EES biennial review rubric

Introduction

This document serves as a guideline to be used by faculty in preparing their biennial review documents and by the departmental Faculty Affairs Committee for identifying those faculty who have met or exceeded department expectations over the biennium. However, FAC may award points for activities that are not explicitly included in this document if those activities are described in the faculty prepared documents. For faculty who have reassigned time (>3 credit hours) or course buy-outs, FAC will consider each case individually to assess overall contributions. It is the responsibility of each faculty member to present evidence of their accomplishments over the biennium.

The criteria for the minimum effort to meet expectations is listed within each category. To be exceeding expectations in any category, faculty must receive a score of >5. To be exceeding expectations overall, a faculty member must receive exceeding expectations in more than one category; however, only ~15% of faculty from the entire department will be recommended as overall exceeding expectations based on the scoring rubric. The criteria are used to classify a faculty member's activity during a 2-year period according to the performance levels of biennial review. The system assigns points in multiple categories for each category. Points are then summed within each category. For an activity that could receive points in multiple categories, faculty must choose which category the activity belongs. Points will not be awarded for the same activity in multiple categories.

Teaching

To meet expectations, all faculty should be teaching either a 3-3 or 4-4 load each year and should have an average score for teaching evaluations of at least 3.0. Reassigned time within the department for other departmental duties counts as a course, for example a 3-2 or 2-3 teaching load. Reassigned time must be documented.

<u>TEACHING LOAD (cross-listed courses and 4/500 splits count as one class):</u>

- Taught an average of ≥0 (but <9 credit hours)/semester
  (each credit hour taught):   **0.1 point**

- Taught an average of ≥ 9 credit hours (but < 12 credit hours) classes/semester: **1 point**
- Taught an average of ≥ 12 credit hours/semester   **2 point**

CLASS SIZE:

- Taught an average of ≥ 50 (but <100) students/semester: **1 point**
- Taught an average of ≥ 100 students/semester: **2 point**

MENTORING (points are awarded per student)

- Mentoring undergraduate students (with citation or other evidence)   **0.25 point**
- Participant on graduate committee   **0.25 point**
- Chaired graduate committee   **0.5 point**
- Mentoring a visiting student/scholar for 12 months or longer   **0.25 point**
- Mentored student who received external fellowship   **1 point**

OTHER (additional)

- Receive college, university or national teaching award (CAS Educational Excellence, Caleb Mills):   **2 point**
- Receive teaching-related grant: **1 point**
- Advising within EES (per 10 students)   **0.5 point**
- Teaching additional contact hours that exceeds 3 hours   **0.5 point**
- Evidence of course related experiential learning activities outside the classroom (each)   **0.5 point**
- Teaching additional courses above 4/semester (non-TBA)   **1 point**
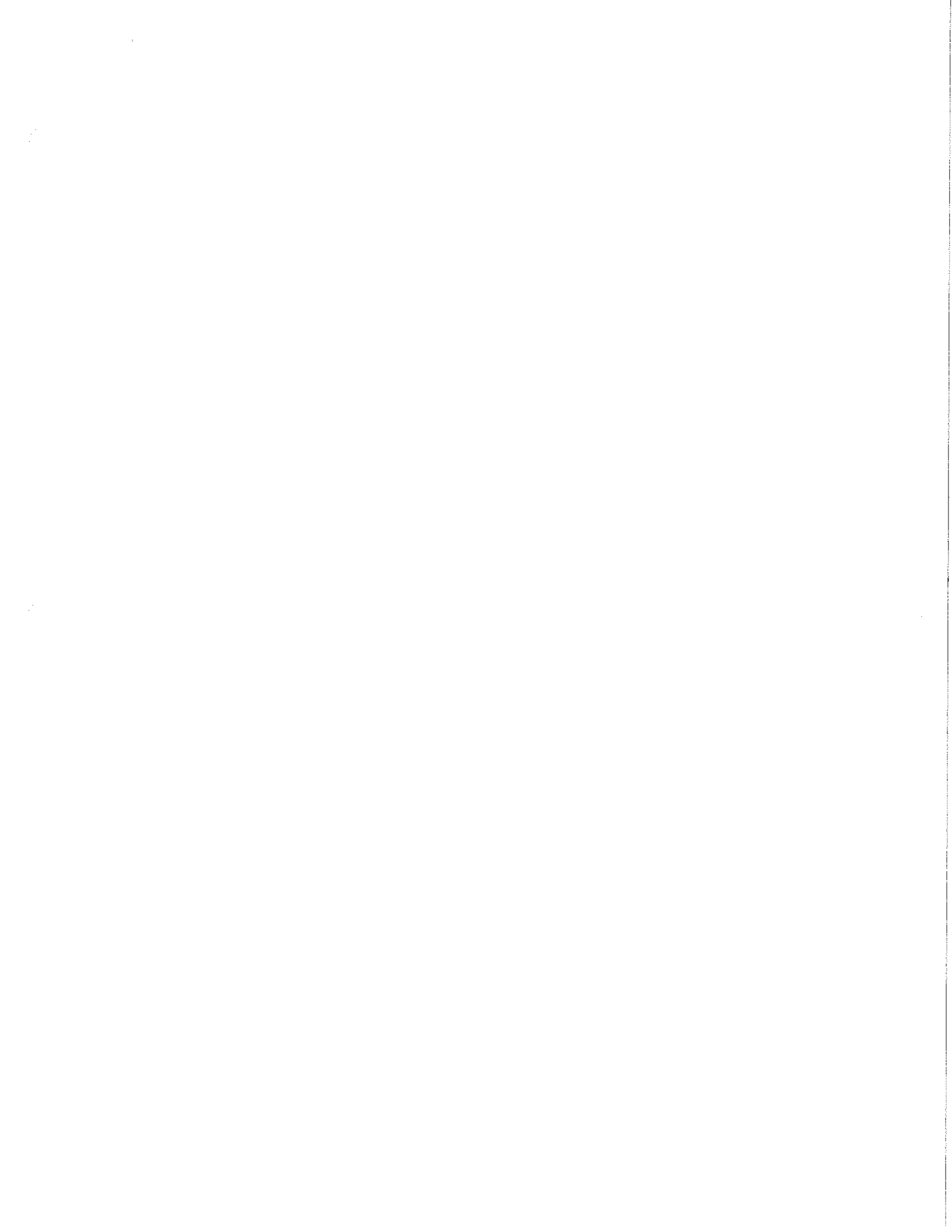
Research

To meet expectations, faculty must make one presentation each year, submit a manuscript, or submit a grant. In this category, points are awarded for each instance as documented.

ELEMENTS OF RESEARCH PROGRESS:

- Manuscript or book contract submitted: 0.5 point
- Grant/contract submitted: 1 point
- Conference presentation: 0.5 point
- Invited presentation: 0.5 point
- Technical report, proceeding paper, encyclopedia article   0.5 point

ELEMENTS OF RESEARCH (points awarded for each of the following):

- Refereed publication: 1 point
- Scholarly book or monograph: 3 point
- Book or monograph (edited volume):   2 point
- Software publication: 1 point
- Intramural research grant/contract award: 0.5 point
- External grant/contract that does not generate indirect costs: 1 point
- External grant/contract that generates indirect costs: 2 point

OTHER (additional)

- College, university or national research award (e.g., Dreiser):   1 point

Service

To meet expectations, faculty should be Chair of a major departmental committee (i.e. Undergraduate Affairs, Graduate Affairs, Faculty Affairs, or search committee) or a member on two department committees or equivalent.

DEPARTMENTAL COMMITTEE:

- Served on Faculty, Graduate, or Undergraduate Affairs (per year): **0.5 point**
- Chaired Faculty, Graduate or Undergraduate Affairs (per year): **1 point**
- Served on, or chaired, other committee (per year): **0.5 point**

NOTE: The EES norm is serving on two departmental committees or equivalent

COLLEGE/UNIVERSITY COMMITTEE:

- Served on faculty governance body: **1 point**
- Served on standing College/University Committee (per year): **0.5 point**
- Chaired standing College/University Committee (per year): **1 point**
- Served on, or chaired other committee (per year): **0.5 point**
- Served on advisory board: **0.5 point**
- Served as faculty advisor for a student organization: **0.5 point**

   NOTE: College/University Service should be appropriate for rank

COMMUNITY SERVICE:

- Significant work with community group (e.g., committee, advisory board, presentations): **0.5 point**

DISCIPLINARY SERVICE:

- Review manuscripts or book chapters (< 5): **0.5 point**
- Review manuscripts or book chapters (≥ 5): **1 point**
- Review proposals for extramural funding agencies (<5): **0.5 point**
- Review proposals for extramural funding agencies (>5): **1 point**

- Served on editorial board: 0.5 point
- Served as journal editor or associate editor: 1 point
- Organized/convened sessions at professional meetings: 0.5 point
- Served on program committee of professional meetings: 0.5 point
- Chaired/organized a professional conference :   1 point
- Elected officer of national /international organization :   1 point
- Served on committee for a national organization: 0.5 point
- External reviewer for tenure and promotion for other university: 0.5 point

OTHER:

- Academic advising (per 10 students):   0.5 point
- University, college, or professional service award: 1 point
- Served on search Committee (per search):   0.5 point
- Chaired search Committee (per search):   1 point
- Lead major curriculum development or revision: 1 point
- Outcome assessment   1 point
- Documented recruitment efforts   1 point
- Directing community outreach (ex. aquaria, observatory, etc.)   1 point
- Web design/administration for discipline, outreach: 1 point
- Other documented service activities   variable