

POLICY AND PROCEDURES STATEMENT FOR PERFORMANCE EVALUATION OF FACULTY

Department of Computer Information Systems and Quantitative Methods

The purpose of this policy and procedures statement is to establish policies, criteria, and procedures for awarding PERFORMANCE and MERIT raises to faculty in the Department of Computer Information Systems and Quantitative Methods.

In the Department of Computer Information Systems and Quantitative Methods, performance in scholarly/creative activities, teaching, and service will be used in the evaluation of faculty for merit and performance pay.

The following five-point rating scale will be used to evaluate teaching and service. A more detailed scale will be used to evaluate scholarly/creative activity (see pages 3 and 4).

<u>Rating</u>	<u>Explanation</u>
1.	Well above standard set by department.
2.	Above standard set by department.
3.	Meets standard set by department.
4.	Below standard set by department.
5.	Well below standard set by department.

Definitions

1. A PERFORMANCE raise is defined as a prescribed number of salary steps awarded to all faculty members whose performance in teaching, scholarly activity, and service meet the expected criteria of the Department as described in paragraphs 5 and 6 (page 6) of the Procedures section of this document.
2. A MERIT raise is defined as salary steps awarded to faculty members whose performance exceeds the Department's expected criteria in teaching, scholarly activity and service as outlined in paragraphs 7 and 8 (page 6) of the Procedures section of this document.

Evaluations Time Period

The department's evaluation system combines PERFORMANCE/MERIT evaluation with the faculty member's normal annual evaluation. In determining PERFORMANCE and MERIT raises, the senior faculty member (including the non-tenured faculty representative), the department chair, and the Dean will consider faculty performance over the preceding period from January 1 through December 31 or during the period-of-record with period-of-record being defined as the period since the last time merit and/or performance raises were available. Only completed work will be considered; e.g., courses taught, service performed, and articles published.

Eligibility

All percentage-contract faculty except assistant instructors, deans, chairs and others identified annually by the VPAA will be eligible for PERFORMANCE/MERIT raises. Faculty members who wish to be excluded from MERIT consideration should notify the chair in writing by February 1.

Minimum Standards

For the purpose of this OL and for the process involved in the annual decisions concerning merit and performance, the following criteria are provided based, where appropriate, on either the Teaching-Service-Research (TSR) or the Research-Teaching-Service (RTS) workload model selected.

I. Teaching

Teaching performance is evaluated by means of student evaluation and other factors such as number of classes and students taught, type of classes taught, new teaching methods used, etc. Teaching is understood to include not only classroom performance but other factors such as preparation for courses, effective testing, staying current in the discipline, and curriculum improvement and development. (For other activities to be considered in the evaluation of teaching, see “Documentation.”)

Departmental Standard is defined as a record of high-quality teaching and some contribution to course and/or curriculum development.

II. Scholarly/Creative Activity

Scholarly/creative activities include research and publication that enhance teaching effectiveness and the professional growth and development of faculty members. Examples of such activities include: the research and publication of books, journal articles, papers, and case studies; presentation of papers and research findings at professional meetings; and conducting research for grants and other funded projects. (For other examples of scholarly/creative activities, see “Documentation.”)

Departmental Standard is defined as (1) tenure track faculty members on the TSR option averaging at least 2 scholarly/creative activity points during the period-of-record and (2) tenure track faculty members on the RTS option averaging at least 5 scholarly/creative activity points during the period-of-record. Non-tenure faculty members are encouraged to engage in scholarly/creative activities but are not required to do so.

III. Service

Service includes any activities that contribute to the accomplishment of internal and external service mission of the department, school, and university as well as assisting the faculty member to achieve his/her personal goals. Examples of service activities include: student advising and counseling, active participation/contribution on committees, holding

offices in professional organizations, sponsoring student organizations, developing contacts with the business community, and attending workshops and training sessions. (For other examples of service activities, see “Documentation.”)

Departmental Standard is defined as a record of effective service in departmental, school, university, community, and professional areas.

Documentation

On or before February 1, each faculty member will give to the department chair documentation of all teaching, scholarly, and service activities for the preceding year.

Examples include:

I. Teaching

All faculty members should list their activities in each of the following areas:

- a. Classroom teaching (including clinical teaching, practicum and internship).
Faculty members should list their achievements in those activities that comprise the instructional process, including organizing the course, preparing course materials (bibliographies, manuals, handouts), delivering instruction (through various media), testing, grading, and student evaluation.
- b. Courses and number of students taught.
- c. Evaluation of teaching effectiveness completed by currently enrolled students. The review process may also include evaluations by peers, graduating seniors, and alumni of the Texas State University McCoy College of Business Administration.
- d. Honors or recognition received for testing effectiveness.
- e. Chairing and serving on honor’s and master’s theses.

II. Scholarly/Creative

Faculty members should list their achievements in the scholarly and creative areas. Only completed work will be considered; e.g., articles published and presentations made. Various scholarly/creative activities and their respective weights may include but are not limited to:

<u>SCHOLARLY/CREATIVE ACTIVITY</u>	<u>WEIGHT</u>
A. Published Refereed Journal Article	12
B. Other Professional Research/Contributions:	
1. Professional certification (one time credit during review period)	10
2. Published textbook	10
3. Published instructional material (manuals, study guides, etc.)	6
4. Non-refereed case write-up	3
5. Edited conference proceedings	3
6. Edited conference proceedings	3
7. Published book review	2
8. Published standardization or professional examination questions	2
9. Published letters to the editor in academic or professional journals	1

C. Public Presentation to Academic or Professional Groups:

1. National conference presentation with paper published in proceedings	6
2. National conference presentation with published abstract	4
3. Regional conference presentation with paper published in proceedings	4
4. Book Reviewer cited as contributor in text	3
5. Keynote Speaker (national)	3
6. Workshop or Continuing Education presentation	3
7. Regional conference presentation with published abstract	2
8. Paper Discussant (per conference)	2
9. Paper Reviewer (per conference)	2
10. Keynote Speaker (regional)	2
11. Invited Presentation	1
12. Book Review not cited	1
13. Local Presentation	1

All scholarly/creative contributions should be primarily related to the faculty member's area of expertise. Also, all point allocations assume that one faculty member has made the contributions. For multiple authors, the points allocated to the category will be multiplied by 1.5 then divided by the number of co-authors or co-contributors. For example, a refereed article by two authors would result in 9.0 points $[(12 \times 1.5)/2]$ allocated to each other.

II. Service

Faculty members should list their achievements in the area of service. Activities in this area may include but are not limited to:

Intra-University

1. Departmental

- a. Directing or coordinating programs (administrative)
- b. Innovative curriculum or program development
- c. Judging local, district, area, regional, or national contests or shows
- d. Sponsoring major contests (local, state, regional, or national)
- e. Conducting TEA, summer, or externally funded short courses
- f. Conducting workshops or seminars (local, state, regional, or national)
- g. Conducting self studies (programmatic or required)
- h. Sponsoring student organizations
- i. Recruiting students
- j. Conducting study tours in professional fields
- k. Chairing and/or serving on departmental committees
- l. Advising students

2. School

- a. Conducting self-studies (programmatic or required)
- b. Directing or coordinating school-level programs
- c. Serving on or chairing school-level committees
- d. Sponsoring school-level organizations

- e. Recruiting students

3. University

- a. Conducting self-studies
- b. Directing or coordinating university-level programs
- c. Serving on or chairing university-level committees
- d. Sponsoring university-level organizations
- e. Recruiting students

Extra-University

1. Community

- a. Working with civic/social/service organizations (Chamber of Commerce, church, etc.)
- b. Working on civic events
- c. Working on joint city-university projects
- d. Public service (school board, city council, Tax Equalization Board, etc.)

2. Professional

- a. Participating on accreditation teams
- b. Serving on chairing major committees or boards of professional organizations
- c. Serving on editorial or review boards or as editor of professional publication
- d. Serving as a n officer in professional organizations
- e. Coordinating major conferences
- f. Making public appearances in professional capacity
- g. Consulting
- h. Serving as session chair or track chair for a professional conference

Procedures

1. By approximately December 1 of each academic year, faculty members will be reminded in writing that the process for evaluating faculty performance will begin shortly after the beginning of the spring semester.
2. The department chair will evaluate the performance materials submitted by each faculty member independent of the recommendations of the senior faculty. The results of the chair evaluation of each faculty member will be recorded on the form shown in Attachment B.
3. After the chair has completed his/her evaluations, the senior faculty, individually or collectively, shall be provided an opportunity to evaluate their departmental colleagues and provide the chair with feedback, which will be recorded on the form shown in Attachment B.

4. Based upon a review of the senior faculty recommendations, the department chair may make adjustments in his/her evaluations as appropriate. The written evaluations submitted by the senior faculty and the chair's responses shall be made available to the Dean upon request.
5. To qualify for consideration for a PERFORMANCE raise, a tenure track faculty member must receive a rating of 1, 2, or 3 in both teaching and service performance. In addition, faculty members on the TSR option must earn at least 2 scholarly/creative activity points during the period-of-record, and faculty members on the RTS option must earn at least 5 scholarly/creative activity points during the period-of-record. Performance will be based on the annual average of the ratings and points earned during the period-of-record.
6. To qualify for consideration for a PERFORMANCE raise, a non-tenure track faculty member must receive a 1, 2, or 3 rating in both teaching and service performance. Performance will be based on the annual average of the ratings earned during the period-of-record.
7. To qualify for consideration for a MERIT raise, tenure track faculty members must meet the following, average criteria during the period-of-record:
 - a. For all tenure track faculty members, teaching performance must receive a rating of 1 or 2 and service performance must receive a rating of 1, 2, or 3.
 - b. Tenure track faculty members on the TSR model must also earn at least 4 scholarly/creative activity points.
 - c. Tenure track faculty members on the RTS model must also earn at least 7 scholarly/creative points.
8. To qualify for consideration for a MERIT raise, non-tenure track faculty members must receive a rating of 1 or 2 in teaching performance, a rating of 1, 2, or 3 in service performance, and average at least 4 scholarly/creative activity points.
9. The Chair will then submit his/her performance and/or merit recommendations to the Dean. The Dean may accept or reject the Chair's recommendations with explanation to the chair.
10. Faculty members may appeal PERFORMANCE/MERIT decisions through the normal faculty grievance process outlined in the Faculty Handbook.

Effective Date

This policy procedures statement will become effective Jan. 1, 1998.

ATTACHMENT A

FACULTY ACTIVITY REPORT

School of Business

Texas State University

January 1, ____-December 31, ____

Faculty Member: _____ Date: _____

GENERAL INSTRUCTIONS

This form is used to report your professional activities and accomplishments in teaching, scholarly/creative activity, service, and professional development for the previous year. You should refer to this departmental document and to SBPPS 5.02 for examples of activities that fall within the teaching, scholarly/creative activity, and service areas. Professional development includes all activities that help you keep current in your profession (conference, workshops, learning new computer software, etc.).

I. TEACHING EFFECTIVENESS/CREATING A LEARNING ENVIRONMENT

Please list your teaching load for the year in the table below.

COURSES AND ENROLLMENT					
SPRING SEMESTER		SUMMER SEMESTER		FALL SEMESTER	
COURSE	SIZE	COURSE	SIZE	COURSE	SIZE

Attach your teaching evaluations from the previous year. Also include any other supporting material you deem appropriate (syllabi, curriculum, awards, etc.)

II. INTELLECTUAL CONTRIBUTIONS: RESEARCH & SCHOLARSHIP

Please list all your scholarly/creative activity that you published or presented during the previous year. Use SBPPS 5.02 and this document as reference.

III. SERVICE: INSTITUTIONAL AND PROFESSIONAL

IV. PROFESSIONAL DEVELOPMENT ACTIVITIES

OTHER COMMENTS

You may elaborate on any of the previous sections. In addition, you may attach material you believe is relevant in describing the nature and the extent of your activities during the previous year.

12/16/97

ATTACHMENT B

FACULTY EVALUATION FORM

January 1, _____ - December 31, _____

Faculty Name: _____ Date: _____

I. A. Evaluation of Teaching

- 1. Well above standard set by department _____
- 2. Above standard set by department _____
- 3. Meets standard set by department _____
- 4. Below standard set by department _____
- 5. Well below standard set by department _____

B. Evaluation of Service

- 1. Well above standard set by department _____
- 2. Above standard set by department _____
- 3. Meets standard set by department _____
- 4. Below standard set by department _____
- 5. Well below standard set by department _____

C. Evaluation of Scholarly/Criteria Activity: _____
Total Points Earned (see attached summary) _____

II. Comment by faculty member, senior faculty member, and/or chair:

Signature of Chair Date

Signature of Faculty Member Date

