

# Faculty Activities Inventory

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*This Faculty Activity Inventory is a reference to assist faculty in delineating specific areas of faculty work and expertise. It is not meant to be an exhaustive list of all activities in which faculty engage. Many faculty activities may fall into more than one area of faculty work, and in fact, in a well-integrated and mature faculty CV or promotion statement, activities will certainly be double- or even triple-coded. In particular, the CV or statement of a faculty going up for promotion from associate to full should reflect holistic integration across many of these areas of faculty work.*

### Classroom-Based Activities

- Lecture preparation and delivery
- Reading preparation
- Classroom discussion and activities
- Canvas preparation
- Technology research and preparation
- Peer review with colleagues about best practices
- Syllabi development
- Course development
- Responding to student evaluations
- Responding to peer reviews
- Grading
- One-on-one meeting with students
- Integration of expertise into classroom/laboratory/arena
- Workshops and training sessions to improve classroom-based teaching
- Theatrical production in place of a classroom
- Arranging for guest lectures from experts
- Coordinating community-based sites and activities
- Incorporating mission-resonant foci into the classroom teaching

### Learning Assistance-Related Activities

- Working with Disability Services around student accommodations
- Working with other entities around student accommodations not covered by DS
- Workshops and training sessions to improve inclusiveness of teaching approach
- Adapting course materials for accessibility
- Meeting with students to provide additional assistance for accessibility

- Approaching learning assistance-related activities with a mission-resonant focus around social justice and inclusion

### **Activities for Internships/Independent Studies/Honors/Student Research Projects/Senior Synthesis/Clinical Supervision**

- Consolidating and discussing relevant scholarship with students
- Assessing student work
- Helping student prepare work for an external audience (such as senior project or honors defense)
- Liaising with appropriate external and internal entities on behalf of student
- Integration of expertise as project advisor
- Overseeing students placed in applied external internships relevant to their major (such as for a nursing degree)
- Incorporating mission-resonant foci into the areas of study/research questions

### **Recognition of Teaching Activities**

- Advising/mentoring award
- Teaching Award
- Grant to fund training around teaching
- Award recognizing mission alignment in teaching

### **Publications and Productions based on Peer Review**

- Peer-reviewed scholarly journal articles, solo or collaborative author
- Peer-reviewed scholarly books, solo or collaborative author
- Peer-reviewed scholarly book chapters, solo or collaborative author
- Book (non-fiction for a general audience), solo or collaborative author
- Creative written work around expertise, including solo or collaborative production of a novel, work of poetry, collection of fictional writing.

### **Conference Presentations with Professional Peers**

- Peer-reviewed presentation, solo or collaborative author
- Roundtable moderator at academic and applied conferences
- Facilitator or coordinator of a training session at a conference for peers
- Special interest group convener
- Preconference training session facilitator

### **Community-Based Research**

- Presentation of scholarship to the communities of interest, solo or collaborative author
- Strategic communication with communities around issues relevant to professional expertise
- Strategic communication with policy-makers around issues relevant to professional expertise
- Professional participation in programmatic development
- Professional participation in community development
- Applied research in communities that results in different community outcomes, measures, tools, etc. that are recognized by the community as important but that are not a publication, report, white paper, or presentation
- White paper (applied expertise), solo or collaborative author
- Project or programmatic report (applied expertise), solo or collaborative author
- Community Report (applied expertise), solo or collaborative author

### Public Scholarship

- Op-eds in news media drawing from professional expertise, solo or collaborative author
- Media presence drawing from professional expertise
- Social media presence drawing from professional expertise

### Contribution to a Creative Work for a General Audience

- Musical performance, collaborative or solo
- Theatrical performance, collaborative or solo
- Professional contribution to a musical or theatrical performance, such as with set and/or costume design
- Professional contribution to an artistic display, gallery exhibit, museum exhibit
- Professional curation of an artistic display, gallery exhibit, museum exhibit

### Application of Scholarship to the Classroom

- Contribution to advances in classroom pedagogy relevant to professional expertise (applied and peer reviewed)
- Bringing discovery-based scholarship to the classroom (applied and peer reviewed)
- Science education research (applied and peer reviewed)

### Grants and Funding

- External grant, peer-reviewed, PI or Co-PI or solo recipient
- Internal (to one's place of employment) grant, peer-reviewed, PI or Co-PI or solo recipient

- External grant, not peer-reviewed, PI or Co-PI or solo recipient
- Internal (to one's place of employment) grant, not peer-reviewed, PI or Co-PI or solo recipient
- External grant, peer-reviewed, member of a group of recipients but not PI or Co-PI
- Internal (to one's place of employment) grant, peer-reviewed, member of a group of recipients but not PI or Co-PI
- External grant, not peer-reviewed, member of a group of recipients but not PI or Co-PI
- Internal (to one's place of employment) grant, not peer-reviewed, member of a group of recipients but not PI or Co-PI

### Recognition of Scholarship

- An award from a professional organization acknowledging scholarship contributions
- An award from a community acknowledging applied scholarship contributions
- An award from a professional organization acknowledging creative works contributions
- An award from a community acknowledging contributions to the wellbeing of the community, through policy or practice

### Mission Aligned Scholarship

- Publication, conference, grant application, or other peer-reviewed product that clearly articulates alignment of the SU mission around social justice and creating leaders for a more just and humane world
- Community-based research and/or public scholarship and/or a creative work that clearly articulates alignment of the SU mission around social justice and creating leaders for a more just and humane world

### Curriculum & Academic Program Development

#### Program & Curricular Work

- Assess for diversity/social justice content of curriculum and remedy flaws
- New program development
- New course development
- Attend workshops and training sessions
- Curriculum revision
- Course revision
- University CORE assessment and development
- Textbook adoption/library liaison
- Develop & administer international exchange programs
- Administrative coordination around moving classes to online forums

#### Assessment, Evaluation & Accreditation

- External accreditation/reaccreditation
- University program review
- Curriculum assessment activities

#### Recruitment/Alumni Engagement

- Student recruitment activities
- Alumni engagement activities
- Admissions
- Student retention efforts

#### Department/Program Representation

- Community liaison roles to professional org/local agencies/other non-academic spaces
- Event planning for faculty and/or students within the department/major/minor

### Student Support

#### Mentoring & Networking

- Mentoring students in general
- Mentoring marginalized students (requires additional and disproportionate effort)
- Mentoring students at other institutions
- Supporting student activism/advocacy
- Networking on behalf of students who want industry jobs
- Networking on behalf of students who want to go to graduate school

#### Academic Support

- Tutoring students for professional exams
- Reading groups
- Faculty advisor for student projects (thesis, honors, capstone, independent studies)
- IRB liaison for student projects
- Preparation for grad schools
- Involving students in research/publications, forming research interest groups, including research projects that don't result in a "product"
- Supporting students applying for prestigious scholarships
- Selecting students for awards/recognition/scholarships
- Writing letters of recommendation for scholarships and/or grad school
- Supporting student extracurricular activities (involvement with radio, choir, etc.)
- Running university honors programs/faculty liaison for honors societies
- Addressing academic integrity violations
- Offering workshops for Learning Assistance Programs

#### Additional Support

- Supporting unique needs of marginalized students (e.g. first gen, undocumented, ELL, Fostering Scholars, POC, trans, working class, parents, women, students with disabilities)
- Students of concern committees
- Supporting students through reporting process for sexual assault
- Connecting students with needed psychological services not available on campus

Advising (*NOTE: Not all colleges assign academic advising to faculty*)

- Advising individual students (re: classes, scheduling, career plans, etc.)
- Advising student clubs
- Supporting transfer students (extra effort needed)
- Faculty advisor for student branches of national/regional professional orgs

Representation at and Planning Events

- New freshman week
- Graduation events (departmental and university-wide)
- Educational events for larger university community
- Alumni events
- University service day
- Technical coordination of Zoom and other remote student events

## Governance & Institutional Processes/Change

Governance Participation/Leadership

- Academic Assembly
- Faculty Staff Senate
- AAUP
- Shared governance task forces
- Executive Committee
- APPR
- Committee on Committees

HR/Institutional/Departmental Policy Work

- Family leave
- Title IX
- Sexual assault policy
- Guidelines for promotion to senior instructor
- Bylaw creation/revision
- Handbook revision
- Revising Student Evaluation of Teaching process
- Revising APR process for faculty & staff
- Revising teaching and office hours policies during COVID-19 for faculty and staff who are at high risk and/or have caregiving responsibilities

- Faculty Welfare Committee

#### Institutional Processes

- IRB work
- Grievance procedures
- Award/honors/internal grants selection
- Use of space and facilities
- Lending expertise to committees without formal membership on them (unrecognized)
- Lawsuits (e.g. being interviewed by council re: lawsuit against SU)

#### Institutional Change Efforts

- Matteo Ricci College Coalition support
- Support for faculty and students in STM and NCS as these colleges close
- Changing the ways in which NTT faculty are assessed and policies affecting them
- Exploring move to semesters
- Strategic planning efforts
- Faculty unionization efforts
- Addressing COVID-19 at the institutional level, focus on faculty and staff
- Addressing COVID-19 at the institutional level, focus on students
- Addressing institutional oppression through committee work and administrative leadership
- Rapid response and leadership work around emerging social justice issues on campus (e.g. the impacts of Black Lives Matter)
- Mediating conflict between colleagues
- Mediating conflict between students

### Campus Leadership & Mission Integration

#### Lending Expertise to Campus Activities

- Delivering keynote addresses on campus
- Panel discussions/guest lectures
- Leading colloquia/faculty seminars/learning communities
- Getting funding for state of the art equipment for the college
- President's Advisory Council
- Planning mission related activities
- Endowed professorships
- Directing centers on campus

#### Participating in Mission Integration

- Arrupe Seminar
- Silent Retreat/Women's Retreat
- Women in Mission activities

- Spiritual Exercises in Everyday Life (SEEL)
- Ignatian Colleagues
- Western Conversations in Jesuit Education delegate

#### Building Campus Community

- Campus climate assessment
- Participating in inclusive excellence events

### Colleague Mentoring & Support

#### Teaching

- Conducting peer teaching evaluations
- CETL advisory board
- Supporting colleagues with challenges happening in their classrooms (e.g. social justice issues)
- Pedagogy groups

#### Scholarship

- Supporting colleagues with CVs, job search material, assistance in publishing
- Connecting colleagues to potential community partners for research opportunities

#### Tenure & Promotion

- Tenure & Promotion or NTT promotion committee work
- Tenure & Promotion Collegium lead
- Supporting faculty colleagues through tenure and/or promotion process

#### Onboarding

- New Faculty Institute development
- Orienting & supporting new faculty in department

#### Other Mentoring Activities

- Networking on behalf of colleagues within one's field but outside SU (e.g., at the U.W.)
- Networking on behalf of colleagues within the university community
- Giving advice on how to navigate departmental politics
- Giving advice on how to handle service demands and asks

### Administrative Duties

#### Search/Hiring Activities

- New faculty search
- Program director search
- Dean search
- Provost search



- Staff search/hiring

#### Supervision

- Annual reviews of staff
- Annual reviews of faculty
- Supervise staff

#### Administrative Work

- Budgeting
- Department chair (sometimes also director with no additional compensation)
- Program director
- Interim chair of other departments
- Raise money for department infrastructure
- Raise money for student scholarships
- Lead program meetings
- Schedule courses
- Assign teaching duties
- Website management
- Helping run IT for one's department
- Interface with departmental advisory board
- Serve on departmental committees
- Serve on college-level committees

### Contribution to Professional Community

#### Professional Organizations

- Attend professional meetings
- Participate in national/regional/international professional organizations at executive/planning committee level
- Serve on boards of national/international professional organizations
- Coordinate conferences or performances
- Maintain membership and attend gatherings of professional organizations
- Organizing speaker series

#### Professional Training

- Attend workshops focused on adding professional skills
- Take classes focused on adding professional skills
- Obtain another degree relevant to professional expertise
- Maintain professional credentials

#### Professional Peer Review Processes

- Peer review of creative work
- Peer review of scholarly articles for academic journals

- Editor of academic, peer-reviewed journal
- Serving on the editorial board of an academic, peer-reviewed journal
- Peer review of external grant application

#### Policy

- Lead educational reform efforts
- Policy advocacy/influence/development related to field/discipline
- Policy responses around diversity and inclusion concerns

#### Lend Expertise

- Provide review for tenure cases at other institutions
- Affiliate faculty at other institutions
- Dissertation committees/advisors for students at other institutions
- External program reviews
- Engage with industry, network on behalf of university, give invited talks and workshops
- Engage with creative arts communities, network on behalf of university, give invited readings or performances or talks or workshops

#### Consulting Work (*NOTE: Many of these do involve salaries, stipends, consulting fees, etc.*)

- Consultant based on professional credentials and expertise
- Professional counselor/therapist
- Professional engaged in healthcare or educational sector
- Director/associate director of a professional theatrical group
- Professional engaged in work for a theatrical or musical production

#### Community Engagement

- Sitting on advisory boards for agencies/companies
- Liaison between university & community members/partners
- Performing needs assessments
- Program development/delivery
- Program evaluation
- Consulting/Expertise lending
- Responding to media requests
- Public education activities
- Judging competitions and helping prep students for competitions
- Bridging students to community projects – related or unrelated to a class
- Securing funding for community-based projects
- Supporting the Center for Community Engagement
- Community-engaged learning projects
- Theatrical production around community-engagement goals
- Engagement with a museum, orchestra, musical group, or gallery around community engagement goals

- Contribution to a public art installation or public performance oriented around community engagement goals.

### Recognition of Service

- An award from a community acknowledging service contributions relevant to expertise
- An award from a university division acknowledging service contributions relevant to expertise
- An award from a professional organization acknowledging service contributions