**Template for Statements of Faculty Responsibilities (SFRs)**

The SFR should state, in general terms, faculty responsibilities by realm – the SFR is not an activity report or a plan of work or a plan for professional development. See REG 05.20.27 for a full explanation of the purpose and creation of the Statement of Faculty Responsibilities.

The Online Tool for Submission of SFRs will provide some of the language in the template below, so it is strongly recommended that the tool be used even for drafting the SFR. An SFR in progress can be saved and printed until the final version is ready for submission.

**Signatories**

The online submission tool will route SFRs to the appropriate individuals.

**Explanation of Changes** (when appropriate)

The online submission tool will document changes by creating a table showing percent effort by realm and by year. This table will be part of the SFR document to be downloaded for inclusion in the Dossier. The online submission tool will also maintain a history of the SFR so that changes made during the review period can be documented.

**NOTE:**All content in italics is meant to be replaced and/or deleted.

**Statement of Faculty Responsibilities for *[Name]***

Associate Professor

**Realms of Responsibility** (by percent effort)

## **Teaching and Mentoring of Undergraduate and Graduate Students**

Approximate percent effort to be devoted to this realm of responsibility: 40 %

*[Name]* will commit to quality teaching consistent with the mission of the University and of the Department of Industrial and Systems Engineering*.*

*[He/she]* is expected to:

* + Be an effective teacher at the undergraduate and graduate levels;
  + Teach required and elective courses at the graduate and undergraduate level within *[the area of his/her expertise and competence;]*
  + Keep the content of current courses up-to-date, and contribute to the design and development of new courses as per the department’s requirements and on-going research.
  + Participate in Ph.D. qualifying exam process as needed.
  + Serve as a chair/co-chair/member of Ph.D. dissertation, MD thesis, and/or IMSE project committees, and advise MIE and undergraduate students on research projects. *[He/she]* is expected to mentor and help advisees with holistic professional and academic development geared towards their career goals.
  + Train research advisees in effective technical writing and presentations, and emphasize preparation of journal and conference papers and presentations with students as first authors.
  + Serve as an undergraduate academic advisor, as per the department requirements, to guide assigned students on course selection and career choices.
  + Participate in summer camp for prospective students as needed.

## **Discovery of Knowledge through Discipline-Guided Inquiry**

Approximate percent effort to be devoted to this realm of responsibility: 45 %

*[Name]* will commit to quality research consistent with the mission of the University and of the Department of Industrial and Systems Engineering.

*[He/she]* is expected to:

* + Obtain research funding to support graduate students;
  + Seek and maintain appropriate resources to support on-going research;
  + Produce publications in quality *[areas of expertise and competence]* peer-reviewed journals and conferences, where publications will include *area of concentration* journals as well as other multi-disciplinary journals;
  + *(Optional: Develop multi-disciplinary collaborations with colleagues both at NC State University and other institutions;)*
  + Make presentations at relevant local, national and international conferences, meetings, and other institutions.

## **Extension and Engagement with Constituencies outside the University**

Approximate percent effort to be devoted to this realm of responsibility: 2 %

*[Name]* will commit to quality efforts in *[extension, engagement, outreach, public science]* consistent with the mission of the University and of the Department of Industrial and Systems Engineering.

*[He/she]* is expected to:

* + Participate in engagement and outreach activities involving high school, undergraduate, and graduate students as needed;
  + Participate in the recruitment of undergraduate and graduate students in the department;
  + Engage with alumni and relevant industry constituents in ways that can enhance the teaching curriculum and research agenda.

## **Creative Artistry and Literature**

Approximate percent effort to be devoted to this realm of responsibility: 0%

## **Technological and Managerial Innovation**

Approximate percent effort to be devoted to this realm of responsibility: 1%

*[Name]* will commit to quality efforts in technological innovation consistent with the mission of the University and of the Department of Industrial and Systems Engineering.

*[He/she]* is expected to:

* + Evaluate regularly whether the technological outcomes of research have the potential for patent filing or licensing, and follow OTT protocols to seek IP protection when appropriate.

## **Service in Professional Societies and within the University**

Approximate percent effort to be devoted to this realm of responsibility: 12%

*[Name]* will commit to quality efforts in providing service to professional societies and other organizations outside of the University as appropriate to *[his/her]* disciplinary area.

# *[He/she]* is expected to support the college and the department in its strategic directions, serve to advance the ISE profession, and broadening participation within the national and regional scientific communities by activities such as:

* Serving on university, college, and departmental committees;
* Maintaining active membership and leadership in relevant professional societies, such as IISE and *[organization in areas of expertise and competence;]*
* Reviewing manuscripts for peer-reviewed journals;
* Reviewing abstracts and manuscripts for conferences, and serve as session chair/organizer;
* Reviewing proposals from intramural and extramural funding agencies;
* Providing leadership to quality journals *[in areas of expertise and competence.]*

# Performance Standards (This information is provided as reference only as it is included in the online tool)

This document summarizes the percent effort expected within each realm of responsibility appropriate to *[Name].* Fulfilling the responsibilities defined above is necessary but not sufficient for reappointment, promotion, conferral of tenure, or post-tenure review. *[Name]* is expected to meet and strive to exceed performance standards in each of the above realms of responsibility and to an extent commensurate with the percent effort indicated.

Reappointment, promotion, and tenure performance standards are documented in the Department of Industrial and Systems Engineering Reappointment, Promotion and Tenure (RPT) Standards and Procedures Rule [RUL 05.67.304], the College of Engineering RPT Standards and Procedures Rule [RUL 05.67.308], and relevant University policies and regulations [POL 05.20.01 and REG 05.20.04 for tenure track faculty or REG 05.20.34 for faculty not on the tenure track].

Post-tenure review performance standards for tenured faculty are documented in the Department of Industrial and Systems Engineering Post Tenure Review (PTR) Standards and Procedures Rule [RUL 05.68.33], the College of Engineering PTR Standards and Procedures Rule [RUL 05.68.80], and relevant University policies and regulations [POL 05.20.01 and REG 05.20.04 for tenure track faculty].

It is the responsibility of the department head to ensure that appropriate performance standards are available for all of their faculty members. It is the responsibility of the faculty member and departmental voting faculty to review all applicable standards.