Sample Statement of Expectations

Tips:
Don’t include accomplishment reporting. This statement should be written as if it was created on your first day of service to the university.
Don’t include a Plan for Professional Development.
Don’t use any language that dates the statement, e.g., don’t use statements like “this year I will ...”

Statement of Mutual Expectations for
First Middle Last-Name, Rank, Department of Discipline X

Realms of Responsibility. (Most faculty members would have less than six of these.)

1. __% Teaching and Mentoring of Undergraduate and Graduate Students. Teach an average of # of undergraduate courses and # of graduate courses each year. Advise # of undergraduates. Direct # of masters students and # Ph.D. students. Specificity will vary here. Some departments want to include course numbers and semester in which they will be taught and possibly number of advisees. Other departments want to use a more general description as given in this example.

2. __% Discovery of Knowledge (Scholarship Area). Carryout research on Discipline X. Publish results in refereed journals, including, but not limited to, Journal of Discipline X, Discipline X Science, and Discipline X Technology. If appropriate specify other forms of products to document scholarship productivity.

3. __% Creative Artistry and Literature. Create, production, and/or evaluation of cultural artifacts that generate new insights and interpretations with the potential to inspire and advance the quality of life in society. Creative artistry can be expressed through literature, performing, fine and applied arts. Describe efforts, products, processes and outcomes as related to Discipline X.

4. __% Technological and Managerial Innovation. Technological innovation provides the means by which knowledge and imagination in the sciences, humanities, and creative arts can be harnessed to drive the economic and social systems of the state, nation, and world and ultimately, provide new products, processes and services.

5. __% Extension and Engagement with Constituencies outside the University. Direct the North Carolina Discipline X Program. Provide educational programs for agents and clientele to inform them about Discipline X. Develop and publish educational materials in support of the educational programs.

6. __% Service in Professional Societies and Service and Engagement within the University Itself. Be an active member of the American Society for Discipline X. Serve on committees in this association and consider serving in leadership roles as committee chair, conference chair/coordinator, and as association officer. Serve on departmental, college and university committees, task forces as requested or desired, while keeping service in balance with expected productivity in other realms of responsibility.
Performance Standards

Meet and strive to exceed the performance standards as documented in the Department of Discipline X Reappointment, Promotion and Tenure Standards and Procedures Rule, the College of Disciplines XYZ Reappointment, Promotion and Tenure Standards and Procedures Rule and the university’s Academic Tenure Policy.

Summary of Changes

Hired March 1, 1980 with [describe initial responsibilities with percentages here]. Additional line(s) here if additional change(s).

Effective January 1, 1986 responsibilities changed to responsibilities as described above.

Original Signature and date by faculty member and department head

Additional lines for signatures and dates when changes made.