

# DRAFT

## Teaching Assignment Criteria Template

**Department:** Physics

**Approved by Department:** (date)

**Approved by Dean:** (date)

**Approved by Provost:** (date)

**Departmental Mission:** Clear statement of mission including Scholarly/ Research and teaching mission.

**Scholarly/ Research Activities:** A clear definition of what constitutes scholarly/ research activities in the department's consideration in its Teaching Assignment Criteria (TAC) should be provided. For any Department for which external support for research/ scholarly activity is expected, the average funding level or threshold funding level should be quantitatively specified.

### Contact Hours or Approved Equivalent / Year (Tenured and Tenure-Track Faculty)

	Category				
	Little or No Significant Research/ Scholarly Activity	Moderately Active	Active	Very Active	Exceptionally Active
Contact Hrs / Year	18-24	15-18	11-14	7-10	6

The following table defines the categories used in the above table

Category	Explanation
Little or No Significant Research/ Scholarly Activity	Primarily teaching assigned courses, little or no significant research nor service.
Moderately Active	Departments/College need to specify criteria
Active	Departments/College need to specify criteria
Very Active	Departments/College need to specify criteria
Exceptionally Active	Departments/College need to specify criteria

The "explanation" for each category must include a clear statement of what scholarly/ research/ teaching expectations are expected for classification in each category.

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Evaluation criteria in TAC documents and load justification documents normally should be short-term (~1 year) metrics. Longer term metrics may include recent funding activities as described in the Addendum to the 2013 Academic plan. These funding and other activities such as publications or student supervision could be evaluated using 'moving averages' or sliding scale of up to 3 years. Metrics which extend beyond 3 years should not be used; longer term projects should be divided into reported segments of no longer than 3 years.

**Other Teaching Assignment Documents Incorporated by Reference:** Addendum to Academic Plan on Workloads – 'Workload Assignments to Improve Academic Quality', December 9, 2013 (NOTE: If policies in other NJIT documents are being incorporated into a department's TAC, the document name and date (version) should be specified)

**Credit carry over Policy:** Underload/overload can be traded between semesters in an AY and can be carried over to 1 additional year if needed. The Department TAC need to define its policy, and track over/underload, etc. on each semester's Load Justification Document.

**Release Time Credit for Administrative Duties:** to be negotiated with Chair and Dean. Negotiated time for administrative duties must be documented by department.

**Teaching Assignment Criteria for new Assistant Professors:** Lighter load for new assistant professors is a good practice. Departments are encouraged to articulate a consistent policy for Assistant Professors.