

Department of Physics, Astronomy, and Materials Science

11-2-07

Merit Evaluation Plan

Each full-time member of the PAM faculty shall submit an Annual Report by the January deadline (whenever it occurs), summarizing all accomplishments in teaching, research and scholarly activities, and service for the preceding calendar year. Full citation information should be included for each accomplishment listed, but supporting documentation is not expected. If the Department Merit Evaluation Committee wants documentation or additional information about any accomplishment listed, they will request it.

Each faculty member's merit evaluation will be based on the accomplishments reported on the annual report for the preceding year in teaching and service. However, research accomplishments for the preceding two years should be reported on the annual report because many research activities, such as producing a research publication or turning a conceived idea into a research proposal for external funding, take time.

The PAM Merit Evaluation Committee will recommend a separate integer rating (5, 4, 3, 2, or 1) for each faculty member's performance in each of the three areas of faculty responsibility—teaching, research, and service—based on the departmental performance criteria listed on the following pages. The Committee will judge and evaluate the Annual Reports submitted by all full-time members and will tabulate all the accomplishments that qualify at Performance Ratings 5, 4, 3, and 2 in each of the three areas of performance for each faculty member. Evaluation of the accomplishments will include consideration of the workload assigned to the faculty member, i.e. faculty with higher assigned research time will have to have more research productivity to reach a ranking than those with lower assigned research time. The committee, in consultation with the Department Head, will then adjust the appropriate ratings necessary to give a reasonable distribution consistent with the goals prescribed in the Final Report of the University's Compensation Committee.

The PAM Merit Evaluation Committee will consist of three full-time tenured faculty members of the PAM faculty. To put this committee structure in place and to provide continuity in experience, one longest serving person of the committee will be replaced by the Head every year in January. That is, the term of membership on the PAM Merit Evaluation Committee is three years. No faculty member is eligible for appointment to a second term until all other eligible PAM faculty members have served a term.

The Department Head will submit to the Dean a total of seven numbers for each full-time faculty member: an integer performance rating for each of the three areas of faculty responsibility; a percentage weighting for each of the three areas; and a composite "Merit Score" based on the weighted performance ratings. For the performance ratings, the Department Head will follow the recommendations of the departmental Merit Evaluation Committee in all instances unless there is a compelling reason to question one or more of those recommendations. The percentage weightings will be selected by the faculty member, within the allowable ranges prescribed by the Provost and Dean for that faculty member's rank and teaching load, prior to the evaluation. The composite "Merit Score" determined by multiplying

each merit rating by its respective weighting percentage, will be reported to the Dean with two significant digits.

The “scope” or “audience level” for each accomplishment will be as follows (in order of increasing significance): Department (PAM); College (CNAS); University (Missouri State); Community (Springfield and surrounding counties); State (Missouri); Regional (Missouri and one or more additional states); National; International

Criteria – Teaching

Minimum Requirements

- a. Prepare and distribute appropriate Policy Statements and Course Descriptions for all assigned courses. Require an appropriate level of rigor in student work and course content.
- b. Meet all assigned classes regularly and reliably.
- c. Maintain office hours.
- d. Administer student evaluations as required by department, college, or university policy during the evaluation period and receive scores on the OVERALL MEAN averaging better than 2.1 for sections with fewer than TEN students and better than 2.3 for sections with TEN or more students.

Meeting all Minimum Requirements counts as three (3) Level-C points or three Level-C Teaching Accomplishments. Each Minimum Requirement not met will reduce the number of points or Level-C Teaching Accomplishments by one (1). No other Teaching points or Teaching Accomplishments at any level shall be credited if these Minimum Requirements are not met.

To be ranked Performance Rating 5 in Teaching requires:

- All Minimum Requirements **AND**
- A University-wide (Foundation) award in Teaching, OR
- Three Level-A Teaching Accomplishments, OR
- Two Level-A Teaching Accomplishments plus two Level-B Teaching Accomplishments, OR
- One Level-A Teaching Accomplishments plus four Level-B Teaching Accomplishments, OR
- Twelve points with no more than eight from levels C and B and no more than four from level C.

To be ranked Performance Rating 4 in Teaching requires:

- All Minimum Requirements **AND**
- Two Level-A Teaching Accomplishments, OR
- One Level-A Teaching Accomplishment plus two Level-B Teaching Accomplishments, OR
- Four Level-B Teaching Accomplishments, OR
- Three Level-B Teaching Accomplishments plus two Level-C Teaching Accomplishments, OR
- Two Level-B Teaching Accomplishments plus four Level-C Teaching Accomplishments, OR
- Eight points with no more than four from Level-C.

To be ranked Performance Rating 3 in Teaching requires:

- All Minimum Requirements **AND**
- Three points.

To be ranked Performance Rating 2 in Teaching requires:

- Three Minimum Requirements **AND**
- Two points.

Level-A Teaching Accomplishments (4 points each except as noted)

- Write, edit (major), or compile a textbook published and distributed commercially
- Serve as chair of the thesis committee for at least TWO graduate students, serve as thesis committee member for at least THREE graduate students, OR serve as mentor for at least THREE undergraduate research projects. (You can't get more than one level A-teaching Accomplishment per evaluation period from thesis advising or research projects).
- Obtain (as Principal Investigator (PI) or significant Co-PI) external Teaching funding totaling on order of \$50,000/Investigator/year (it is expected that such funding will include significant support for staff and/or students and/or buying equipment for teaching. (Limited to one Level-A Teaching Accomplishment or 4 points per evaluation period)
- Develop a new course of 3 or more credit hours and teach it for the first time.
- Receive a significant award for Teaching.
- Receive a University-wide or external award for thesis direction or undergraduate advisement.
- Administer student evaluations for all sections during the evaluation period and receive scores on the OVERALL MEAN averaging better than 1.4 for sections with fewer than TEN students and better than 1.6 for sections with TEN or more students.
- Advise 16 or more undergraduate academic advisees.
- Other activities not specified above: (Include brief descriptions in the Annual Report—200 words maximum each—including brief discussions of why you feel the activity should qualify as a Level-A Teaching Accomplishment.)

Level-B Teaching Accomplishments (2 points each except as noted)

- Significantly update or redesign an existing course, teach an existing course via a new delivery mode (ITV, Web, etc.), using a new instructional technology (BlackBoard, web notes, etc.) for the first time, or teach an existing course for the first time.
- Serve as chair of the thesis committee for at least ONE graduate student, serve as thesis committee member for TWO graduate students, OR serve as mentor for TWO undergraduate research projects. (You can't get more than one level B-teaching Accomplishment per evaluation period from thesis advising or research projects).
- Write a laboratory manual or set of supplemental course materials (significant in scope) printed and distributed commercially, locally, or in-department
- Publish (as author or significant co-author) a scholarly review monograph.
- Receive a lower than University-wide award for thesis direction or undergraduate advisement.
- Obtain grant funding (external, internal, or combined) totaling at least \$25,000/I/yr for an educational purpose such as conducting teacher-training workshops or short courses and/or for the purchase of teaching equipment and/or teaching materials.
- Propose Teaching funding on order of \$50,000/I/yr (it is expected that such funding will include significant support for staff and/or students).

- h. Administer student evaluations for all sections during the evaluation period and receive scores on the OVERALL MEAN averaging better than 1.8 for sections with fewer than TEN students and better than 2.0 for sections with TEN or more students.
- i. Advise 5-15 undergraduate academic advisees.
- j. Other activities not specified above: (Include brief descriptions in the Annual Report—200 words maximum each—including brief discussions of why you feel the activity should qualify as a Level-B Teaching Accomplishment.)

Level-C Teaching Accomplishments (Maximum 1 point each.)

- a. Serve as second or third member of the thesis committee for one graduate student
- b. Serve as mentor for one undergraduate research project.
- c. Obtain grant funding (external, internal, or combined) totaling at least \$5,000 for an educational purpose such as conducting teacher-training workshops or short courses and/or for the purchase of teaching equipment and/or teaching materials.
- d. Propose Teaching funding on order of \$25,000/I/yr (it is expected that such funding will include significant support for staff and/or students).
- e. Administer student evaluations for all sections during the evaluation period and receive scores on the OVERALL MEAN averaging better than 2.3 for sections with fewer than TEN students and better than 2.5 for sections with TEN or more students.
- f. Advise 1-4 undergraduate academic advisees.
- g. Other activities not specified above: (Include brief descriptions in the Annual Report—200 words maximum each—including brief discussions of why you feel the activity should qualify as a Level-C Teaching Accomplishment.)

Criteria – Research or Scholarly Activity

To be ranked Performance Rating 5 in Research requires:

- A University-wide (Foundation) award in Research, OR
- Three Level-A Research Accomplishments, OR
- Two Level-A Research Accomplishments plus two Level-B Research Accomplishments, OR
- One Level-A Research Accomplishments plus four Level-B Research Accomplishments, OR
- Twelve points with no more than eight from levels C and B and no more than four from level C.

To be ranked Performance Rating 4 in Research requires:

- Two Level-A Research Accomplishments, OR
- One Level-A Research Accomplishment plus two Level-B Research Accomplishments, OR
- Four Level-B Research Accomplishments, OR
- Three Level-B Research Accomplishments plus two Level-C Research Accomplishments, OR
- Two Level-B Research Accomplishments plus four Level-C Research Accomplishments, OR
- Eight points with no more than four from level C.

To be ranked Performance Rating 3 in Research requires:

- Four Research Accomplishments of Level C or higher, OR
- Four points.

To be ranked Performance Rating 2 in Research requires:

- Three Research Accomplishments of Level C or higher, OR
- Three points.

Level-A Research Accomplishments (4 points each, 8 points maximum from items a-d and 8 points maximum from items e-g)

- a. Publish (as author or significant co-author (to justify contribution)) a scholarly book reporting original research or educational research findings.
- b. Publish (as author or significant co-author (to justify contribution)) a full-length (i.e. not abstract) article reporting primary research or educational research findings in a peer-reviewed journal of international or national scope.
- c. Obtain (as inventor or significant co-inventor (to justify contribution)) of a patent (multiple international patents on the same invention do not increase the number of accomplishments).
- d. An invited professional talk at an international or national conference
- e. Obtain (as Principal Investigator (PI) or significant Co-PI (to justify his/her contribution)) external research or educational research funding totaling on order of

\$50,000/Investigator/year (it is expected that such funding will include significant support for staff and/or students and/or buying equipment). (Note—This counts as a single Level-A Research Accomplishment regardless of whether it comes from a single grant on order of \$50,000/I/yr or a number of smaller grants totaling on order of \$50,000/I/yr.)

- f. Receive a significant award for Research or educational research.
- g. Other activities not specified above: (Include brief descriptions in the Annual Report—200 words maximum each—including brief discussions of why you feel the activity should qualify as a Level-A Research Accomplishment.)

Level-B Research Accomplishments (2 points each, 6 points maximum from items a-i and 6 points maximum from items j-l)

- a. Publish (as author or significant co-author) a scholarly review monograph.
- b. Publish (as author or significant co-author) a full-length (i.e. not abstract) review article in a peer-reviewed journal of international or national scope.
- c. Publish (as author or significant co-author) a full-length (i.e. not abstract) article (or chapter) reporting primary research or educational research findings in a peer-reviewed edited volume of international or national scope, including a peer-reviewed “Proceedings” volume of an international or national conference.
- d. Publish (as author or significant co-author) a full-length (i.e. not abstract) review article (or chapter) in a peer-reviewed edited volume of international or national scope, including a peer-reviewed “Proceedings” volume of an international or national conference.
- e. Publish (as author or significant co-author) a peer-reviewed scholarly book reporting original research or educational research findings.
- f. Publish (as author or significant co-author) a full-length (i.e. not abstract) article (or chapter) reporting primary research or educational research findings in a peer-reviewed edited volume of regional or state scope, including a peer-reviewed “Proceedings” volume of a regional or state conference.
- g. Publish (as author or significant co-author) an abstract reporting primary research or educational research findings in a peer-reviewed journal of international or national scope.
- h. Give a presentation of primary research or educational research findings at a professional meeting of international or national scope. (Note—If an abstract of the presentation is published in the conference program or an abstracts volume, the abstract does not count as a separate Level-B Research Accomplishment.)
- i. Present an invited professional talk at a regional or state conference.
- j. Obtain research or educational research funding (external, internal, or combined) totaling on order of \$25,000/I/yr.
- k. Propose research or educational research funding (NOT a resubmission!) on order of \$50,000/I/yr (it is expected that such funding will include significant support for staff and/or students and/or equipment).
- l. Other activities not specified above: (Include brief descriptions in the Annual Report—200 words maximum each—including brief discussions of why you feel the activity should qualify as a Level-B Research Accomplishment.)

Level-C Research Accomplishments (Maximum 1 point each)

- a. Publish (as author or significant co-author) a full-length (i.e. not abstract) review article in a peer-reviewed journal of regional or state scope.
- b. Publish (as author or significant co-author) a full-length (i.e. not abstract) review article (or chapter) in a peer-reviewed edited volume of regional or state scope, including a peer-reviewed “Proceedings” volume of a regional or state conference.
- c. Publish (as author or significant co-author) an abstract reporting primary research or educational research findings in a journal of state or higher scope.
- d. Give a presentation of primary research or educational research findings at a professional meeting of regional, state, or community scope. (Note—If an abstract of the presentation is published in the conference program or an abstracts volume, the abstract does not count as a separate Level-C Research Accomplishment.)
- e. Publish (as author or co-author) a full-length (i.e., not an abstract) non-refereed working paper or contract report in support of one of the University’s research centers (CASE, etc.).
- f. Document at least two new citations published within the period of the review or recorded for the first time in Citations Index within the period of this review. (Note—Citing yourself does not count)
- g. Present an invited seminar or colloquium.
- h. Present a contributed professional talk at state or higher venue.
- i. Describe a research or educational research project in progress.
- j. Participate in a scholarly activity such as attending a conference, chautauqua, or other in-depth study.
- k. Obtain research or educational research funding (external, internal, or combined) totaling of order of \$5,000/I/yr.
- l. Propose (NOT a resubmission) research or educational research funding (external, internal, or combined) totaling on order of \$25,000/I/yr.
- m. Actively and significantly participate in a funded grant as PI or Co-PI (Note—Maximum of two points from two or more funded grants.)
- n. Other activities not specified above: (Include brief descriptions in the Annual Report—200 words maximum each—including brief discussions of why you feel the activity should qualify as a Level-C Research Accomplishment.)

Criteria – Service

To be ranked “Performance Rating 5” in Service requires:

- Department One-Person Committee and Other Department Service Accomplishments (Exemplary Service) **AND**
- A University-wide (Foundation) award in Service, OR
- Three Level-A Service Accomplishments, OR
- Two Level-A Service Accomplishments plus two Level-B Service Accomplishments, OR
- One Level-A Service Accomplishments plus four Level-B Service Accomplishments, OR
- Twelve points with no more than eight from levels C and B and no more than four from level C.

To be ranked “Performance Rating 4” in Service requires:

- Department One-Person Committee and Other Department Service Accomplishments (Superior Service) **AND**
- Two Level-A Service Accomplishments, OR
- One Level-A Service Accomplishment plus two Level-B Service Accomplishments, OR
- Four Level-B Service Accomplishments, OR
- Two Level-B Service Accomplishments plus four Level-C Service Accomplishments, OR
- Eight points with no more than four from Level-C.

To be ranked “Performance Rating 3” in Service requires:

- Department One-Person Committee and Other Department Service Accomplishments (Expected Service) **AND**
- At least four Service Accomplishments of Level-C or higher, OR
- Four points.

To be ranked “Performance Rating 2” in Service requires:

- Department One-Person Committee and Other Department Service Accomplishments (Less than Expected Service) **OR**
- Fewer than three Service Accomplishments of Level-C or higher, OR
- Three points.

Level-A Service Accomplishments (4 points each)

- a. Serve as editor or associate editor for a refereed journal of national or international audience.
- b. Serve as an officer of a national or international professional organization.
- c. Serve as chair or officer of a committee or working group for a national or international professional organization.
- d. Organize and host a professional meeting or research conference for a national or international audience.

- e. Serve as primary organizer/coordinator for a state or regional outreach activity, e.g., Expanding Your Horizons, Science Olympiad, Science Fair, MO Junior Academy of Science, etc.
- f. Chair a body of the faculty governance system, e.g. Faculty Senate, Graduate Council, College Council, CGEIP, or other College or University level committee.
- g. Other activities not specified above: (Include brief descriptions in the Annual Report—200 words maximum each—including brief discussions of why you feel the activity should qualify as a Level-A Service Accomplishment.)

Level-B Service Accomplishments (2 points each)

- a. Serve as editor or associate editor for a refereed journal of state or regional audience.
- b. Serve as an officer of a regional or state professional organization.
- c. Serve as member of a committee or working group for a national or international professional organization.
- d. Serve as chair or officer of a committee or working group for a state or regional professional organization.
- e. Organize and host a professional meeting or research conference for a state or regional audience.
- f. At the request of the editor, review an article submitted for publication in a peer-reviewed journal of national or international audience.
- g. At the request of the program director, review a proposal seeking external grant funding.
- h. Serve as a member of a site-visit team for the accreditation of an academic program at another institution.
- i. Serve as an external reviewer for a tenure or promotion application for a faculty member at another institution.
- j. Use professional expertise to serve as a member of a public service board, regulatory agency, planning committee, or professional registration commission of state, regional, national, or international scope.
- k. Use professional expertise to give a public affairs (as opposed to research) presentation to a state, regional, national, or international audience.
- l. Serve as a member of a body of the faculty governance system, e.g., Faculty Senate, Graduate Council, College Council, CGEIP, or other College or University level committee.
- m. Serve as faculty adviser for a University-sanctioned student organization, e.g. SPS, OAAC.
- n. Prepare and supervise a section or theme session for a regional or statewide outreach activity, e.g. Expanding Your Horizons, Science Olympiad, Science Fair, MO Junior Academy of Science, etc.
- o. Other activities not specified above: (Include brief descriptions in the Annual Report—200 words maximum each—including brief discussions of why you feel the activity should qualify as a Level-B Service Accomplishment.)

Level-C Service Accomplishments (1 point each)

- a. Serve as a member of a committee or working group for a state or regional professional organization.

- b. At the request of the editor, review an article submitted for publication in a peer-reviewed journal of state or regional audience.
- c. At the request of the conference organizer, review an article submitted for presentation at a state or regional research conference.
- d. Give a presentation at or serve as a judge for a community, state, or regional outreach activity, e.g. Expanding Your Horizons, Science Olympiad, Science Fair, MO Junior Academy of Science, etc.
- e. Use professional expertise to serve as a member of a community, state, or regional public service board, regulatory agency, planning committee, or professional registration commission.
- f. Use professional expertise to give a public affairs (as opposed to research) presentation to any College or University level audience or any community schools, civic organizations, etc.
- g. At the request of the conference organizer, review an article submitted for presentation at a national or international research conference.
- h. Participate in any recruitment activity at any level.
- i.. Other activities not specified above: (Include brief descriptions in the Annual Report—200 words maximum each—including brief discussions of why you feel the activity should qualify as a Level-C Service Accomplishment.)