

Annual Statement of Professional Responsibilities (ASPR)  
Practice and Lecturer Faculty  
Peabody College  
AY 2022-23

**Due Friday, September 2, 2022**

Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Department: \_\_\_\_\_

**Procedures:**

1. Faculty member drafts the initial statement of professional responsibilities and submits to Department Chair and Associate Chair, if applicable. Mentoring discussion should be scheduled within 30 days of submission.
2. Department Chair and/or Associate Chair meet with the faculty member to review and/or revise the ASPR.
3. Both sign the final version. Department Chair or Associate Chair submits the final ASPR to the Peabody Dean's Office by **Friday, September 2, 2022**.
4. Any changes during the academic year are to be documented in an official revision to the Annual Statement and submitted to the Dean's Office.

The ASPR asks you to outline your responsibilities for the academic year and to describe the professional and scholarly projects that you intend to pursue. This is an opportunity to capture what you see as your distinct contribution to Peabody College while stating clearly what you understand to be your formal responsibilities. It is also an opportunity for your Chair and Associate Chair to recognize the various and meaningful ways you contribute to departmental programs and reputation.

By talking with your Chair or Associate Chair about these responsibilities and plans, you will ensure common understanding as a basis for continued development and future advancement. That is, you will be able to understand more clearly what you need to do to be promoted. The ASPR is required and referenced in reappointment and promotion guidelines.

**Duties and Corresponding Effort Allocation**

Please complete only the sections that are relevant by filling in the details and estimated percentage of effort you will devote to this domain. Faculty members are not expected to complete all sections below, but rather, should complete those that pertain to their position and responsibilities. Once you have completed all relevant sections, please delete any sections that are not applicable to your role and responsibilities.

**Effort should = 100%.** In most cases, the allocation for Practice Faculty is 60% teaching (and/or program administration), 30% service (including program work) and 10% scholarship. The allocation for Lecture Line Faculty is 60% teaching and 40% service (internal program work, but also program outreach, and external professional efforts).

**I. What is your professional identity/primary contribution to Peabody College?**  
**Please answer in no more than one paragraph. (Required)**

**II. Teaching \_\_\_\_\_%**

One 3-credit hour course = 10% for the academic year; courses and practica that represent fewer than 3 credit hours may be equal to or less than 10% of effort depending on the responsibilities involved. Courses taught in the online programs with 2U follow different guidelines.

*Headings below are included as suggestions. Remove those that do not apply and/or include others as pertinent to your position.*

**a.** Please indicate **courses** to be taught (course #, title and credit hours) **as part of regular load** and indicate the term taught.

**b. Non-course Field Placement/Internship** Coordination and/or Supervision \_\_\_\_\_%  
Please describe the nature of the coordination/supervision and whether you receive course credit for doing this work

**c. Teaching outside of regular load** (e.g. summer courses, ISL, LLO online teaching, etc). Please note the assignment and indicate if you receive additional compensation above your regular contract. If you receive additional compensation, it cannot be included as a percentage of your load, but may be viewed as confirmation of your departmental citizenship and accomplished teaching.

**d. Independent study/research advising**

**e. Mentoring doctoral students as TAs**

**III. Service \_\_\_\_\_%**

*Headings below are included as suggestions. Remove those that do not apply and/or include others as pertinent to your position.*

**Assigned academic advising.** Please note number, level (UG, professional) and program of students you are advising. In most cases, the total target load is 30 students.

**Participation in departmental, college, and university committees for governance, faculty review, hiring, curriculum, program, or outreach.** Please note details.

**Designation of committee/organization leadership.** Please note current leadership roles and commitments.

**Service as DUS and/or program director/coordinator**

**Advising-based teaching** (e.g. VUceptor, Visions)

**Other advising (e.g. first year student advising, program advising).**

**Faculty advisor to student groups**

**Formal and informal mentoring**

**Admissions responsibilities and other internal program responsibilities.** Please note details.

**Local, state, national, and international organizations and committees of which you are an active member.** Please indicate scope of organization or committee.

**IV. Scholarship \_\_\_\_\_%**

This section loosely follows Boyer's categories in referencing "Scholarship of Practice/Translation," "Scholarship of Teaching," and "Scholarship of Discovery." This is intentional as we develop a broader and shared understanding of scholarship for practice, research, and lecturer faculty. Please describe concretely your anticipated work on internal and external curriculum development, involvement in national, state and district standards efforts, research-practice partnerships with schools and community agencies, formal and informal consulting, digital and pedagogical tools/innovations under development and dissemination, journal review and editorial board service, grant application and participation, conference presentations and traditional publications, and other scholarship-related efforts that draw upon and enhance your expertise. Lecturers are not required to participate in scholarship except as that effort strengthens their own capacity to maintain the highest standards of teaching and strengthens Peabody's reputation in the broader community.

*Headings below are included as suggestions. Remove those that do not apply and/or include others as pertinent to your position.*

**Scholarship of Practice/Translation (must involve a product available for public review, may be published or presented in practitioner outlets)**

**Scholarship of Teaching (including Curricular Projects for which you have primary responsibility)**

**Scholarship of Discovery (planned research published and presented in scholarly outlets)**

**V. Administration \_\_\_\_\_%**

Please include program administration and direction, program reports, center direction, administrative duties for online learning programs, and other administration-related responsibilities.

**VI. COVID-19 Impact (optional)**

How was your teaching and scholarship impacted by the lingering impact of COVID-19?

**Appointment and Review Details**

Year of Last Review: \_\_\_\_\_

Current appointment runs through: \_\_\_\_\_

Reappointment review will occur during academic year: \_\_\_\_\_

Type of next review (check) \_\_\_\_\_ Full \_\_\_\_\_ Chair/Expedited

Mentoring committee members:

\_\_\_\_\_

\_\_\_\_\_

Faculty Member: \_\_\_\_\_(signature) \_\_\_\_\_ (date)

Chair/Assoc. Chair: \_\_\_\_\_(signature) \_\_\_\_\_ (date)

*The Chair or designee submits the signed form to the Peabody Dean's Office. Copies should be provided to the Faculty Member and Chair and/or Associate Chair.*