



Guidance on Professional Activity for Teaching Line Faculty

Table 1
Activities Always Credited as Professional Activity

The following activities will typically be credited as professional activity for Assistant, Associate, and full Teaching Professors, provided that the faculty member makes a case that the activity helps them develop professionally and/or remain engaged in the discipline, and that it positively affects the education of their students through the impact on instruction, advising, or curriculum development.

	Activity	Notes
1	Applying for external grants in the instructor's discipline or field	
2	Completing discipline-specific training classes or courses (continuing education in one's discipline)	
3	Developing and writing patents	
4	Editing scholarly volumes (e.g., journal issue, anthology)	
5	Presenting of artistic works (for those departments where it is appropriate scholarship)	
6	Presenting on a disciplinary topic at professional conference or workshop (oral, written, poster)	
7	Publishing book reviews	
8	Publishing in a consumer or business magazine or newspaper if pertinent to one's discipline or field and if the department finds them to be of professional or scholarly quality	
9	Publishing non-peer-reviewed datasets or open-source software resulting from research	
10	Publishing peer-reviewed book chapters or books	
11	Publishing peer-reviewed scholarly or professional works, such as journal articles, conference papers, or discipline- or field-related cases	refer to Library resources on Predatory Publishing and seek discipline-specific guidance from department or school
12	Speaking at events outside the university or to invited groups (talks, panels, seminars, etc.), if pertinent to one's discipline and if the department finds them to be of professional or scholarly quality	if department finds them not to be of professional or scholarly quality, list in service
13	Speaking engagements in professional venues	
14	Translating specialized or historical texts, research data, or literature	

Table 2
Activities That May Be Credited as Professional Activity

The following activities may be credited as professional activity, depending on both disciplinary standards and the case the faculty member makes for the nature of the work (that it helps them develop professionally and/or remain engaged in the discipline, and that it positively affects the education of their students through the impact on instruction, advising, or curriculum development). Shaded item numbers are mentioned on [TESE Guidelines](#), which stipulate that an activity may be listed in either teaching or professional activity, but not in both categories.

	Activity	Notes
1	Applying for external grants in pedagogy, or completing internal grants, that are related to the faculty member's discipline or field	professional activity or teaching
2	Attending conferences, workshops, or seminars related to the faculty member's teaching discipline or field	professional activity or teaching
3	Attending conferences, workshops, or seminars unrelated to the faculty member's discipline or field	professional activity or development
4	Collaborating with peers on curriculum development or inter-institutional activities* that are related to the faculty member's discipline or field	professional activity or teaching
5	Collaborating with peers on curriculum development or inter-institutional activities* that are unrelated to the faculty member's discipline or field	professional activity or service
6	Completing training classes or courses in pedagogy (including Faculty Development) related to the faculty member's discipline or field	professional activity or teaching
7	Completing training classes or courses in pedagogy (including Faculty Development) unrelated to the faculty member's discipline or field	professional activity or teaching
8	Completing training courses related to diversity, equity, and inclusion or other aspects of the University's mission	professional activity, teaching or service
9	Consulting or practice in one's professional field	cannot total more than 20% of reported professional activity
10	Creating curricular materials or pedagogical approaches that are adopted by others	professional activity or teaching
11	Presenting on pedagogy in one's field at a professional conference or workshop (oral, written, poster)	professional activity or teaching
12	Publishing peer-reviewed teaching materials or teaching notes	professional activity or teaching
13	Supervising graduate students conducting research [some disciplines may regard as research]	professional activity or teaching

* Inter-institutional activities include collaborations with colleagues at other colleges and universities, businesses, non-profit and community organizations.

Table 3
Activities That May Not Be Credited as Professional Activity

	Activity	Notes
1	Applying for and/or receiving external grants in pedagogy that are unrelated to the faculty member's discipline or field	teaching
2	Completing training courses or courses related to employment policies	[job requirement]
3	Participating in grant or other funding reviews	service
4	Participating in thesis committees at other institutions	teaching or service
5	Performing peer review for journal, conference, or workshop papers or for book chapters, book proposals, or books (including textbooks)	service
6	Publishing cases, teaching materials, or teaching notes that are not peer-reviewed	teaching or service
7	Publishing in a consumer or business-to-business magazine or newspaper that is either not pertinent to one's discipline or field or if the department does not find the publication to be of professional or scholarly quality	service
8	Speaking at events outside of the university or to invited groups (talks, panels, seminars, etc.) that are popular, as defined by the department	service
9	Writing, grading, or other contributions to graduate exams (e.g., preliminary exam in the School of Engineering)	teaching