

FORMATIVE (MERIT) EVALUATION DEPARTMENT OF BIOLOGICAL SCIENCES

INSTRUCTIONS

Revised 2005

(For activities occurring in Calendar Year 2004)

Each year, all faculty members of the Department of Biological Sciences will be evaluated through a sequential, three-step process:

1. Self Evaluation
2. Peer Review Committee Evaluation
3. Department Head Evaluation

The actual steps of the evaluation process are as follows:

1. Individual faculty will meet with the Department Head each year prior to **November 10** and agree on the percentages (%) to be assigned to those components chosen for merit evaluation on the University Common Form. These components are subcategories of Teaching, Research, and Service.
2. Each faculty member will present his/her Self Evaluation Portfolio (the "Merit Document") to the Department Head on or before **February 15**. **The Faculty Merit or formative evaluation forms will also be sent to the faculty electronically and should be filled in electronically and submitted electronically to the Department Head when the Merit Portfolio is turned in on February 15.** The Department Head will then forward the faculty Merit Folders and your electronic submission of your Teaching, Research, and Service documents to the Chair of the Merit Committee. The Merit Portfolio should include detailed documentation for each activity and should follow the organization of the **FACULTY FORMATIVE EVALUATION REPORTING FORMS** for Teaching, Research and Service. ***Folders that do not follow this specific organization, as well as Folders without proper and properly labeled documentation, will be returned without evaluation.***
3. The Peer Review Committee will submit its evaluation to the Department Head on or before **March 1** electronically, and turn over the full Merit portfolios.
4. The Department Head will make a final evaluation based on the Self Evaluation of the faculty member and the Peer Review Committee Evaluation. The individual faculty member, Peer Review Committee, and Department Head will base their respective evaluations on a scale of 1-9 for each of the subcategories of Teaching, Research and Service. The Merit Scale for each category and subcategory is as follows:

| | |
|------------|----------------------------|
| 8-9 | Meritorious |
| 5-7 | Satisfactory |
| 3-4 | Adequate |
| 1-2 | Minimally Compliant |

SPECIAL NOTES

1. Faculty members should include and document **all** activities eligible for merit consideration in their Merit Folders.
2. All activities for a specific category (Teaching, Research or Service) should be itemized and described under the category title (i.e., T2, R6, S10, etc.). In previous years, activities beyond maximum allowable points in a category were listed in the categories titled "Other." Beginning with the February 2004 Merit Document (covering academic year 2003), only the **points** beyond the maximum allowable should be listed in blanks designated for the "Other" categories; descriptions of activities from which these "Other" points derive should be included above the Other categories under the specific category titles (i.e., T2, R6, S10, etc.). This change will serve only to improve bookkeeping efforts and does not change the value of any activity.
3. The Folder and its contents should be loose-leaf and secured in a binder. Categories (T, R and S) and subcategories (T1, T2, etc.) must be marked with tabs.
4. Continuous meritorious ratings do not guarantee Tenure or Promotion in itself. All of the requirements of the Departmental Tenure and Promotion Document must be met in addition.

TEACHING

A-1 Delivery of Instruction

T1 ____ STUDENT RATING: Use the average of items 2,3,4,6,8,9,10,11,18 and 40 from the student evaluation instrument (SIR) for each course and multiply by the number of students who responded to get total weighted points per course. Add the total of weighted points for all courses and divide by the total number of students who responded in all courses. Multiply by 1.8. Submit rating sheets. Use the Excel Calculator in the worksheet following Teaching (T). It is labeled “**T-1 calculator.**” Fill in your Course numbers; Spring or Fall Semester; the Class Mean evaluations numbers for each of the selected questions on the SIR; and the number of evaluations processed. The final weighted score will be calculated for you. It is also useful to fill in the total number of students in the class to compare with the number who actually evaluated you.

A-2 Administrative Evaluation

T2 ____ LECTURE COURSE PREPARATION LOAD: 1 pt per preparation; 0.5 pt./team taught course. Submit class schedules. *Example: One section of BIOL 105 taught in the spring and one section of BIOL 105 taught in the fall counts as two preparations. Two sections of BIOL 105 taught in the spring and one section of BIOL 105 taught in the fall counts as three preparations.*

T3 ____ STUDENT LOAD: One course section > 80 students = 1 pt, one course section > 160 students = 2 pts, one course section >240 students = 3 pts. Submit copy of SIS screen 107 from mid-term or class list #3. *Example: Do not add multiple sections of one course. One section of Biology 105 with 82 students and one section of Biology 105 with 70 students count as 1 pt.*

T4 ____ LABORATORY COURSE LOAD. 0.5 pt per section. Describe and attach documentation. *For example: Two sections of Biology 155 lab = 2 sects = 1 pt.*

T5 ____ DEPARTMENT HEAD ASSESSMENT OF CLASSROOM INSTRUCTION: (0-4 pts) Only department head can give this score.

B. Currency of Instruction in Field

T6 ____ EDUCATIONAL PUBLICATIONS. List citation and submit copy of article and journal statement regarding peer-review.

- a. Refereed journal articles in press (9 pts per)
- b. Refereed journal articles published (9 pts per)
- c. Chapter in Education reference/textbook published (9 pts per)
- d. Editor of full-length education publication (9 pts per)
- e. Other Educational publication (3 pts)

T7 ____ SCIENTIFIC MEETING SESSIONS IN TEACHING FIELD NOT CLAIMED ELSEWHERE (3 pts per)

C. Professional Improvement (PI's and Co-PI's only for grants)

T8 ____ TEACHING IMPROVEMENT: Continuing education programs, educational workshops, seminars, improvement in student evaluations, course-related meetings, and memberships in professional organizations. (cannot claim same meeting sessions for both teaching and research.) (1 pt per)

T9 ____ INTRAMURAL GRANT PROPOSAL SUBMITTED OR PENDING: Submit grant proposal. (1 pt per)

T10 ____ INTRAMURAL GRANT PROPOSAL FUNDED: Submit grant proposal. (2pts per)

T11 ____ EXTRAMURAL GRANT PROPOSAL SUBMITTED OR PENDING: Submit grant proposal. (3pts per)

T12 ____ EXTRAMURAL GRANT PROPOSAL FUNDED: Submit grant proposal. (5 pts per)

D. Innovation in Teaching

T13 ____ REVISED COURSE DOCUMENTS: syllabi, handouts, and other course documents or new textbooks to update course (3 pts per)

T14 ____ USE OF TECHNOLOGY IN TEACHING: Limited to activities that improve teaching through the use of technology in the classroom or lab (e.g., Power Point presentations, development of web-based instructional activities, CPS, etc.). Describe activities and attach documentation. If using technology previously, show updates or improvements. (1-4 pts per)

T15 ____ EXTENSIVE COURSE REVISIONS OR DEVELOPMENT OF NEW COURSE: Describe activities and attach documentation. (2-4 pts per)

T16 ____ DELIVERING AN EDUCATIONAL PRESENTATION OR WORKSHOP. List meeting, title, author(s), and submit documentation. (international, national, and regional = 5 pts per; state and local = 3 pts per).

E. Accessibility and Interaction with Students

- T17 ____ ACCESSIBILITY AND INTERACTION WITH UNDERGRADUATE STUDENTS: Supervision of BIOL 416 students. Merit credit for BIOL 416 can also be claimed in the Research category, but the same effort cannot be used in both areas. Submit copy of final report. (2 pts per completed project.)
- T18 ____ ACCESSIBILITY AND INTERACTION WITH GRADUATE STUDENTS: Mentorship of Graduate Students. 4 pts each if you serve as Major Professor, 1 pt each if you serve on Thesis Committee. Note: For a single student, points will not be awarded for service as Major Professor and committee member. Merit credit for graduate student mentorship can be claimed in the Research category, but the same effort cannot be used in both areas.
- T19 ____ STUDENT COMMENDATIONS FROM V.P.S.A. OFFICE OR OTHER SOURCE. 1 pt. per student commendation. Submit letters. *For example: One letter with commendations from three students = 3 pts.*
- T20 ____ OTHER STUDENT ACCESSIBILITY: posted office hours (1 pt. per F/S semester), records of student conferences, other forms of student supervision or non-classroom work (field trips, etc.) (1-2 pt. per)

F. Other

- T21 ____ PROFESSIONAL HONORS AND AWARDS: From your resume (3-9 pts)
- T22 ____ OTHER. All other meritorious Teaching activities not categorized above. (1 pt. per)
- T23 ____ SUM OF REMAINING POINTS IN T2-T-20 THAT EXCEEDED MAX ALLOWED in a major category (A-E).

RESEARCH

A. Publications

- R1 ____ REFEREED JOURNAL ARTICLE IN PRESS. List citation and submit documentation (ex., acceptance letter.) (9 pts per)
- R2 ____ REFEREED JOURNAL ARTICLE PUBLISHED. List citation and submit documentation (9 pts per)
- R3 ____ CHAPTER IN REFERENCE/TEXTBOOK PUBLISHED. List citation and submit documentation (9 pts per).
- R4 ____ EDITOR OF FULL-LENGTH RESEARCH PUBLICATION. List citation and submit peer-reviewed documentation (9 pts per).

B. Presentations to Scholarly & Professional Organizations

- R5 ____ PRESENTATIONS AT PROFESSIONAL MEETINGS. List meeting, title, author(s), and submit documentation. (international, national, and regional = 5 pts per; state and local = 3 pts per).
- R6 ____ INVITED PRESENTER AT PROFESSIONAL MEETING. List meeting, title, author(s), and submit documentation. (Keynote = 6 pts per; Professional Meeting = 4 pts per; Academic Institution = 2 pts per).

C. Grants (PI's and Co-PI's only)

- R7 ____ EXTRAMURAL GRANT PROPOSAL SUBMITTED OR PENDING. 3 pts per. Submit grant proposal.
- R8 ____ EXTRAMURAL GRANT PROPOSAL SUBMITTED, FUNDED. 5 pts per. Submit grant proposal.
- R9 ____ INTRAMURAL GRANT PROPOSAL SUBMITTED OR PENDING. 1 pt per. Submit grant proposal.
- R10 ____ INTRAMURAL GRANT PROPOSAL SUBMITTED, FUNDED. 2 pts per. Submit grant proposal.

D. Other Creative Work or Publicly Available Work

- R11 ____ OTHER PUBLICATIONS IN AREA OF EXPERTISE. 3 pts per. List citation and submit documentation.
- R12 ____ STUDENT SUPERVISION OF BIOL 416. Credit for BIOL 416 can also be included under teaching activities, but the same effort cannot be used in both areas. Submit copy of final report. 2 pts per completed project.

E. Scholarly Work

- R13 ____ PROFESSIONAL IMPROVEMENT. Activities may include workshops, courses, professional meetings attended, and memberships in professional organizations, but should be limited to activities associated with research. Submit documentation. (1 pt per)
- R14 ____ REVIEWER of scientific journal articles, research proposals, or equivalent. (1 pt per)
- R15 ____ MENTORSHIP OF GRADUATE STUDENTS. 4 pts each if you serve as Major Professor, 1 pt each if you serve on Thesis Committee. (For a single student, cannot claim points as Major Professor and committee member.) Merit credit for graduate student mentorship can be claimed in the Teaching category, but the same effort cannot be used in both areas.

F. Other

- R16 ____ PROFESSIONAL HONORS AND AWARDS: From your resume (3-9 pts)
- R17 ____ OTHER. All other meritorious Research activities not categorized above. (1 pt. per activity)
- R18 ____ SUM OF REMAINING POINTS IN R1-R15 THAT EXCEEDED MAX ALLOWED in a major category (A-E).

SERVICE

A. Student Advising

S1 ____ ADVISING. Document number of students advised and any exceptional advising activities. 10-25 = 4 pt, 26-50 = 8 pts, >50 = 9 pts. Submit yellow scheduling sheets.

B. Student Services

S2 ____ RECRUITING AND RETENTION ACTIVITIES (ex. school visits, Family Day, Colonel's Day, Scholar's Day, etc.). 2 pts per activity.

S3 ____ SCIENCE FAIR / LITERARY RALLY JUDGE. 2 pts / judging. Give name, category, and date of judging.

S4 ____ FACULTY ADVISOR FOR STUDENT ORGANIZATION. 2 pts. List organization and submit documentation

C. Administrative Services

S5 ____ CHAIRMAN OF COMMITTEES. 5 (university), 4 (college), and 3 (department) pts per. Document with agendas and minutes.

D. University Related Services

S6 ____ FACULTY SENATE. List date of election. Submit summary (and minutes) of meetings. 4 pts.

S7 ____ MEMBER OF COMMITTEES. 3 (university), 2 (college), and 1 (department) pt(s) per. Document with agendas and minutes. Cannot claim credit for membership and chairmanship of same committee.

E. Professional Organizations, etc.

S8 ____ APPOINTED MEMBER OF PROFESSIONAL BOARDS/ORGANIZATIONS/COMMITTEES/TASK FORCES. 4 (international), 3 (national), 2 (state), and 1 (local) pt(s) per. List and document appointments.

S9 ____ OFFICER OF ORGANIZATIONS. 3 (national), 2 (state), and 1 (local) pt(s) per. List name of organization and document the office held.

F. Professional, Educational, or Community Workshops/Conferences Presented

S10 ____ SCIENCE WORKSHOP TO CIVIC GROUPS. 4 pts per presentation. Give title of presentation, date, location, and attach letter of invitation or other documentation.

S11 ____ EXTRACURRICULAR FIELD TRIPS. Provide date, location, attendees, and other documentation. Note: Points will not be awarded in this category for trips that are either integral parts of a course or otherwise occur during course time. Organizer of trip—4 pts; participant—2 pts.

G. Invited Speaker

S12 ____ INVITED PRESENTATION TO CIVIC GROUPS. 3 pts per presentation. Give title of presentation, date, location, and attach letter of invitation or other documentation.

H. Non-Paid Consulting

S13 ____ NON-PAID CONSULTING ACTIVITIES 2 pts per project. List, describe, and document. Note: Honoraria and travel stipends are not paid consulting.

I. Other

S14 ____ OTHER. All other meritorious Service activities not categorized above. (1 pt. per activity.)

S15 ____ SUM OF REMAINING POINTS IN R1-R15 THAT EXCEEDED MAX ALLOWED in a major category. (A-H).

PLEASE ATTACH A PRINTED HARDCOPY OF YOUR 2004 MERIT EXCEL SPREAD SHEETS AND JUSTIFICATIONS FROM THE ELECTRONIC FILE SENT TO YOU TO YOUR 2004 MERIT DOCUMENT PORTFOLIO. USE THE MERIT INSTRUCTION FILE TO TYPE IN YOUR JUSTIFICATION FOR THE POINTS THAT YOU CLAIM, AND DO NOT FORGET TO INCLUDE ALL OF YOUR DOCUMENTATION AND HAVE IT LABELED AS T-1, R-1, S-1 ETC.

PLEASE ALSO SUBMIT AN ELECTRONIC COPY, VIA EMAIL, OF YOUR FINAL 2004 EXCEL FILE AND WORD JUSTIFICATION FILE TO THE CHAIR OF THE PEER REVIEW COMMITTEE AND TO THE DEPT. HEAD. PLEASE SEND BY PORTFOLIO DUE DATE of FEBRUARY 15, 2005. (NO EXCEPTIONS)

PORTFOLIO LAYOUT BELOW. THIS FORMAT IS REQUIRED.

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| <p>First Section – -Title page: Department, Name, Rank, and 2004 Merit Evaluation -Put Excel spread sheets for T, R, S and self-evaluation sheet next.</p> <p>Second Section – Teaching -Copy of Teaching Excel sheet and then Teaching Merit justification for each Teaching rubric or criteria (e.g.T-1 to T-20). -You MUST fully explain and document how you got your total points for each rubric. Fill in the Word Merit Doc Instructions under each rubric to justify. -Put the documentation for each rubric (T-1, R-1, S-1, etc) behind the rubric tabs for that category.</p> <p>Third Section – Research (same)</p> <p>Fourth Section – Service (same)</p> | <p>Title Page T-R-S spread sheets and self-eval sheet</p> |
| | <p>Teaching</p> |
| | <p>T-1</p> |
| | <p>T-12</p> |
| | <p>etc.</p> |
| | <p>Research</p> |
| | <p>R-1</p> |
| | <p>R-2</p> |
| | <p>etc.</p> |
| | <p>Service</p> |
| | <p>S-1</p> |
| | <p>S-2</p> |
| | <p>etc.</p> |