

Department of Biology
Biennial Evaluation Criteria
Aug 24, 2015

Biennial evaluations shall be conducted by the Personnel Evaluation Committee. Guided by the criteria provided below, the committee shall evaluate each faculty member. A member of the Committee shall not participate in any deliberation that directly affects his or her personal evaluation.

Evaluation Criteria

Materials:

The Faculty Activities Database will constitute the foundation for evaluating merit.

Evaluation Areas:

Four broad areas of activity will be evaluated: 1) Teaching, 2) Research Instruction and Creativity, 3) Service, and 4) Administration. All faculty members will be evaluated with respect to teaching, research and service. The area of administration will apply to the chairperson, assistant chairpersons, and other individuals who have substantial supervisory duties. Areas will be weighted according to assignments agreed upon by the faculty member and the chairperson. Teaching commitments generally will range from 40% to 70% (relative weights of 0.4 to 0.7) depending upon assignments. Lower teaching commitments may apply for faculty members with substantial administrative duties. Research commitments will range from 10% to 40% (relative weights of 0.1 to 0.4). The service commitment generally will be 20% (relative weight of 0.2), although a 10% commitment may be considered for faculty members with substantial administrative duties.

a. Teaching:

Activities directly related to classroom instruction will be assigned a relative weight within the teaching area of approximately 0.8 (80% of teaching evaluation score). The primary evaluation factor is the question asking about "overall quality of instruction" on the Student Instructional Reports (SIRS). Additional factors include any Department peer reviews or and teaching awards (full points are automatically awarded for the Caleb Mills Award). Scores of faculty with large teaching loads and class sizes are increased using a multiplier calculated as described below. Pedagogical and course development, as judged by participation in workshops/meetings and creation of a new course or new materials will be assigned a relative weight within the teaching area of approximately 0.2 (20% of teaching evaluation score). New course materials must represent substantial additions to course content or presentation. Materials may include new texts/manuals written by a faculty member or development of new experiments, demonstrations, computer applications, etc.

b. Research Instruction and Scholarly Activity:

Criteria that will be evaluated include publications, grantsmanship, presentations and direction of student research.

1) Publications will be assigned a relative weight within the research area of approximately 0.4 (40% of research evaluation score). Articles, books, chapters, electronic publications, reviews and citations will be considered. Books on contract to a publisher will be amortized over a period of three years, with 2 points being awarded in each of the first two years and 3 points upon publication. Points for books not on contract will be awarded in upon publication (4 points) and the following year (3 points). Book revisions will receive 3.5 points. Multiple-author papers will receive the same credit as single-author papers if the number of authors does not exceed 5. Very short papers (i.e., bulletins, short reviews, letters) and very long papers will be considered on an individual basis. The committee also will consider the impact of the publication on the local, state, national and international science community.

General guidelines:

Publication	Points (5 maximum)
Local Journal	0.5
State or regional journal/non-refereed national journal	2
National or international refereed journal	3.5
Chapter in state or regional book	2
Chapter in national book	3
Book	*7
Book revision (new edition)	3.5
Abstract or equivalent	0
* points awarded over 3 years (2, 2, 3 when published)	

2) Grantsmanship will be assigned a relative weight within the research area of approximately 0.3 (30% of research evaluation score) and will be judged on the number of submissions (including NSF- Preproposals and the funding level will be assumed to be over \$50,000) and awards. Points will be awarded on the amount of funding in the evaluation period. For example, first-year funding for a three-year \$60,000 grant might be \$20,000. This amount of funding would receive 3 points in the evaluation period. If the \$20,000 were awarded in July instead of January, then points would be awarded on the basis of \$10,000 (6 months remaining in the evaluation period). The remaining funds will be counted in the next evaluation period. Funding may be prorated on a per person basis if the grant is awarded to a large number of investigators. The committee also will consider the impact of the grant on University research.

General guidelines:

Amount of Funding	Applied (points-5 maximum)	Awarded (points-5 maximum)
less than \$1,000	0	0.5
\$1,000-\$5,000	0	1.5
\$5,001-\$50,000	0.5	3
\$50,001-\$100,000	0.75	4
Over \$100,000	1	5

3) Presentations will be assigned a relative weight within the research area of approximately 0.1 (10% of research evaluation score).

General guidelines:

Presentation	Points (5 maximum)
Department/University Research Seminar	2
State meeting	2
Regional meeting	3
National meeting	4
International meeting	5

4) Research instruction provided to graduate, undergraduate and pre-college students will be assigned a relative weight within the research area of approximately 0.2 (20% of research evaluation score).

General guidelines:

Advisee	Points (5 maximum)
Ph.D. or MS- thesis (chair committee)	2
Ph.D. or MS- thesis (co-chair committee)	1.5
Ph.D. or MS- thesis (member committee)	.5
MS-non-thesis (chair committee)	1
Undergraduate student	.75
Pre-college	.75

c. Service:

This area includes contributions to the activities of the Department, College, University, profession and community. Service to the Department, College and University includes work on standing and ad hoc committees, and performance of special duties not covered

in other categories (e.g., Administrative). Student advising will be considered under service to the Department. Service to the profession will include refereeing publications and grants, participating on editorial boards, serving on review panels and holding professional office. Also included are off-campus/community activities related to professional endeavors in Life Sciences or activities directly related to the University. Faculty are expected to contribute at multiple levels, so one area (e.g., Department) cannot contribute more than 3 out of the maximum of 5 points.

Department Service	Points (3 maximum)
Advisor: 10 or fewer undergraduates	0.5
Advisor: more than 10 undergraduates	1
Recruiting: Sycamore Preview, Health Careers Conference, Presidential Scholars, visits to high schools, meeting prospective students (5 or more appointments), etc.	0.25
Chair: ACUC, A&A or Personnel committee	1.5
Chair: other standing or *ad hoc committee	0.75
Member: standing or *ad hoc committee	0.5
Chair/Member: Nominations committee	0.25
Special assignment not covered in other categories	**
*more points may be awarded for time-consuming committees **points awarded according to difficulty of assignment	
College Service	Points (2.5 maximum)
Chair: College committee	1.5
Member: College committee	0.5
Special assignments not covered in other categories	**
**points awarded according to difficulty of assignment	

University Service	Points (2.5 maximum)
Chair: University committee (ACUC, etc.)	1.5
Member: University committee	0.5
University Senate	1
Special assignments not covered in other categories	**
**points awarded according to difficulty of assignment	

Professional Service	Points (2.5 maximum)
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Referee publication (1.5 maximum - these points cover participation on an editorial board)	0.25
Referee Grant (1.5 maximum - these points cover participating on a study section)	0.5
Edit Book	*5
Review Book	1.5
Officer: National Organization	0.5
Officer: State/Local Organization	0.25
Special assignments not covered in other categories	**
* points awarded over 3 years (2, 2, 3 when published)	
**points awarded according to difficulty of assignment	

Community Service	Points (2.5 maximum)
Professional presentation to public	0.25
Professional course/workshop	0.5
Special assignments not covered in other categories	**
**points awarded according to difficulty of assignment	

Administration:

Several criteria will be used to evaluate administrative effectiveness. A primary consideration will be how effectively and tactfully the individual addressed the concerns of faculty, staff, students and other administrative personnel. To determine effectiveness, the Personnel Committee will ask faculty to submit comments/evaluations. Administrative activity also will be evaluated on whether reports were completed in a timely manner, records were maintained efficiently and faculty were informed about relevant University programs. The overall consideration will be the contribution of the individual to betterment of the Department.