHR](#)**

[Academic Appointment Category Details](#)

[UMN OHR Job Classification](#)

**[Links to CEHD Policy and Related Documents](#)**

[CEHD Academic Appointment Chart](#)

[CEHD Contract Faculty Policy and Procedures](#)

[CEHD Guidelines for Annual Review and Promotion for Contract Faculty](#)

[CEHD Workload Policy](#)

[Guidelines and Procedures Governing the Promotion of Instructional Staff](#)