

University Task Force on Comprehensive Evaluation

Phase I Faculty Roles

Results of Workshop 26 April 2005

Black text from Memory Stick data

Blue text includes separate group work

Red text indicates information not received and/or combined

Raw Data

College of Basic And Applied Sciences

Department of Criminal Justice

Minimum	Role	Maximum
50%	Teaching	80%
10%	Scholarly Activities	40%
10%	Service	40%

Roles:

Teaching

- Teaching regular/online course offerings
- Developing course materials
- Developing learning communities/service learning opportunities
- Course Management
 - Accurate and timely submission of grades
 - Syllabi copied/ready for distribution
 - Participation in online discussion board for online course
- Developing replicable systems of instruction
- Developing new courses/labs (online/in-residence)
- Coordinating clinical teaching/independent study/tutorials
- Advising students on programs of study
- Sponsoring or advising student groups
- Instructional deliver
- Web-enhancement of in-residence courses
- Coordinating internships
- Serving on master's and doctoral supervisory committees
- Chairing master's or doctoral supervisory committees
- Supervising undergraduate research
- Teleconferencing
- Mentorship
- Modeler of thinking skills
- Professional development activities

Scholarly activities

- Publications: books (edited, authored)
- Publications: journal and magazine articles
- Publications: refereed journal articles
- Publications: monographs
- Reviews (articles, chapters, and books)
- Non-refereed material
- Citation counts
- Invited/contributed presentations
- Invited/contributed papers
- Poster sessions
- Basic scientific investigations, both theoretical and applied

- Investigations of educationally relevant problems
- Awards, honors, or invited presentations
- Government publications
- Institute-sponsored publications
- Invited review of proposed book or other work
- Book chapters
- Reprinted articles
- Managing an active research grant
- Research published by others using your data
- Submission of a grant proposal
- Receiving a grant
- Quality evaluation research in service to an organization
- Unpublished/limited distribution agency research documents
- Ongoing research activity
- Professional development activities (*repeated in university service*)

*Noted Arreola's perception of **research/creative activities**:*

- (1) **Proficiency** – Keeping up with discipline (e.g., reading, presentations, seminars, etc.)
- (2) **Discovery**– Creation of new knowledge (e.g., discipline specific, basic and applied research)
- (3) **Dissemination** –Getting information out to the wider public (e.g., publication in a peer-reviewed journal or book_
- (4) **Translation** – Taking the discovery and turning it into other applications (e.g., creating policy based on theory, etc. Example: Juvenile services program resulting from labeling theory)

Service

- Serving on departmental, college, or university committee
- Serving on faculty senate
- Chairing any committee (student, faculty, etc)
- Serving as sponsor for student activities/groups
- Providing training to university personnel
- Coordinating programs or activities
- Professional development activities (*repeated in scholarly activities*)
- Participation in university functions
- Retention and recruitment activities
- Leadership position in local, state or national civic activities and organizations
- Holding elected office in local, state or national civic activities and organizations
- Consulting to organizations, corporations, or other agencies
- Consulting to universities/colleges
- Membership in local, state, or national civic activities and organizations
- Participating in local, state or national civic activities and organizations

- Applying academic experience in the local, state or national community without pay or profit (e.g., evaluation research)
- Reviewing manuscripts
- Editor of journal
- Volunteering for discipline-related agency
- Chairing or coordinating conference panel sessions
- Holding office in national/regional professional organizations
- Activity in professional organizations

Department of **Mathematics and Computer Science**

Note: no memory stick information included

Minimum	Role	Maximum
40%	Teaching	80%
0%	Advising	15%
5%	Scholarly Activities	25%
5%	University Service	15%
5%	Community Service	25%
5%	Professional Service	30%
0%	Other	20%

Roles:

Teaching

- Make, give, grade exams
- Prepare and give lecture
- Prepare and grade assignments
- Prepare and grade projects
- Prepare and assist labs
- Supervise CS lab
- Hold office hours
- Provide extra help sessions
- Select and evaluate instructional resources
- Write letters of reference
- Maintain information on graduates
- Advising students
- Develop and maintain course web site
- Develop course syllabus

Scholarly Activities

- Research
- Write research papers
- Give scholarly presentations

University service

- Reviewing papers, textbooks, software
- Serving on departmental, college, or university committee
- Conduct workshops for students
- Recruit students
- Attend/give departmental seminars
- Chairing any committee (student, faculty, etc)
- Serving as sponsor for student activities/groups
- Serving on the faculty senate

Community service

- Tutor at local schools
- Volunteer for community organizations

Department of **Natural Sciences**
(Biology, Chemistry, Physics)

Minimum	Role	Maximum
25%	Teaching	85%
10%	Research	70%
5%	Service	65%

Roles:

Teaching

- Teaching regular course offerings
- Developing course materials
- Developing replicable systems of instruction
- Developing new courses/labs/software
- Coordinating clinical teaching/independent study/tutorials
- Collaborating with the School of Education
- Use of technology/software in teaching
- Advising
- Advising students on program of study
- Use of technology and software in teaching
- Advising students on programs of study
- Sponsoring or advising student groups
- Serving on Master's or Doctoral supervisory committees
- Supervising Master's or Doctoral students
- Chairing Master's or Doctoral students
- Graduate Faculty
- Graduate Program Coordinator
- BRIDGE Program Coordinator
- Mentoring Probationary Term Faculty
- Participation in K-12 education
- Developing New Programs or Writing program proposals
- Program Directors or Assistant Directors (RISE, SCORE, etc.)/Program Coordinator (BRIDGE)
- Development of Web based courses
- Development of Web enhanced courses
- Professional development

Scholarly Research/Creative Endeavors

- Publications: Books
- Publications: Journal and magazine articles
- Publications: monographs
- Developing software and media
- Review of books and articles
- Publication of non-refereed materials
- Invited/contributed papers, presentations, etc.
- Basic scientific investigations, both theoretical and applied
- Investigations of educationally relevant problems

- Awards, honors, or invited presentations
- Editorial activities of journals
- Grant writing
- Grant management
- Supervising/mentoring undergraduate research
- Publications: Bulletins
- Reviews
- No refereed material
- Citations of research in scholarly publications
- Invited/contributed presentations *(Should be separate headings for the Faculty if they presented or if the faculty helped a student)*
- Invited/contributed papers *(Should be separate headings for the Faculty if they presented or if the faculty helped a student)*
- Poster session *(Should be separate headings for the Faculty if they presented or if the faculty helped a students)*
- Organizing panel sessions or guest lectures for dept/university
- Awards of Special Fellowships for Research Activities or selection of Tours of duty at special institutions for advanced study
- Development of processes or instruments useful in solving problems such as computer programs and systems for processing data, genetic plant and animal material, etc., and where appropriate, obtaining patents and/or copyrights for said development.
- Investigations of educationally relevant problems
- Writing and submitting a Research proposal
- Reviewing grant proposals on campus or for funding agency
- Achieving advanced degrees, certification, etc
- Obtained competitive peer-reviewed grants
- Obtained external contracts, industrial, private, foundation or home-institutional support

Service

- Serving on departmental, college, or university committees
- Serving on the faculty senate
- Chairing any committee (student, faculty, etc)
- Serving as a sponsor for student activities/groups
- Advising student
- Development of advisee web page in blackboard
- Design, implementation and up keep of multimedia carts used by all faculty for teaching.
- Training other faculty to use blackboard, smart boards, and other technology
- Special projects with ITTS to evaluate technology infrastructure in classrooms and labs in Lyons Science. Helping ITTS install multimedia setups and network connections in Smart Classrooms. These projects include setting up laptops, wiring vcr's, requesting network connections, installing, replacing,

securing LCD projectors and training faculty in the use of these rooms

- Activity in professional organizations
- Consulting to organizations or corporations
- Consulting to universities/colleges, etc
- Serving on a national committee (Society or other professional organization)
- Lobbying on behalf of FSU locally, nationally, internationally
- Service on accrediting bodies
- Consulting
- Mentoring junior faculty
- Lobbying within and outside the system
- Organizing panel sessions/lectures/workshops
- Sponsor student activities
- Designing and maintaining multimedia
- Liaison for ITTS/library

Community Service

- Participation in professional organizations
- Consulting to organizations or corporations
- Consulting to universities/colleges, etc.
- Participating in local, state, or national civic activities and organizations
- Applying academic expertise in the local, state, or national community without pay or profit
- Textbook reviewer
- Science outreach

Department of **Psychology**

Minimum	Role	Maximum
50%	Teaching	70%
10%	Scholarly Activities/ Research	40%
5%	University Service	10%
5%	Community Service	10%
5%	Professional Service	10%

Roles:

Teaching

- Teaching regular course offerings
- Developing course materials (keeping courses current)
- Curriculum design and development
- Developing new courses/labs
- Evaluating students
- Use of technology and software in teaching
- Teaching online courses/distance courses
- Independent study/research supervision
- Ordering textbooks, submitting grades, completing reports in a timely manner
- Coordinating clinical teaching/independent study/tutorials
- Instructional delivery (student evaluation)
- Advising students on programs of study
- Attendance at teaching-related workshops/presentations
- Certification received in professional area
- Teaching grants
- Teaching awards
- Supervising undergraduate research
- Serving on master's or doctoral supervisory committees
- Chairing master's or doctoral supervisory committees
- Development of web based courses
- Development of web enhanced courses
- Use of technology and software in teaching

Scholarly Activities

- Publications: Books (submission/published)
- Publications: Referred Journal (submission/published)
- Publications: Monographs/chapters in edit volume (submission/published)
- Publications: discipline related magazines
- Publications: popular press
- Publication: book or media review
- Conference presentation/posters
- Developing software/media
- Additional training/certification

- Grants: Submission/awarded
- Developing other scholarly products
- Grants management
- Basic scientific investigations, both theoretical and applied
- Investigations of educationally relevant problems
- Writing of a textbook
- Reviewer, editor or co-editor of books, journals, or other professional publications
- Investigations of educationally relevant problems
- Award, honors, or invited presentations
- Grant writing
- Writing a textbook
- Editor or co-editor of books, journals, or other professional publications
- Attending conferences
- Reviews of textbooks
- No refereed material
- Citation counts
- Invited/contributed presentations
- Invited/contributed papers
- Poster sessions

University service

- Serving on departmental, college, or university committee
- Serving on faculty senate
- Chairing any committee (student, faculty, etc)
- Serving as sponsor for student activities/groups
- Serving as an advisor for student activities/groups

Community service

- Participating in local, state or national civic activities and organizations
- Applying academic experience in the local, state or national community without pay or profit (e.g., evaluation research)
- Editorial consulting for refereed journals
- Professional organization (member, officer, reviewer, discussant, chairperson)
- Seminar presenter
- Activity in professional organizations
- Consulting to organizations or corporations
- Consulting to universities/colleges

Professional Service

- Expert witness/consulting
- Journal/book editor
- Serving as an officer in a professional organization
- Site visit team member

2. Criteria for Annual Evaluations

In accordance with the East Carolina University Faculty Manual, Appendix L.C.3.e., the following items are to be used in evaluating teaching effectiveness, research, and service. The location of any item on the three lists is not intended to imply a ranking of importance, nor are the lists intended to be exhaustive or mutually exclusive. Furthermore, the items on each list are not necessarily of equal weight.

- a. Teaching Effectiveness
 - attendance at teaching-related workshops/presentations;
 - certification received in professional area;
 - course development, materials and policies;
 - curriculum design and development;
 - instructional workload;
 - peer evaluation of teaching;
 - published reviews of textbooks;
 - special courses;
 - surveys of student opinion;
 - student advising;
 - teaching grants;
 - teaching awards;
 - textbooks;
 - thesis supervision or committee membership; and
 - related activities.

- b. Research/Creative Activities
 - articles in refereed journals or other professional refereed publications;
 - books or chapters in books;
 - textbooks that contribute significantly to the field;
 - book reviews in refereed journals or other professional publications;
 - monographs;
 - panelist at professional meetings;
 - paper, symposium or poster presented at meetings of professional associations;
 - research grant or contract;
 - editor or coeditor of books, journals, or other professional publications;
 - and
 - related activities.

- c. Service to the University, Profession, or Community
 - advisement of student organizations and activities;
 - committee work (department, school, or university level);
 - consulting activities (non-paid);

College of Humanities and Social Sciences

Department of **English & Foreign Language**

Note: No memory stick information included for English/Foreign Languages

Minimum	Role	Maximum
50%	Teaching	75%
10%	Scholarly Activities	35%
10%	University Service	25%
5%	Community Service	20%
10%	Professional Service	25%

Roles:

Teaching

- State of the art technique
- Modeling professionalism
- Prepare class material
- Curriculum development
- Grading, etc.
- Pedagogical
- Materials and technique presentations

Scholarly activities

- Publications
- Presentations
- Evidence of scholarly exchange
- Reader, repartee, editor
- Publications: articles – accepted, submitted
- Grants – submitted, funded

Department of **Government and History**
Note: Only memory stick information here

Minimum	Role	Maximum
60%	Teaching	85%
5%	Scholarly Activities	30%
5%	University Service	30%
10%	Community Service	15%

Roles:

Teaching

- Teaching regular course offerings
- Developing course materials/syllabi
- Developing new courses
- Coordinating independent study/internship/student teaching
- Advising students on programs of study and class work
- Using technology in classroom
- Selecting textbooks/supplementary materials
- Attending teaching workshops
- Sharing teaching strategies with colleagues
- Creating and grading exams and assignments
- Developing classroom presentations
- Tutoring students on class materials

Scholarly Activities

- Publication of books
- Publication of journals, newspaper, web site, and magazine articles
- Publication of monographs
- Appearance in mass media to present materials
- Presenting conference papers and other papers
- Contributing to museum presentations and exhibits
- Developing software/media
- Writing and publishing reviews
- Serving as a textbook reviewer
- Indicating your scholarly works are cited by others
- Conducting Research
- Membership in professional organizations
- Poster presentations

University Service

- Serving on departmental, college, and university committees
- Serving on the faculty senate
- Chairing any committee (student, faculty, etc.)
- Serving as a sponsor/advisor/coach for student activities/groups
- Providing letters of recommendations for students
- Reviewing departmental courses and programs

- Advising students on course works and academic progress
- Developing new courses and programs
- Serving on reaccreditation committees
- Serving during university events as a marshal
- Recruiting students
- Evaluating student records
- Participation in university programs
- Involvement with university public media

Community Service

- Serving with community organizations
- Serving public and private schools
- Appearance in mass media
- Being a resource person for the community
- Applying academic expertise in the local, state, or national community without pay or profit
- Providing public lectures and presentations

Research

- Grant Writing
- Grant Management
- Supervising undergraduate research
- Serving on master's or doctoral supervisory committee

Department of **Government/History**

Minimum	Role	Maximum
60%	Teaching	85%
5%	Scholarly Activities	30%
5%	University Service	30%
5%	Community Service	30%

Roles:

Teaching

- [Creating and grading exams](#)
- Teaching regular course offerings
- Developing course materials/syllabi
- Developing online courses
- Coordinating independent study/internship/student teaching
- Advising students on programs of study and class work
- Using technology in the classroom
- Selecting textbooks and supplementary materials
- Attending teaching workshops
- Sharing teaching strategies with colleagues
- Creating and grading exams and assignments
- Developing classroom presentations
- Tutoring students on class materials
- [Developing class handouts](#)
- [Attending workshops/conferences](#)
- [Advise students](#)

Scholarly Activities

- Publication of books
- Publication of journal, newspapers, web site, and magazine articles
- Publication of monographs
- Appearance in mass media to present materials
- Presenting conference papers and other papers
- Contributing to museum presentations and exhibits
- Developing software/media
- Writing and publish reviews
- Serving as a textbook reviewer
- Indicating that your scholarly works are cited by others
- Conducting research
- Membership in professional organizations
- Poster presentations
- [Write papers](#)

University service

- Serving on department, college, or university committees
- Serving on faculty senate
- Chairing any committee (student, faculty, etc.)

- Serving as a sponsor/advisor/coach for students
- Providing letters of recommendations for students
- Reviewing departmental courses and programs
- Advising students on course works and academic progress
- Developing new courses and programs
- Serving on reaccreditations committees
- Serving during university events as marshals
- Recruiting students
- Evaluating student records
- Participation in university programs
- Involvement with university public media
- [Selecting textbook committee](#)
- [Sharing teaching strategies with colleagues](#)
- [Evaluate student transcripts](#)
- [Serving on departmental, college, or university committee](#)
- [Serving on faculty senate](#)

Community service

- Serving with community organizations
- Serving public and private schools
- Appearance in mass media
- Being a resource person for the community
- Applying academic expertise in the local, state, or national community without pay or profit
- Providing public lectures and presentations
- [Membership on community board](#)
- [Workshop museum program](#)
- [Service to public schools](#)
- [Work with Honda All-stars](#)

Department of **Performing and Fine Arts**
No memory stick – all assessment day info
Visual Arts

Minimum	Role	Maximum
60%	Teaching	65%
30%	Scholarly Activities/Research	33%
7%	University Service	10%
3%	Community Service	2%

Minimum	Role	Maximum
50%	Teaching	80%
20%	Scholarly Activities/Creative works	60%
2%	University Service	5%
2%	Community Service	5%

Minimum	Role	Maximum
30%	Teaching	60%
30%	Scholarly Activities/Creative works	60%
5%	University Service	10%
5%	Community Service	10%
0%	Research	100%

Roles:

Teaching

- Teaching regular course offerings
- Developing course materials
- Developing replicable systems of instruction
- Developing new courses/labs
- Coordinating clinical teaching/independent study/tutorials
- Instructional delivery
- Developing and implementing “extended classroom learning experiences” outside the classroom (ex. Student exhibitions, research projects, and community presentations, papers, etc.)
- Advising students on programs of study
- Student presentations/papers/exhibits/competitions
- Applying new techniques/methods/software
- Extended teaching experiences/museum visits
- Coordinating workshops for students and presentations
- Safety systems and management instruction
- Fellowships/grants/national endowments
- Workshops/presentations
- Jury regional/national/international show

- Large commissions

Scholarly Activities

- Publications: Books
- Publications: Journal and magazine articles
 - Publishing or having in press journal articles or creative writing or works in other media that have received peer review at the international or national level
 - Having one's work the subject of journal articles, books or book chapters, or works in other media that have received peer review at the international level
 - Publishing or having in press journal articles or creative writing or works in other media that have received peer review at the regional level
- Publications: Monographs, Production of original creative works
- Serves as a critic, reviewer, editor, consultant in their discipline
- Presenting recitals and exhibitions
- Exhibiting paintings, sculptures, and other creative arts
- Papers or workshops at state or regional professional meetings
- Developing software/media
- Reviews
- No refereed material
- Citation counts
- Invited/contributed presentations
- Invited/contributed papers
- Poster sessions
- Investigations of educationally relevant problems
- Award, honors, or invited presentations
- Large art commissions
- Conducting regional/national workshops and presentations
- Professional jurying/curatorial activity fine art exhibitions for regional/national/ international
- Gallery representation in a commercial for profit gallery
- Fellowships and grants (educational, creative, research, community projects)
- National fellowships/grants
- State or national recognition
- Large commissions

Research/scholarly activities

- Grant writing
- Grant management
- Supervising undergraduate research
- Serving on master's or doctoral supervisory committees
- Chairing master's or doctoral supervisory committees

University service

- Serving on departmental, college, or university committee
- Serving on accreditation committees
- Serving on faculty senate
- Chairing any committee (student, faculty, etc)
- Serving as sponsor for student activities/groups
- Serving as an advisor to students
- Coordinating Rosenthal Gallery exhibits/events
- At large exhibition coordination-student, faculty, committees
- Workshop coordination for students/staff/faculty
- At large graphic design/layout support to student/staff/faculty
- Researching and designing new academic programs; Developing new academic programs/accreditation/licensing
- Donation of intellectual properties
- Participating in university activities (University Day)

Community service

- Activity in professional organizations
- Consulting to organizations or corporations
- Consulting to universities/colleges
- Participating in local, state or national civic activities and organizations
- Applying academic experience in the local, state or national community without pay or profit (e.g., evaluation research)
- Spearheading student involvement/projects within the cultural arts community
- Jurying local exhibits
- Consultant for art agencies
- Graphic/promotion/design support for community agencies (without pay)
- Spearheading/assisting with cultural community events
- Chairing on master's or doctoral supervisory committees
- Serving on master's or doctoral supervisory committees

Department of **Performing and Fine Arts**
Discipline-Communication

Minimum	Role	Maximum
50%	Teaching	65%
20%	Scholarly Activities	25%
15%	University Service	20%
5%	Community Service	10%
10%	Research	20%

Roles:

Teaching

- Teaching regular course offerings
- Developing course materials
- Developing replicable systems of instruction
- Developing new courses/labs
- Coordinating clinical teaching/independent study/tutorials
- Instructional delivery
- Advising students on programs of study
- Sponsoring or advising students groups
- Participation in student learning groups (honor classes, Bronco Men's learning group, supplemental instruction)

Scholarly Activities

- Publications: Books
- Publications: Journal and magazine articles
- Publications: Monographs
- Developing software/media
- Reviews
- No refereed material
- Citation counts
- Basic scientific investigations, both theoretical and applied
- Invited/contributed presentations
- Invited/contributed papers
- Poster sessions
- Investigations of educationally relevant problems
- Award, honors, or invited presentations
- Participation in university symposiums and panels

University service

- Serving on departmental, college, or university committee
- Serving on faculty senate
- Chairing any committee (student, faculty, etc)
- Serving as sponsor for student activities/groups
- Developing new academic programs
- Participating in university activities (University Day)

Community service

- Activity in professional organizations
- Consulting to organizations or corporations
- Consulting to universities/colleges
- Participating in local, state or national civic activities and organizations
- Applying academic experience in the local, state or national community without pay or profit (e.g., evaluation research)

Research/scholarly activities

- Grant writing
- Grant management
- Supervising undergraduate research
- Serving on master's or doctoral supervisory committees
- Chairing master's or doctoral supervisory committees

Music

Minimum	Role	Maximum
40%	Teaching	75%
30%	Scholarly Activities	50%
10%	University Service	30%
5%	Community Service	20%
10%	Research	40%

Roles:

Teaching

- Teaching regular course offerings
- Developing course materials
- Developing replicable systems of instruction
- Developing new courses/labs
- Coordinating clinical teaching/independent study/tutorials
- Instructional delivery
- Advising students on programs of study
- Sponsoring or advising students groups

Scholarly Activities

- Publications: Books, compact disc
- Publications: Journal and magazine articles
- Publications: Monographs
- Performances (regional, national, international)
 - Lead role
 - Chorus
 - Accompanists
- Principle in local, regional or national orchestra
- Developing software/media
- Reviews
- Recitals
- No refereed material
- Citation counts
- Basic scientific investigations, both theoretical and applied
- Invited/contributed presentations
- Invited/contributed papers
- Poster sessions
- Investigations of educationally relevant problems
- Award, honors, or invited presentations
- Adjudicating festivals and competitions (musical/theatre, art, speech etc.)

Research/scholarly Activities

- Grant writing
- Grant management
- Supervising undergraduate research
- Serving on master's or doctoral supervisory committees

- Chairing master's or doctoral supervisory committees
- Creating works or sponsoring commissions for your field of study

University Service

- Serving on departmental, college, or university committee
- Serving on faculty senate
- Chairing any committee (student, faculty, etc)
- Serving as sponsor for student activities/groups
- Non paying performances

Community Service

- Activity in professional organizations
- Consulting to organizations or corporations
- Consulting to universities/colleges
- Participating in local, state or national civic activities and organizations
- Applying academic experience in the local, state or national community without pay or profit (e.g., evaluation research)
- Non paying performances

Department of **Performing and Fine Arts**
Speech and Theatre

Minimum	Role	Maximum
25%	Teaching	35%
5%	Scholarly Activities	20%
5%	University Service	20%
5%	Community Service	25%
5%	Research	20%
5%	Creative works	20%
5%	Departmental Service	20%
5%	Student Advisement	10%

Roles:

Teaching

- Teaching regular course offerings
- Developing course materials
- Developing replicable systems of instruction
- Developing new courses/labs
- Review and refine curriculum
- Develop class presentation
- Develop extended classroom learning
- Develop service learning programs
- Design and teach workshops
- Stimulate student critical thinking
- Coordinating clinical teaching/independent study/tutorials
- Instructional delivery
- Advising students on programs of study
- Sponsoring or advising students groups
- Use of current technology
- Acting coach
- Costume design
- Make-up design
- Design sets, lights etc for theatre area
- Develop study guides for productions
- Help students audition for grad school or theatres
- Independent study
- Assessing and evaluating student performance

Scholarly Activities

- Publications: Books, compact disc
- Publications: Journal and magazine articles
- Presenting recitals and exhibitions
- Staging, directing, or acting in musical, theatrical, and dance productions
- Exhibiting paintings, sculptures, and other creative arts

- Reviews
- No refereed material
- Basic scientific investigations, both theoretical and applied
- Invited/contributed presentations
- Invited/contributed papers
- Poster sessions
- Investigations of educationally relevant problems
- Award, honors, or invited presentations
- Advertise shows/theatre publicity
- Install and implement new software

University service

- Serving on departmental, college, or university committee
- Serving on faculty senate
- Chairing any committee (student, faculty, etc)
- Serving as sponsor for student activities/groups
- Special projects
- Maintain (18 page) web site
- Advise APO
- Direct 1-2 shows per year
- Adapt books to script
- Teach 9-15 per semester
- Develop fine art series
- Sponsor internship
- Increase audience attendance
- Execute set and lighting construction
- Maintain shop inventory and budget
- Develop shop safety and maintenance program
- Develop new courses
- Recruit and train students for production
- Participation in symposiums
- Promote university image

Community service

- Activity in professional organizations
- Consulting to organizations or corporations
- Consulting to universities/colleges
- Participating in local, state or national civic activities and organizations
- Applying academic experience in the local, state or national community without pay or profit
- Consulting to area high schools

Research/scholarly activities

- Grant writing
- Grant management
- Supervising undergraduate research

- Serving on master's or doctoral supervisory committees
- Chairing master's or doctoral supervisory committees
- Special projects requiring research to complete
- Facilitate developing student research
- Research plays
- Research history, theory and philosophy
- Research play visuals/concepts

Department of **Social Work**

All memory stick

Minimum	Role	Maximum
50%	Teaching	80%
20%	Scholarly Activities	50%
10%	University Service	15%
10%	Community Service	15%
10%	Department Service	50%
0%	Field Practicum Coordinator	50%

Roles:

Teaching

- Teaching course offerings
- Developing & identifying course materials (i.e. syllabi, exams. Handouts)
- Grading assignments; developing and grading comprehensive exams
- Instructional delivery of course materials to students
- Utilization of technology (i.e. Blackboard, PowerPoint, online courses, Interactive two-way TV)
- Arranging and/or accompanying students on field trips and to conferences
- Serving as a faculty advisor for social work student organizations
- Serving as a faculty advisor for student research projects
- Submits students grades, forms, documents, book adoption forms, reports in a timely manner
- Developing new courses programs
- Developing new programs
- Selects and order library materials (i.e. library books, videos, DVD, journals) and departmental teaching resources
- Receives Honors and awards (i.e. Who's Who)
- Serves as a student mentor

Scholarly Activities

- Professional Publications (i.e. Articles, books, chapters, monographs, book reviews)
- Popular press publications: Magazine articles, newspaper columns
- Other publications: handbooks, brochures, websites, newsletters, pamphlets, textbook reviews
- Self-studies (i.e. self-studies), internet, films, TV & radio interviews
- Engaging in grant writing, grant submission, receiving grant approvals, grant management
- Invited presenter

- Presenting at a professional conference papers (local, state, national)
- Serving as a keynote speaker
- Citation counts: i.e. articles-texts, etc.
- Consulting (paid)
- Conducting basic scientific investigations, both theoretical and applied
- Receiving honors and awards
- Supervising student directed research (research projects)
- Coordinating lectures, conferences, workshops, keynote addresses
- Active membership and participation in professional organizations
- Actively writing manuscripts for publication
- Engaged in professional development (attending conferences, workshops, obtaining certifications, obtaining licensures, receiving a degree, etc.)
- Serving as an expert witness

University Service

- Serving on and active participation on College of Humanities & Social Sciences, and university committees
- Chairing committees
- Serving on ad hoc committees
- Recruiting students
- Engaged in fundraising
- Preparing documents for accreditation
- Coordinating workshops, forums and conferences
- Receiving honors and awards
- Supporting University events (i.e. graduation, Founder's Day, attending lectures, student activities, performing arts programs, etc.)
- Serving on faculty and/or administration search teams
- Department service:
 - Chairing committees
 - Attending committee meetings
 - Active committee member
 - Serving on faculty search team
 - Recruit students
 - Engaged in fundraising
 - Preparing documents for accreditation
 - Submitting reports (i.e. quarterly reports, documents, etc.) In a timely manner
 - Coordinating workshops, forums and conferences
 - Supporting department events (i.e. lectures, student activities, performing arts programs, etc.)
 - Receiving honors and awards

Community Service

- Active membership in professional organizations, NASW-CSWE-BPD
- Consulting to organizations or corporations (non paid)
- Serving as an editor
- Participating in local, state, or national civic activities and organization
- Serving on editorial board
- Serving on site visiting teams (CSWE, SACS)
- Serving on boards
- Honors and awards (i.e. service)
- Service (i.e. public schools, mentoring)

Research

- Grant writing, social work related
- Grant management
- Supervising undergraduate research/graduate research, as professors
- Serving on master's or doctoral supervisory committees
- Research necessary to produce a manuscript
- Evaluative – programs – organizations

Field Practicum

- Coordinating and implementing field practicum
- Serving as a field practicum liaison
- Field practicum advisory board
- Field instructor training
- Field placement recruitment
- Developing field placement documents (handbooks, forms)

Department of **Sociology**

Minimum	Role	Maximum
50%	Teaching	80%
05%	Scholarly Activities	40%
05%	Service	30%

Roles:

Teaching

- Review, select, develop course materials/resources
- Prepare instructional activities and materials
- Developing course enhancement materials
- Preparing assessment materials (exams, quizzes, assignments, etc.)
- Grading and assessing student work
- Providing feedback to students
- Preparing class presentations
- Delivering class presentations
- Developing syllabi
- Assisting students individually
- Maintaining student records
- Course management activities (submitting grades, book orders, etc.)
- Individual instruction to students (chairing thesis or practicum committees, advising independent study projects)
- Reviewing technology for instruction
- Attending teaching workshops and teaching specific conference presentations
- Technology incorporation
- Developing new courses
- Field liaison
- Advising students
- Sponsoring or advising student groups
- Supervising undergraduate research
- Prepare class lectures
- Mentorship

Scholarly activities

- Publications: books (edited, authored)
- Publication: Peer reviewed articles
- Publication: textbook
- Publication: book chapter
- Publication: encyclopedia entry
- Publication: conference proceedings
- Publication: non-peer reviewed articles

- Publications: journal and magazine articles
- Publications: refereed journal articles
- Publications: media
- Attending workshops and conferences
- Preparing and submitting grant proposal submissions
- Conducting comprehensive literature reviews
- Designing study instruments
- Completing the IRB process
- Collecting data
- Preparing data for analyses
- Conducting data analyses
- Submitting book chapters
- Submitting encyclopedia entries
- Submission to conference proceedings
- Submitting non-peer reviewed articles
- Submitting books for publication
- Submitting text books for publication
- Submitting book reviews for publication
- Invited/contributed presentations
- Awards, honors, or invited presentations
- Invited review of proposed book or other work
- Reprinted articles
- Grants
- Citations
- Professional development
- Conferences/workshops

Service

- Serving on departmental, college, or university committee
- Chairing any committees (student, faculty, etc)
- Serving as a sponsor for student activities/groups
- Reviewing articles, books or grant proposals
- Organizing, chairing, facilitating or serving as a discussant for professional organizations
- Serving as organization committee member
- Serving as an or organization officer or committee chair
- Serving as a journal editor
- Serving as a conference organizer
- Serving on a journal editorial board
- Serving on community boards for organizations or schools
- Serving as organization officer or committee chair
- Conducting workshops or training sessions
- Developing new courses
- Substantially revising a course
- Advising students
- Writing letters of recommendation

University service

- Marketing – student recruitment
- Fundraising
- MSW advisory council
- Field practicum advisory
- Serving on departmental, college, or university committee
- Serving on faculty senate
- Chairing any committee (student, faculty, etc)
- Brochures/handbooks

Community service

- Activity in professional organizations
- Editor/editorial boards
- Mentoring public school
- Consulting to organizations, corporations, or other agencies
- Consulting to universities/colleges
- Participating in local, state or national civic activities and organizations

School of Business

Department of Managerial Economics and Finance

Only memory stick information

Minimum	Role	Maximum
50%	Teaching	75%
25%	Scholarly Activities	40%
0%	University Service	20%
0%	Community Service	20%
0%	Sponsored Research	10%

Roles

Teaching

- Teaching courses
- Instructional Design I: developing and revising courses, systems of instruction (online courses, etc.)
- Conducting independent studies
- Use of innovative techniques: technology, special projects, outside speakers, etc.
- Instructional Design II: Writing class notes, class handouts, tutorials, etc.
- Advising students on classes, programs of study, career development, etc.
- Grading exams and papers and providing feedback to students, etc.
- Instructional delivery
- Attending teaching related seminars and workshops, etc.
- Contact with students and accessibility (keeping office hours as scheduled, offering tutorial sessions, etc.)

Scholarly Activities

- Refereed journal articles
- Scholarly publications: books, chapters, monographs, proceedings, non-refereed articles, book reviews, other reviews
- Scholarly presentations: paper presentations at conferences, special seminars, poster sessions, etc.
- Research in progress
- Professional feedback: work as session or program chair, discussant, referee, etc.
- Serving as journal editor, etc.
- Professional excellence: as measured by citation, invitations, awards and honors, etc.

Note: magazine articles generally represent community service rather than scholarship

University Service

- Serving on department, college, or university committees
- Serving on the faculty senate
- Chairing or serving as secretary for any committee (student, faculty, etc.)
- Serving as a sponsor for student activities/groups
- Representing the university, school, department at various functions (inc., outreach functions)
- Attending various university functions: Post School Conference, Commencement, Founder's Day, etc.

Community Service

- Activity I scholarly and/or professional organizations
- Consulting to various organizations including civic groups, government, etc.
- Participation in community activities
- Serving on community committees
- Applying academic expertise in the local, state, or national community without pay or profit (through the speaker's bureau)
- Disseminations: magazine or newspaper articles, appearing on local TV and/or radio in professional capacity
- Community outreach activities

Sponsored Research

- Grant writing
- Grants management
- Grants granted
- Work on grant projects

School of Education

Note: Memory Stick Only
NO 's from School of Education

Minimum	Role	Maximum
%	Teaching	%
%	Scholarly Activities	%
%	University Service	%
%	Community Service	%
%	Sponsored Research	%

TEACHING

- INSTRUCTIONAL DESIGN
 - SYLLABUS DEVELOPMENT
 - CURRICULUM DEVELOPMENT
- INSTRUCTIONAL DELIVERY
 - ONLINE
 - WEB-ENHANCED
 - PRACTICUM
 - CASE STUDY APPROACH
 - TRADITIONAL LECTURE
 - TECHNOLOGY
- CONTENT KNOWLEDGE
 - LEVEL OF PROFICIENCY
 - CURRENCY OF KNOWLEDGE
- COURSE MANAGEMENT
 - RELATIONSHIPS WITH STUDENTS
 - TIME MANAGEMENT
 - REQUIRED PRODUCTS OF LEARNING
 - COMMUNICATIONS
 - ASSESSMENT
 - PROFESSIONAL DEVELOPMENT/RECOGNITION*

RESEARCH AND SCHOLARLY ACTIVITIES

SCHOLARLY PUBLICATIONS/DISSEMINATION

- GRANTS
- REFEREED/NONREFEREED JOURNALS
- TEXTBOOK REVIEWS
- BOOKS (CHILDRENS BOOKS, TEXTBOOKS)
- MONOGRAPHS
- POSTER SESSIONS
- CONFERENCE PROCEEDINGS
- CITATIONS

- SOFTWARE DEVELOPMENT
- PUBLICATION OF CHAPTERS

FACULTY RESEARCH

- ACTION RESEARCH
- DISCOVERY AND CREATION
- ORIGINAL
- DEMONSTRATION
- BEST PRACTICES

DIRECTED STUDENT RESEARCH

- THESES
- DISSERTATIONS

ACTION RESEARCH

PRESENTATIONS

- POSTER SESSIONS
- PANEL SESSIONS
- COLLOQUIA
- SEMINARS
- LECTURES
- SPEECHES
- PROFESSIONAL DEVELOPMENT/RECOGNITION

SERVICES

SERVICE TO THE PROFESSION

- CONFERENCE PRESENTATIONS
- MEDIA PRESENTATION
- UP-TO-DATE CREDENTIAL/LICENSURE REQUIREMENTS
- COMMITTEE MEMBERSHIP

COMMUNITY SERVICE

- MEMBERSHIP OF BOARDS
- GUEST SPEAKER

SERVICE RESEARCH

- CONSULTATIVE SERVICES

UNIVERSITY SERVICE

- INTERVIEW TEAMS
- COMMITTEE ASSIGNMENTS
- ACCREDITATION
- RECRUITMENT
- STUDENT ADVISEMENT

SCHOOL SERVICE

- INTERVIEW TEAMS
- COMMITTEE ASSIGNMENTS
- ACCREDITATION
- RECRUITMENT
- STUDENT ADVISEMENT
- ORGANIZATION SPONSORSHIPS

DEPARTMENT SERVICE

- INTERVIEW TEAMS
- COMMITTEE ASSIGNMENTS
- ACCREDITATION
- RECRUITMENT
- STUDENT ADVISEMENT

- ORGANIZATION SPONSORSHIPS

Notes and Suggestions to be Considered

General statements to be included after Teaching/Scholarship/Service

Examples:

Scholarship/Research/Creative (general statement in PFA)

- Evidence of growth in one's discipline (professional) etc..... The Department recognizes that an important component of scholarship/creative activity is the creation, production (part of teaching activity) and performance of works by faculty visual artists, performers, directors, choreographers, designers should be evaluated as scholarship/creative activity for the purpose of promotion, tenure, and merit pay considerations

Service (general statement)

- Service includes formal and informal activities on behalf of the department, college, university, community at large, and the profession including but not limited to:

All departments include a narrative from the tenured committee for an action on reappointment, promotion and tenure

○
On peer, self and chair evaluation (on a 5 point scale), an individual can be rated a #3 without comment. Any rating below or above a 3 must have narrative that relates to the score.

○
Department accepts the guidelines recommended by _____ Association or Accreditation Agency

(ex. Association for Theatre in Higher Education: include but are not limited to)