

**MISSOURI STATE UNIVERSITY
DEPARTMENT OF PHYSICAL THERAPY
PERFORMANCE COMPENSATION PLAN**

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 rank 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 8-21-06) 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 supportive documentation.* It should be noted that these represent minimum criteria for consideration of a rating, not a guarantee that the rating will be assigned based on the points. The Departmental personnel committee must have the flexibility to consider qualitative information derived through meaningful dialogue with personnel committee members and the department head on the importance of the documented teaching, research, or service activities.

A. Rating Category: Competent (3)

Evaluation Criteria: *A faculty member under evaluation must demonstrate activity in areas #1 to #6 and in addition, must demonstrate activity in four (4) of the remaining areas.*

ACTIVITY AREA

1. Completing assigned teaching workload (average of 9 TLE/semester unless reduced due to activities such as administrative assignments or research) (Includes issuing course policies containing standard university-required content, evaluating student performance, updating learning materials, maintaining high performance expectations, and documenting CAPTE required outcomes)
2. Actively engaging in graduate academic advisement
3. Administering course/instructor evaluations; receiving consistently acceptable ratings 3.0 or less (average of all courses instructed) and satisfactory peer review of teaching indicating competence
4. Attaining or renewing Master Advisor status

5. Incorporating appropriate instructional technology into courses
6. Completing duties associated with accreditation and self-study documents as assigned or requested by the Department Head
7. Directing and supervising graduate student research (IRB approved projects) designed to meet research requirements (two students or 1 group project)
8. Participating in seminars and/or workshops to enhance or develop teaching effectiveness or skills
9. Initiating and/or participating in curriculum development and revision
10. Significantly revising an existing course (with supportive evidence of revision)
11. Presenting guest lectures or labs for courses in the PT department (not counted as TLE) or other departments (Activity in this category may count as either teaching or service, but not both.) (one course or lab)
12. Providing supplemental course materials and information via a course website for the benefit of students
13. Presenting a departmental seminar
14. Planning and conducting an extracurricular field trip
15. Developing instructional material that is incorporated into a course (computer programs, audio-visual aids, lab manual, etc.)
16. Regularly seeks new information in the subject area being taught

B. Rating Category: Commendable (4)

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

ACTIVITY AREA

1. Administering course/instructor evaluations; receiving consistently acceptable ratings better than 2.5 (average of all courses instructed) and commendable peer review of teaching
2. Teaching a > 9 TLE/semester average without supplemental remuneration
3. Developing and teaching a new course for students on campus
4. Developing or executing a distance learning course
5. Compiling custom texts, lab guides, and other pedagogical materials (Activity in this category may count as teaching or scholarship, but not both.)
6. Presenting guest lectures or labs for courses in the PT department (not counted as TLE) or other departments (Activity in this category may count as either teaching or service, but not both.) (two or more courses or labs)
7. Directing and supervising graduate student research (IRB approved) activities (three or four students or 2 groups)

8. Innovative teaching methods. Faculty member should provide description of activity.

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 (1) of the remaining activities on the list.*

ACTIVITY AREA

1. Administering course/instructor evaluations; receiving consistently acceptable ratings better than 2.0 (average of all courses instructed) or exceptional peer review of teaching
2. Teaching a 15-hr or greater TLE/semester average without supplemental remuneration
3. Directing/supervising graduate student research (IRB approved projects) activity (more than 4 students or 3 or more groups)
4. Innovative teaching methods (could include service learning activities). Faculty member should provide description of activity.
5. Presenting guest lectures at another institution or Chapter of the APTA.
6. Teaching a professional continuing education course

D. Rating Category: Development Needed (2)

Evaluation Criterion: *Faculty member under evaluation displays activity array between unsatisfactory and competent and meets 3-4 criterion under the competent (3) category.*

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.*

II. SCHOLARSHIP: This category uses the relevant definitions found on pp 49-50 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 his/her research involvement and supply supportive documentation.*** It should be noted that these represent minimum criteria for consideration of a rating, not a guarantee that the rating will be assigned based on the points. The Departmental personnel committee must have the flexibility to consider qualitative information derived through meaningful dialogue with personnel committee members and the department head on the importance of the documented teaching, research, or service activities.

The committee recognizes that accomplishments in scholarship are often directly linked to the time/effort allocated to scholarship. Thus, the following guidelines are intended to apply to those faculty members whose time/effort devoted to scholarship is between 10% and 30%. Faculty members whose time/effort to scholarship exceeds 30% are expected to demonstrate two (2) activities under the Commendable and two (2) activities under the Exceptional rating categories in order to meet the criteria. Faculty members whose time/effort to scholarship is less than 10% must demonstrate one (1) activity under the Commendable or Exceptional rating category to be considered Exceptional.

A. Rating Category: Competent (3)

Evaluation Criterion: *A faculty member under evaluation must demonstrate activity in four (4) of the eleven (11) areas listed below in order to be evaluated as competent in scholarship.*

ACTIVITY AREA

1. Submitting application as the principal or co-investigator for an externally-funded grant or contract
2. Presenting original peer-reviewed data at a district, state, or regional meeting
3. Presenting original peer-reviewed data at a national or international meeting (in the absence of a district or state meeting this may be counted in the competent category)
4. Presenting PT graduate student/faculty IRB approved research projects as poster or platform presentations at the college level (may count as more than one activity for multiple posters)
5. Publishing an article in a non-refereed journal or popular magazine related to interest area
6. Writing a book review published in a refereed journal
7. Presenting scholarly activities in seminars within the department, college, university, or local community
8. Submitting applications for intramural grants or projects as principal or co-investigator
9. Attending scholarly or scientific state, regional, or national programs, conferences, or conventions
10. Presenting original data at district, state, or regional meetings (per meeting)
11. Receiving additional formal training in a new research methodology, technique, or design
12. Providing documentation of research in progress, including research collaboration with, or data collection for, a University colleague that does not necessarily result in a co-authored publication
13. Compiling/disseminating custom texts, lab guides, and other pedagogical materials (Activity in this category may count as teaching or scholarship, but not both.)

B. Rating Category: Commendable (4)

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

ACTIVITY AREA

1. Demonstrating a scholarly manuscript submitted for publication in a refereed journal
2. Presenting original peer-reviewed data at a district or state meeting (2 items or meetings)
3. Presenting original peer-reviewed data at a regional or national meeting (1 or more meetings)
4. Presenting original peer-reviewed data at an international meeting (1 or more meetings)
5. Writing a text book or contributing a chapter to a discipline-related book to be published for external dissemination
6. Publishing a peer-reviewed technical report
7. Writing ancillary text materials (study guides, test banks, etc.) to accompany published textbooks for external dissemination
8. Submitting applications for extramural grants or projects as principal or co-investigator

9. Obtaining funding for intramural grants or projects as principal or co-investigator

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. Additionally, a faculty member may be considered to meet the exceptional criteria if he/she meets multiple criteria (4 or more) under the commendable category.*

ACTIVITY AREA

1. Publishing, as author or co-author, scholarship of discovery, application, or teaching/learning in a peer-reviewed refereed journal
2. Publishing a scholarly review of discipline-related research in a refereed journal
3. Obtaining funding, as the principal or co-investigator, for an externally funded grant or contract
4. Publishing, as author or co-author, a discipline-related textbook published for external dissemination (textbooks under review or revision included)

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 one (1) or none of the areas listed in the competent category above.*

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 supportive documentation.*** It should be noted that these represent minimum criteria for consideration of a rating, not a guarantee that the rating will be assigned based on the points. The Departmental personnel committee must have the flexibility to consider qualitative information derived through meaningful dialogue with personnel committee members and the department head on the importance of the documented teaching, research, or service activities.

A. Rating Category: Competent (3)

Evaluation Criterion: *A faculty member under evaluation must demonstrate activity in five (5) of the nine (9) areas listed below in order to be evaluated as competent in service.*

ACTIVITY AREA

1. Completing assigned duties as a *member* of departmental, college, or university committees or councils (each committee)
2. Maintaining active membership in discipline-related professional organizations
3. Maintaining professional credentials (registration and licensure) as appropriate
4. Actively participating in undergraduate and graduate student recruitment activities
5. Serving community organizations without remuneration in the spirit of the Public Affairs mission of the university

6. Presenting guest lectures or demonstrations for courses in the Physical Therapy Department (not counted as TLE) or other departments. (Activity in this category may count either as service or as teaching, but not both.)
7. Acting as a consultant for an extramural academic or commercial agency without remuneration
8. Participating in special university or departmental fund-raising activities (excluding research grants)
9. Serving on an admissions/selection committee (each committee)

B. Rating Category: Commendable (4)

Evaluation Criteria: *A faculty member under evaluation must demonstrate activity in five (5) areas of the competent category plus any two (2) activities from the list below.*

ACTIVITY AREA

1. Serving in an editorial function for a refereed journal
2. Serving as a grant reviewer for a funding agency
3. Serving as a manuscript reviewer for a professional refereed journal
4. Serving as a chair for paper sessions at professional meetings
5. 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.) (each event)
6. Serving as an advisor or co-advisor for a recognized student organization
7. Participating actively in the development and execution of a state, regional, or national professional meeting
8. Chairing a committee for a professional organization (e.g. MPTA, APTA, etc.)
9. Membership on an elected committee (e.g., Faculty Senate, Faculty Concerns Committee, Pre-Med Committee, College Council, etc.)
10. Serving in a leadership capacity in a community service organization where the member's expertise serves the organization (e.g., City Council Advisory Committee, Mayor's Commission on Human Rights, City Utilities Board, Zoning and Planning Commission, non-profit organizations, etc.)

C. Rating Category: Exceptional (5)

Evaluation Criteria: *A faculty member under evaluation must demonstrate activity in five (5) areas of the competent category plus two (2) activities in the commendable category plus any one (1) activity from the list below.*

ACTIVITY AREA

1. Completing assigned duties as *chair* of departmental, college, or university committees or councils
2. Actively participating in other non-committee departmental assignments (e.g., graduate student coordinator, Web master, serving as mentor in the department's faculty mentoring program, equipment inventory and maintenance)
3. Hosting or co-hosting a state, regional, or national scientific meeting

4. Acting as an officer in a professional organization (Southwest District MPTA, MPTA, APTA, etc.)
5. Organizing any department, college, or university recruitment activity
6. Organizing special university or departmental fund-raising activities
7. Serving as chair, co-chair, or officer of a university-wide faculty organization (e.g., Faculty Senate, College Council, Graduate Council, etc.)
8. Serving in a leadership capacity in a community service organization where the member's expertise serves the organization (e.g., City Council Advisory Committee, Mayor's Commission on Human Rights, City Utilities Board, Zoning and Planning Commission, non-profit organizations, etc.)

D. Rating Category: Development Needed (2)

Evaluation Criterion: *A faculty member under evaluation demonstrates activity in at least three (3), 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 three (3) of the areas listed in the competent category above.*