**STATEMENTS OF EXPECTATION (SOEs) IN**

**THE COLLEGE OF ARTS AND LETTERS (CAL)**

Approved SOEs are required of all full-time faculty (see COFS 1.4.5.1). This SOE serves both to articulate expected responsibilities for the coming year and also as the basis for evaluation of performance in the annual review process.

Continuing faculty members should email a draft SOE, using the template below, to their department chair or designated supervisor (per CERT) no later than **March 1**. Once the chair/designated supervisor has approved the SOE, the faculty member should upload the approved text into FAAR ([www.nau.edu/faculty180)](http://www.nau.edu/faculty180)) no later than **April 1**. If revisions are required – due to changes in teaching loads, service assignments, etc. – after the faculty member has submitted the SOE in FAAR, the chair/designated supervisor will return the document to the faculty member using the Communications link in FAAR. All continuing faculty members must have a chair/designated supervisor-approved SOE in FAAR by **May 1**.

The SOEs for new full-time faculty members are created during the fall semester, following the steps above. The draft should be submitted by **September 15** and the final version should be uploaded to FAAR by **September 30**, for chair/designated supervisor approval no later than **October 15.**

To locate a copy of the SOE in FAAR, click on the “QUICKLINKS” tab on the dashboard/homepage and select “Statement of Expectations.”

**CAL SOE TEMPLATE**

1. **EXPECTATIONS: STUDENT-RELATED ACTIVITIES (*insert percentage*)**

During the (*insert years*) academic year, I will teach (*insert total credit hours*).

These include (*list courses here & include individual credit hours and/or enrollment numbers if significant to load*) in the fall, and (*list courses here & include individual credit hours and/or enrollment numbers if significant to load*) in the spring.

I will be expected to meet all scheduled classes (except for illness or prior notification of an absence approved by the department chair), post and hold regular office hours, be available to my students on a regular basis, provide timely feedback on all assignments, and participate in mentoring in the department at all levels. During the (*insert years*) academic year, I will mentor (*insert number of students*) assigned to me.

For faculty who work with graduate students only, please add, if applicable: During the (*insert years*) academic year, I will mentor (*insert number*) MA and (*insert number*) PhD students assigned to me.

I will also (*insert any additional student related activities you would like included, such as dissertation/thesis supervision, internship/independent study supervision, course development activities [revisions or new courses], teaching cross-listed honors sections, professional development activities related to teaching, etc.*).

The quality of my work will be evaluated using things such as standard student opinion surveys, a review of my syllabi, copies of assignments and examinations, peer observations, etc. by the department Annual Review Committee (ARC) and by the chair/designated supervisor, in accordance with COFS and the (*insert prefix*) department’s/school’s approved written criteria, which can be found (*insert where it can be found*). The ARC and the chair/designated supervisor will also base their evaluation on the documentation uploaded by the faculty member in their FAAR CV and self-narrative.

When considering productivity in student-related activities during this period, it is incumbent upon those responsible for the annual review to be aware of the distribution percentage allocated to this expectation in the SOE as well in scholarship/creative activity and service.

1. **EXPECTATIONS: SCHOLARSHIP/RESEARCH/CREATIVE ACTIVITIES and/or PROFESSIONAL DEVELOPMENT (*insert percentage*)**

The College of Arts and Letters is committed to the notion that excellence in teaching, at both the undergraduate and graduate levels, must be supported and maintained through an active program of scholarship, research and/or creative activity leading to publications, performances, exhibitions, etc. To meet these goals, I will be expected to make every effort toward continuous professional productivity by (*writing/creating in my field, publishing in appropriate journals and presses, presenting my work at appropriate conferences, performing, exhibiting, grant activities, etc.)* It is also understood in CAL that scholarship/research and/or creative activites which took place in the summer before the start of the next academic year (e.g., *insert years*) will be considered by the ARC in their evaluation.

During the (*insert years*) academic year, my expectations in this category will include the following: *list anticipated projects and their expected outcomes in AY (insert years)*

The quality of my scholarship/research/creative activities will be evaluated by the department Annual Review Committee (ARC) and by the chair, in accordance with COFS and the (*insert prefix*) department’s/school’s approved written criteria, which can be found (*insert where it can be found*). The ARC and the chair/designated supervisor will also base their evaluation on the documentation uploaded by the faculty member in their FAAR CV and self-narrative.

When considering productivity in scholarship/research and creativity during this period, it is incumbent upon those responsible for the annual review to be aware of the distribution percentage allocated to this expectation in the SOE as well as course load and service expectations. The ARC may also make recommendations to adjust teaching loads based on research achievements.

1. **EXPECTATION: SERVICE ACTIVITIES (*insert overall percentage*)**

I will accept assignments given to me by my department chair, through election by the department, or which may come to me through the college or university by virtue of my professional expertise. In addition to attending (*insert prefix*) Department meetings and contributing to program/emphasis/area business as needed, (*insert prefix*) faculty members are expected to serve on one major department committee and may be assigned additional service on college and/or university committtes. In addition to NAU service, I will remain active in regional and national associations in my field.

During the (*insert years*) academic year, my service will include the following: *list anticipated assignments (for example, department, college and university committtes/meetings/activities [program or unit/search/assessment/curriculum committees, Faculty Senate, Liberal Studies, etc.]; professional service; community service), including any special projects associated with the work, and the percent effort devoted to each*

The quality of my service activities will be evaluated by the department Annual Review Committee (ARC) and by the chair, in accordance with COFS and the (*insert prefix*) department’s/school’s approved written criteria, which can be found (*insert where it can be found*). The ARC and the chair/designated supervisor will also base their evaluation on the documentation uploaded by the faculty member in their FAAR CV and self-narrative.

When considering productivity in service during this period, it is incumbent upon those responsible for the annual review to be aware of the distribution percentage allocated to this expectation in the SOE as well as course load and scholarship/creative activity expectations.

**OTHER (*insert percentage*)**

***This category is to be used ONLY for faculty who have approved release time, reassigned duties or are embarking on a phased retirement.***

During the (*insert years*) academic year, I will serve as (*insert total description of duties or phased retirement*).

The annual evaluation of the performance of the activities listed above will be completed by (*insert appropriate office*), rather than the members of the (*insert department’s/school’s prefix*) Annual Review Committee.