The Planned Faculty Portfolio (PFP) is your way of formally identifying your planned professional work for the upcoming academic year. It also provides a means for you, your chair and your dean to agree on individual and collective goals. In the PFP, you will document three major areas of work: instruction, scholarship/creative work and service. To make it easy for you, a number of specific activities have been predefined. These are roughly consistent with the Faculty Workload Conceptual Framework and Promotion and Tenure Criteria. However, you may, in some cases, need to move a predefined activity to another area. **For each specific activity you plan to undertake, please document the results you expect to achieve.** Please be as specific as possible for each activity in each work area.

You will also complete an Annual Personal Faculty Report (APFR), which provides you an opportunity to list your accomplishments during the current year. The APFR, along with the PFP, will become a part of your portfolio for performance evaluation and will serve as a basis for recommendations for merit

salary increases, promotion and tenure.

Completion of the PFP form this year for next year, to some degree, requires estimations. You may need to submit amendments to the PFP during the course of the year. Of course, your division chair and the dean must approve each amendment.

**PFP GUIDELINES**

The instructions for completing the PFP incorporate the provisions of the USM *Policy on Faculty*

*Responsibilities* and the revised *Yale Gordon College of Arts and Sciences (YGCAS) Workload Policy*

(not yet approved). For the next academic year, we hope to use that new policy, which stipulates that

the instructional workload for YGCAS faculty is 7.0 courses per year. Alternative instructional units such as advising, independent studies and internships may also be pooled to satisfy load requirements.

The proportional weight ranges for the areas of instruction, scholarship/creative works and service responsibility vary depending on the status of the faculty member. The *Yale Gordon College of Arts and Sciences Workload Policy* specifies what is permissible. For tenured and tenure-track faculty, the

standard teaching load is not more than 70 percent; for nontenure-track faculty, the standard teaching load is ordinarily 80 percent. The standard scholarship/creative works percentage is at least 20 percent for tenured and tenure-track faculty members; their standard service expectation is between 10 and

20 percent.

Consistent with the *USM Policy*, exceptions to the standard distribution of effort may be approved for individual faculty members based upon the considerations outlined in the *YGCAS Policy*. Variations are usually approved in units of 10 percent; however, in some cases, units of 5 percent may be approved; all variations require approval. Potential variations include:

a. *Instruction* - class size, development of new courses, modality of instruction (including collaborative education, online and hybrid education), level of instruction, discipline, accreditation requirements, outcome assessment, advising, etc.

Additional course units (course equivalences) may be aggregated from individual graded student experiences based upon the following formula:

|  |  |  |
| --- | --- | --- |
| 800-899 | dissertation and doctoral-level individual studies | 9 credits = 1 course unit |
| 799 | master’s thesis | 12 credits = 1 course unit |
| 500-798 | graduate-level individual studies | 18 credits = 1 course unit |
| 400-499 | undergraduate level individual studies | 21 credits = 1 course unit |

A faculty member assigned as academic or career adviser of record for 50 or more undergraduate or 25 graduate students may receive one 3-credit course equivalence. When

such is the case, the duties of that faculty member are accounted for under the instruction category rather than divisional administration.

b. *Externally Funded Research and/or Service Activities* - external funds may be used to support additional time for research and/or service activities, provided that the accompanying reduction of expectation for service and/or instruction mirrors the replacement of divisional salary support by externally funded salary in accordance with the terms of the *UB Policy on Grant Sponsored Research.*

c. *Division Supported Research and/or Service* - assignments of additional time for research and/or service activities supported by the division.

d. *Divisional Administration* - assumption of responsibility for the functions of chair, program director, center/institute director, or special department or divisional projects.

**Some examples**:

A faculty member teaching seven courses with no variations:

 Instruction 70% Research 20% Service 10%

A faculty member teaching seven courses, one of which is a learning community:

 Instruction 75% Research 15% Service 10%

A faculty member who is program director teaching six courses with one 3-credit course equivalence for advising at least 25 graduate students or 50 undergraduate students:

 Instruction (includes 10% advising)70% Research 20% Service 10%

A faculty member teaching seven courses, two of which are learning communities:

 Instruction 80% Research 10% Service 10%

A faculty member teaching six courses with one 3-credit course equivalence for scholarship or externally funded research:

 Instruction 60% Research 30% Service 10%

A nontenure-track faculty member teaching eight courses with no exemptions:

 Instruction 80% Research 10% Service 10%

A 0.5 tenure-track faculty member teaching three courses:

 Instruction 60% Research 30% Service 10%

A 0.5 nontenure-track faculty member teaching four courses:

 Instruction 80% Research 10% Service 10%

N.B. 0.5 faculty are evaluated on a 100 percent total effort of 50 percent input; hence their total percentages add to 100 percent