

PAC Submission Guideline and Procedure

12/3/18 – 1/15/19:

- Update faculty profile with 2016, 2017, and 2018 data (FIS)
- FIS report and SPOT will be automatically generated on WorkFlow
- PAC evaluations are evidence based. Only documents submitted on FIS and WorkFlow by due date will be considered.

In the “supplemental document” section in Workflow, upload

- Narrative: Use the Narrative Template
- Other Supporting Documents
 - Teaching: Competitive criteria for honors and awards, etc.
 - Scholarship: Impact measures, award competitive criteria, reviewer’s comments on significance of work, etc.
 - Service: Committee charges and outcomes, etc.

PAC will evaluate each faculty based on VPAA 160. See the following section of this document

VPAA-160 Faculty Annual Review Information

I. INSTRUCTIONAL ACTIVITIES:

- A. Scheduled teaching and syllabi
- B. Student perceptions of teaching (SPOT)
- C. Teaching innovation and curriculum development, including teaching grants
- D. Statement of teaching philosophy and goals
- E. Academic advising related to the instructional process
- F. Directed student learning (dissertation, thesis, etc.)
- G. Awards and honors related to teaching and the recognition of students
- H. Non-credit instruction

II. SCHOLARLY, CREATIVE, AND PROFESSIONAL ACTIVITIES:

- A. Refereed and non-refereed publications
 - Publication Quantity and Quality
- B. Artistic and professional performances and exhibits (concerts, recitals, art shows, design displays, productions, etc.)
- C. Presentations (papers read/presented, panel membership, critical commentary, etc.)
 - Presentation Quantity and Quality
- D. Funded and unfunded contracts, grants, and sponsored research
 - Internal and External
- E. Media Contributions
- F. Other intellectual contributions
- G. Awards and honors related to scholarship, research, and creative activities

III. ADMINISTRATION AND SERVICE:

- A. Institutional service (to the university [committees, senate, special assignments, etc.], to the college/school [committees, administrative tasks, etc.], and to the academic unit [supervision of TAs/TFs, if a reduction in teaching load])
- B. Public service (to the external community)
- C. Professional service to the discipline (editing/reviewing for a journal, chairing sessions at scholarly meetings, holding committee positions/offices in professional organizations)
- D. Student advising not related to the instructional process (sponsorship of professional/pre-professional organizations, social fraternities, sororities, clubs, etc.)
- E. Consulting (paid or pro bono)
- F. Awards and honors related to service
- G. Faculty development activities attended

IV. PROFESSIONAL CREDENTIALS:

- A. Degrees earned
- B. Renowned teachers
- C. Licensures and certifications

CMHT expectation for Scholarship for Tenured/Tenure Track faculty

Annual Minimum Expectations for <u>Scholarship</u> of Tenured/Tenure Track Faculty (Revised for 2014 and 2015.)						
MINIMUM EXPECTATIONS Must be Presented, Published, or Awarded in Review Year. Grant(s) must be submitted and/or Received in Review Year.	Workload - Assigned % Scholarship *					
	60%**	50%**	40%	30%	20%	10%
Published a Peer-reviewed Article in a National or International Journal <u>OR</u> a Peer Reviewed Book Chapter (in print – paper or electronic).	3	2	2	1	1	*
Published a Significant Peer-reviewed Textbook by Academic Publisher.	^	^	^	^	^	^
Made a Refereed Presentation at a National or International Conference.	3	3	2	2	1	*
Submitted External Grant Proposal @ \$25,000 +. (T/TT starts 2014.) ++ (Counts in calendar year of submission.)	1	1	1	+	+	*
<i>Assigned Teaching Course Load</i>	1/1 20%	2/1 30%	2/2 40%	2/3 50%	3/3 60%	4/4 80%
<i>Assigned Service Load</i>	20%	20%	20%	20%	20%	10%

- * Choose one outcome from among all * cells.
- ^ Can substitute for all other expected outcomes in year of publication.
- ** Requires grant buyout of faculty time.
- + Can substitute for refereed presentation or article.
- ++ Not required of Assistant Professors until after the 3rd year review.

Annual Minimum Expectations for Scholarship of T/TT Faculty with Administrative Appointments (New – 2014)					
Minimum Expectations Must be Presented, Published, or Awarded in Review Year. Grant(s) must be submitted and/or Received in Review Year.	Workload - Assigned % Scholarship				
	0%+	10%	20%	20%	10%
	Minimum Outcomes Per Year				
Published a Peer-reviewed Article in a National or International Journal <u>OR</u> a Peer Reviewed Book Chapter (in print – paper or electronic).	*	*	*	*	*
Published a Peer-reviewed Textbook by Academic Publisher.	^	^	^	^	^
Make Refereed Presentation at National or Int'l Conference.	*	*	1	1	*
Submitted External Grant Proposal @ \$25,000 +. (T/TT starts 2014.) ++ (Counts in calendar year of submission.)	*	*	*	*	*
<i>Assigned Teaching Course Load</i>	0/0 0%	1/1 20%	1/1 20%	2/2 40%	3/3 60%
<i>Assigned Service Load</i>	0/0	10%	10%	10%	10%
<i>Assigned Administrative Load</i>	100%	60%	50%	30%	20%
<i>Administrative Appointments</i>	Dean	Chair	A. Dean	G. Cd.	P. Cd.@

- * Choose one outcome from among all cells.
- ^ Can substitute for all other expected outcomes in year of review.
- # Receipt of a significantly funded external grant (\$.5 million +) could meet all annual minimum expectations for research.
- + Dean is expected to retain active involvement in scholarship.
- @ Program coordinator workload depends upon number of majors and complexity of program coordination.