

AOR Areas Descriptions

Student Committees/ Supervision

Active participation on Student Committees/Supervision (e.g., Thesis/Dissertation) where the committee member is not listed on the course or courses in the Course Schedule Master (CSM) database

Course/Curriculum Development

This may include the development of new approaches and/or improvement of materials for credit courses by faculty members. This may include participation in the planning, development and/or evaluation of a curriculum for a major program or degree program, including planning authorization requests and implementation proposals

Course/Lab Oversight

This includes the daily management activities of faculty/staff who are not explicitly listed as instructors on the course section in the Course Schedule Master (CSM) and who manage laboratory or course instruction by graduate students or adjuncts. This activity includes logistical planning for course/lab delivery, assuring the uniformity of instructional content across multiple course sections, and supervision of instructional delivery

Residency Instruction (Medicine only)

Medical instruction by faculty physicians in clinical situations

Academic Advising

Formal counseling with students on academic course or program selection, scheduling, and career counseling.

Departmental Research

Non-sponsored research and development activities within academic departments, including scholarly publications, presentations, and proposal development. This research cannot include any sponsored-research activities funded within the same project period. Effort devoted to sponsored activities (funded or not) should be listed under Sponsored Activities

Creative Activity

The creation of works of art, music, literature, dance, theatre, etc. Includes development activities and/or participation in any of the following: theatrical productions, concerts, or other creative performances.

Administration

Supervisory, management, or staff activities related to the administration of a department, college, or other unit performed by the chief unit administrator (e.g., deans, directors, chairs, department heads)

Committee Service

Participation on formal institution-level committees, councils, and management groups (e.g., Curriculum Committee, Graduate Admissions Committee, Emergency Management, UBAC) for individuals who are primarily instructional or research faculty or departmental administrative staff. Daily activities of executive-level employees are reported under University Governance.

Public/Professional Service

Effort expended in providing professional and/or discipline-related services by faculty members to the community, state, or nation. This includes service in professional organizations and academic or professional student organizations. The primary intent is to provide professional and/or discipline-related services, other than instruction, that are beneficial to groups and individuals. Such public service shall not receive compensation from third parties

Public Schools

State Mandated Service: Includes public service activities required by rule or statute to be performed by state universities. This category is to be used for reporting education service effort of faculty and other professional employees involved in the performance of public service activities in the K-12 system that have been assigned by the unit administrator

Release Time (Union Rep)

A reduction in an employee's course load (for instruction) or hours of work (for non-instruction) for purposes of carrying out union activities in employee representation and contract administration

University Governance

Activities that provide advisory support to the general governance of the unit or institution. Includes participation in institutional governance in accordance with its policies and procedures, as well as the legislative processes of the unit or institution and service on committees associated with these processes. Special assignments such as consultation service to university departments and units should be reported under this category.

Leave of Absence

An authorized, compensated leave of absence granted to an employee by the university.