SOPA Guidance

From: Faculty Affairs Committee (FAC)

To: Candidates creating or revising their Summary of Professional Activities (SOPA)

Contents: Some Guidance about the Use of the SOPA

The Summary of Professional Activities (SOPA) differs from a CV in form and function. Your SOPA is your opportunity to communicate your performance and contributions across the three domains of teaching, service, and professional accomplishment in the context of the standards of your discipline and Utica College.

Colleagues who are not in your field will be reviewing your professional accomplishments as recorded in your SOPA. Please help them to understand the context and value of your professional accomplishments relative to your discipline. For example, when considering your accomplishments, you should clearly denote whether or not your accomplishments have undergone external or independent review (e.g., that they are peer-reviewed, juried, invited, selective acceptance, edited, etc.) as is appropriate to your discipline. Also, if there is vocabulary or acronyms that an outsider to your discipline will not understand, you should explain these.

Ask colleagues who are familiar with the process if you can see their SOPAs. School Deans are willing to review your materials and provide feedback if you provide those materials with sufficient time to allow review before tenure or promotion deadlines. You are encouraged to seek out colleagues who have served on FAC or your school committee of tenured colleagues to solicit review of your SOPA.

As always, it is up to you to make your case so presenting your materials clearly and effectively is key. You are encouraged to organize and annotate your work (with inclusive dates for that work) in a way that highlights your significant accomplishments and activities in a manner appropriate to the standards of your discipline and Utica College. One of the most effective ways to organize your materials is to list them in reverse chronological order (most recent first). When only a portion of your work is to be considered (i.e., when applying for promotion to Professor), separate items into those currently being considered vs. those that are not under active consideration (i.e., those since your last promotion vs. prior to your last promotion). You may also consider creating separate sections that demarcate higher impact work from lesser impact work (e.g., extramural vs. intramural, peer reviewed vs. edited, invited vs. contributed) as is appropriate to your discipline.

Sometimes candidates are tempted to include every activity no matter how routine but this may result in a dilution effect where important activities and accomplishments can become 'buried' in more routine, day-to-day activities (e.g., writing letters of recommendation, attending seminars, etc.). If you are unsure, separate more noteworthy accomplishments and activities from more mundane accomplishments and activities using headings in a way that clarifies and enhances others' understanding of your work.

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Specific Guidance Relevant to Individual Sections of the SOPA:

Please note that, within the overall structure of the SOPA, no particular organization is required, but the following outline is provided to given an example of one possible method of organization that has been vetted by the FAC and to stimulate candidates to think about clarifying information that might help them to better make their case.

I. Education and Professional Experience

    A. Degrees and Certifications (most recent first with inclusive dates, include name of institution)

    B. Positions (most recent first with inclusive dates, include name of institution)

II. Teaching

    A. Courses Taught (by Course Number and Name; Most Recent First with Inclusive Dates; FAQ)

        1. At Utica College

          - Major prefix, course number, course name

          - Some include: nature of courses, i.e., major, core-related, regular offerings, frequency taught, role of course at college, etc.

        2. At Other Institutions (provide name of institution)

          - Major prefix, course number, course name, name of institution

    B. Advising, Curriculum Development, and Other Teaching Activities (most recent first with inclusive dates)

        - Curriculum development: new majors, minors, concentrations, courses

        - Majors served, number of advisees

        - Research mentoring of students (Could be listed under service)

        - Independent studies or tutorials (Could be listed under service)

        - Graduate student supervision (Could be listed under service)

    C. If your teaching load deviates from the typical 24 load hours per contract year as defined by the 2015-2020 Collective Bargaining Agreement (CBA) please list and clarify deviations (by semester, most recent first with inclusive dates)

        - Release time for chair, director, grant, sabbatical, special project

        - Overload teaching

        - Sabbatical, mini-sabbatical

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III. Creative and Professional Accomplishments and Activities

A. Publications/Professional Accomplishment (most recent first with inclusive dates; clarify nature/significance of work; include publisher; for multiply-authored pieces, you should clarify your role)

- *Publications: peer reviewed, edited, invited, juried or other peer vetting (clarify)*

- *Art works or other creative accomplishment: juried or other peer vetting (clarify)*

- *Dissertation*

- *Other significant scholarly accomplishments appropriate to your field not listed here*

B. Presentations (most recent first with inclusive dates)

- *Invited, contributed, or extramural departmental or other seminars or performances (many consider intramural seminars to be better categorized as "Service" [see below])*

C. Other Scholarly Accomplishments (most recent first with inclusive dates)

- *Funded grants*

D. Scholarly Activity of Note (most recent first with inclusive dates)

- *Grant writing (not or not yet funded)*

- *Scholarly works in progress*

- *Special extramural training*

IV. Service

A. To Utica College (Role, position; most recent first with inclusive dates)

Possible items to include:

- *Committee service (note role): Senate-elected committee, Senate-appointed committee,* ad hoc *committees and task forces, other College, School, Division, or Department Committees*

- *Chair, Director, Coordinator, etc.*

- *Special projects or initiatives*

- *Intramural presentations (like Nexus or GeoTalk)*

- *Research mentoring of students (could be listed under teaching activities)*

- *Independent studies or tutorials (could be listed under teaching activities)*

- *Graduate student supervision (could be listed under teaching activities)*

- *Faculty advisor to student or other group*

B. To the Larger Community (role, position; most recent first with inclusive dates)

- *Scholarly or professional organizations*

- *Community organizations (note role)*

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- Board memberships

- Presentations to local groups

- faculty advisor to community group

- Relevant volunteerism of note

V. Honors, Fellowships, Awards, Grants, Lectureships, etc. (most recent first with inclusive dates)

- Professional honors: international, national, regional, local

- Awards: teaching, scholarly, service

- Lectureships, scholarships, fellowships

- Professional recognition

VI. Other Relevant Activities (most recent first with inclusive dates)

- Scholarly/professional society memberships