Guidelines for Defining Teaching, Research and Service

To support the University’s efforts in fulfilling its comprehensive mission in teaching, research and service, the guidelines outlined in this document define these three functions to ensure consistent treatment across the University when tenured or tenure-track faculty and department/College leadership certify and approve non-sponsored effort in the “Separately Accounted for Expenditures (SAE)” system.

Teaching and Instruction

As noted in the UA faculty handbook, faculty members with teaching responsibilities are “expected to be effective teachers, to demonstrate a level of teaching performance commensurate with their rank and experience, and to make substantive contributions to the overall instructional effectiveness of the academic programs in which they have assigned duties.” All related activities that meet the aforementioned expectations shall be considered teaching and instruction.

Service and Academic Citizenship

As defined in the UA faculty handbook, “External service/academic citizenship activities are those that extend the influence and expertise of the faculty to areas and populations external to the University.” The UA faculty handbook also defines internal service/academic citizenship as “service to students and to the institution through effective governance.”

Research, Creative Activities, and Scholarly Efforts

As stipulated in the UA faculty handbook, faculty with research responsibilities should “engage in an ongoing and substantive program of research, publication, creative activity, or scholarly efforts appropriate to their disciplines and fields of specialization.”

In order to remain compliant with relevant federal requirements, research, creative activities, and scholarly efforts are defined for the purposes of certifying and approving non-sponsored effort as “creative and systematic work undertaken in order to increase the stock of knowledge – including knowledge of humankind, culture, and society – and to devise new applications of available knowledge.” This includes:

- **Basic Research** – Experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular application or use in view.
- **Applied Research** – Original investigations undertaken in order to acquire new knowledge. It is directed primarily towards a specific, practical aim or objective.
- **Experimental Development** – Systematic work, drawing on knowledge gained from research and practical experience and producing additional knowledge, which is directed to producing new products or processes or to improving existing products or processes.

Public service grants, outreach programs, non-research training grants, and curriculum development that is not part of an overall research program are not defined as research, but instead fall into the categories of teaching or service.

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1. 2 CFR Part 200 and the National Science Foundation (NSF) Higher Education Research and Development (HERD) Survey
2. HERD Survey FY20 Standard Form