

PERFORMANCE REVIEW COMMITTEE PROCEDURE (SYNOPSIS): The departmental Performance Review Committee will receive the individual faculty member's reporting forms on which will be documented activities for categories I-III. The Performance Review Committee will evaluate the performance of departmental faculty separately in each of three major categories (Teaching, Scholarship, and Service). The Committee shall then write a narrative for each faculty member in each of the three areas evaluated and rate each faculty member's performance in each category according to the rating scale recommended by the University Compensation Committee (<http://www.missouristate.edu/president/committees/compensation/finalreport/section1.htm>, accessed 3-9-06) as follows and report the rating numbers (and supporting documentation) to the Department Head:

<u>Rating</u>	<u>Rating Name</u>	<u>Rating Description</u>
5	Exceptional	Performance/results consistently exceed competent levels. A high degree of proficiency is shown in most aspects of performance.
4	Commendable	Performance/results frequently exceed competent levels. A high degree of proficiency is shown in certain aspects of performance.
3	Competent	Performance/results are consistently at expected levels. Meets job requirements.
2	Development Needed	Some performance deficiencies exist. Performance Improvement Plan is to be established and improvement is required.
1	Unsatisfactory	Performance is consistently below acceptable levels. Performance Improvement plan is to be established and immediate improvement is required.

**I. TEACHING:** This category includes activities related to teaching. Each faculty member is responsible for reporting accomplishments from the lists below and supplying corroborative documentation.

A. Rating Category: **Competent (3)**

Evaluation Criteria: *A faculty member under evaluation must demonstrate activity in areas #1 to #5 and in addition must demonstrate activity in three (3) of the remaining areas.*

**ACTIVITY AREA**

1. <sup>1</sup>Completing teaching workload (18 contact hrs/academic yr) (Includes issuing course policies containing standard university-required content, evaluating student performance, updating learning materials, maintaining high performance expectations, and coordinating and supervising teaching assistants if applicable)
2. <sup>1</sup>Actively engaging in undergraduate academic advisement
3. <sup>1</sup>Administering course/instructor evaluations (Student Assessment of Learning Gains standard battery of questions); receiving consistently acceptable (2.5 or above) SALG ratings or 3.0 or below on the CHHS Student Evaluation Form (average of all courses instructed).
4. <sup>2</sup>Attaining and maintaining Master Advisor status
5. <sup>2</sup>Incorporating appropriate instructional technology into courses
6. <sup>1</sup>Directing and supervising graduate student research designed to meet BMS 697, 698, or 699 requirements.
7. <sup>4</sup>Chair of a MSCMB student or MSNA committee

8. <sup>2</sup>Directing and supervising undergraduate student research activities (1-2 students)
9. <sup>2</sup>Having students under one's mentorship give research presentations at professional meetings or local symposia (1-2 students)
10. <sup>2</sup>Demonstrating successful completion of research projects by graduate students under the applicant's direction
11. <sup>2</sup>Attending seminars and/or workshops to enhance or develop teaching effectiveness or skills
12. <sup>2</sup>Significant participation in curriculum development and revision
13. <sup>2</sup>Major revision of an existing course
14. <sup>2</sup>Presenting guest lectures or labs for courses in the BMS department or other departments (Activity in this category may count as either teaching or service, but not both.)
15. <sup>2</sup>Providing supplemental course materials and information via a course website for the benefit of students
16. <sup>3</sup>Presenting a departmental seminar
17. <sup>3</sup>Coordinating laboratory sections in a large undergraduate course
18. <sup>3</sup>Planned and conducted an extracurricular field trip
19. If a faculty member believes that her/his activities are not adequately represented on the above list, that person should record those activities under this item number and write a justification statement to support their inclusion.

**B. Rating Category: Commendable (4)**

Evaluation Criteria: *A faculty member under evaluation must fulfill all the requirements for the competent (3) category plus item #1 in the activity area list below plus two (2) of the remaining activity areas on this list.*

ACTIVITY AREA

1. <sup>4</sup>Attaining a SALG average rating of 3.0 or above or  $\leq 2.5$  (mean of all sections instructed) on the CHHS Student Evaluation Form.
2. <sup>4</sup>Teaching a 22-24 hour contact load/academic year
3. <sup>3</sup>Developing instructional material that is incorporated into a course (computer programs, audio-visual aids, lab manual, etc.)
4. <sup>2</sup>Developing and teaching a new course
5. <sup>2</sup>Compiling/disseminating custom texts, lab guides, and other pedagogical materials
6. <sup>4</sup>Actively advising 25-35 undergraduate students
7. <sup>2</sup>Directing and supervising undergraduate and/or graduate student research activities (3 or more students)
8. <sup>2</sup>Having students under one's mentorship give research presentations at professional meetings or local symposia (3-4 students)

9. If a faculty member believes that her/his activities are not adequately represented on the above list, that person should record those activities under this item number and write a justification statement to support their inclusion.

C. Rating Category: **Exceptional (5)**

Evaluation Criteria: *A faculty member under evaluation must meet the criteria for the commendable category plus item #1 in the activity area list below plus one of the remaining activities on the list.*

ACTIVITY AREA

1. <sup>4</sup>Attaining a SALG average rating of  $x > 3.5$  or a CHHS Student Evaluation Form rating better than  $\leq 2.0$ .
2. <sup>4</sup>Teaching a 15-hr or greater contact load in a semester
3. <sup>4</sup>Actively advising 40 or more undergraduate students
4. <sup>2</sup>Having students under one's mentorship give research presentations at professional meetings or local symposia (four or more students)
5. <sup>2</sup>Developing and teaching a distance learning course
6. If a faculty member believes that her/his activities are not adequately represented on the above list, that person should record those activities under this item number and write a justification statement to support their inclusion.

D. Rating Category: **Development Needed (2)**

Evaluation Criterion: *Faculty member under evaluation displays activity array between unsatisfactory and competent.*

E. Rating Category: **Unsatisfactory (1)**

Evaluation Criterion: *A faculty member under evaluation fails to meet three or more of the required activities under the competent (3) category.*

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Notes:

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 2 = Represented among the *secondary effort indicators* in the current RTP Plan for the department. (2005 Revision)  
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 4 = New item proposed for this plan.
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**II. SCHOLARSHIP:** This category uses the relevant definitions found on pp 3-4 of the department document, *Policies for Reappointment, Tenure, and Promotion* (2005 revision) and includes scholarly publications of all kinds as well as intramural and extramural grant activity. Each faculty member under evaluation is required to **document their research involvement**.

A. Rating Category: **Competent (3)**

Evaluation Criterion: *A faculty member under evaluation must demonstrate activity in three (3) of the ten (10) areas listed below in order to be evaluated as competent in scholarship.*

ACTIVITY AREA

1. <sup>2</sup>Submitting application as the principal or co-principal investigator for an externally-funded grant or contract
2. <sup>2</sup>Presenting original peer-reviewed data at state, regional, national or international meetings
3. <sup>5</sup>Supervising one or more CMB and/or Dietetics graduate student research projects
4. <sup>3</sup>Publishing a research based article in a non-refereed journal or popular magazine related to interest area
5. <sup>3</sup>Presenting original scholarship in a department, college, or university seminar
6. <sup>3</sup>Submitting applications for intramural grants or projects as principal or co-principal investigator
7. <sup>3</sup>Receiving additional formal training in a new research methodology, technique, or design
8. <sup>3</sup>Providing documentation of research in progress, including <sup>5</sup>research collaboration with, or data collection for, a University colleague
9. <sup>4</sup>A manuscript submitted for review to a refereed journal
10. If a faculty member believes that her/his activities are not adequately represented on the above list, that person should record those activities under this item number and write a justification statement to support their inclusion.

B. Rating Category: **Commendable (4)**

Evaluation Criteria: *A faculty member under evaluation must demonstrate activity in three (3) areas of the competent category plus any one (1) activity in the list below.*

ACTIVITY AREA

1. <sup>2</sup>Demonstrating a scholarly manuscript published in a refereed journal
2. <sup>1</sup>Writing a research-based chapter published in a discipline-related book
3. <sup>1</sup>Publishing a peer-reviewed technical report
4. <sup>2</sup>Obtaining funding for intramural or extramural grants or contracts as principal or co-principal investigator
5. If a faculty member believes that her/his activities are not adequately represented on the above list, that person should record those activities under this item number and write a justification statement to support their inclusion.

C. Rating Category: **Exceptional (5)**

Evaluation Criteria: *A faculty member under evaluation must demonstrate activity in **four (4)** areas of the competent category plus one (1) activity in the commendable category plus any one (1) activity from the list below.*

ACTIVITY AREA

1. <sup>1</sup>Publication of at least two articles as author or co-author, scholarship of discovery, application, or teaching/learning in a peer-reviewed refereed journal
2. <sup>1</sup>Publishing a scholarly review of discipline-related research in a refereed journal

3. <sup>1</sup>Obtaining funding, as the principal or co-principal investigator, for an externally funded grant or contract
4. Demonstrating an active, externally funded grant or contract project in progress during the review year
5. <sup>4</sup>If a faculty member believes that her/his activities are not adequately represented on the above list, that person should record those activities under this item number and write a justification statement to support their inclusion.

D. Rating Category: **Development Needed (2)**

Evaluation Criterion: *A faculty member under evaluation demonstrates activity in two or fewer areas of the competent category listed above.*

E. Rating Category: **Unsatisfactory (1)**

Evaluation Criterion: *A faculty member under evaluation demonstrates activity in none of the areas listed in the competent category above.*

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  - 3 = Represented among the *tertiary effort indicators* in the current RTP Plan for the department. (2005 Revision)
  - 4 = Extracted from previous evaluation plans developed by the department.
  - 5 = New item proposed for this plan.
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**III. SERVICE:** This category includes service activities that may benefit the University, the Department, and the Community. As in the case of the scholarship category, each faculty member is responsible for reporting activities and supplying corroborative documentation.

A. Rating Category: **Competent (3)**

Evaluation Criterion: *A faculty member under evaluation must demonstrate activity in the first three areas listed below plus one (1) additional activity in order to be evaluated as competent in service.*

B. Rating Category: **Commendable (4)**

Evaluation Criteria: *A faculty member under evaluation must complete activities required for the competent category plus any two (2) activities from the list below. A significantly high volume of activity under the Competent Rating Category may also be considered.*

C. Rating Category: **Exceptional (5)**

Evaluation Criteria: *A faculty member under evaluation must complete activities from the commendable category plus two (2) activities from the list below.*

D. Rating Category: **Development Needed (2)**

Evaluation Criterion: *A faculty member under evaluation demonstrates activity in at least two (2) yet less than four (4), areas of the competent category listed above.*

E. Rating Category: **Unsatisfactory (1)**

Evaluation Criterion: *A faculty member under evaluation demonstrates activity in less than two (2) of the areas listed in the competent category above.*

**ACTIVITY AREA**

1. <sup>5</sup>Attendance at, and participation in, department faculty meetings

2. <sup>1</sup>Actively participating in undergraduate and graduate student recruitment events
3. <sup>5</sup>Completing assigned duties as a *member* of department committees
4. <sup>1</sup>Completing assigned duties as *member* of college or university committees or councils
5. <sup>1</sup>Demonstrating active participation as a member in discipline-related professional organizations
6. <sup>1</sup>Maintaining professional credentials (registration and licensure) as appropriate
7. <sup>2</sup>Serving community organizations without remuneration in the spirit of the Public Affairs mission of the university
8. <sup>2</sup>Presenting guest lectures or demonstrations for courses in the BMS Department or other departments. (Activity in this category may count either as service or as teaching, but not both.)
9. <sup>3</sup>Acting as a consultant for an extramural academic or commercial agency without remuneration
10. <sup>3</sup>Participating in special university or departmental fund-raising activities (excluding research grants)
11. <sup>4</sup>Writing letters of recommendation to professional and graduate schools on behalf of students
12. <sup>1</sup> Serving as *chair* of departmental, college, or university committees or councils
13. <sup>1</sup> Serving without remuneration in departmental special assignments (e.g., graduate student coordinator, Web master, serving as mentor in the department's faculty mentoring program, electron microscopy lab supervisor, equipment inventory and maintenance, etc.)
14. <sup>4</sup>Organizing any department, college, or university recruitment activity
15. <sup>4</sup>Organizing special university or departmental fund-raising activities
16. <sup>4</sup>Serving as chair, co-chair, or officer of a university-wide faculty organization (e.g., Faculty Senate, College Council, Graduate Council, Pre-Med Committee, etc.)
17. <sup>2</sup>Presenting information in a workshop or demonstration to internal or external groups (e.g., Showcase on Teaching, Academic Development seminars, electron microscopy demonstrations, demonstrations for visiting groups) (Activity in this category may count as either teaching or service, but not both.)
18. <sup>2</sup>Serving as an advisor or co-advisor for a recognized student organization
19. <sup>4</sup>Membership (active) on a major university or college committee (e.g., Faculty Senate, Faculty Concerns Committee, Pre-Med Committee, College Council, etc.)
20. <sup>4</sup>Serving on an admissions/selection committee for a program
21. <sup>2</sup>Serving in an editorial function for a refereed journal
22. <sup>2</sup>Serving as a grant reviewer for a funding agency
23. <sup>2</sup>Serving as a manuscript reviewer for a professional refereed journal
24. <sup>2</sup>Serving as a chair for paper sessions at professional meetings

25. <sup>2</sup>Participating actively in the development and execution of a state, regional, or national scientific meeting
26. <sup>3</sup>Chairing a committee for a professional society
27. <sup>3</sup>Hosting or co-hosting a state, regional, or national scientific meeting
28. <sup>3</sup>Acting as an officer in a scientific/professional society
29. <sup>3</sup>Serving in a leadership capacity in a community service organization where the member's professional expertise serves the organization (e.g., City Council Advisory Committee, Mayor's Commission on Human Rights, City Utilities Board, Zoning and Planning Commission, etc.)
30. <sup>3</sup>If a faculty member believes that her/his activities are not adequately represented on the above list, that person should record those activities under this item number and write a justification statement to support their inclusion.

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  - 4 = New item proposed for this plan.
  - 5 = Item added during a revision.
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