

## MISSOURI STATE UNIVERSITY

### DEPARTMENT OF SPORTS MEDICINE AND ATHLETIC TRAINING

#### PERFORMANCE COMPENSATION PLAN

*These categories represent minimum criteria for consideration of a rating, not a guarantee that the ratings will be assigned based on the points or items completed.*

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>), 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: Unsatisfactory (1)**

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

**B. 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.*

**C. 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. Completing negotiated teaching workload (average of 9 TLE/semester) (Includes issuing course policies containing standard university-required content, evaluating student performance, updating learning materials, maintaining high performance expectations, and documenting outcomes. This includes any release time activities for program administration as well as accreditation related activities)

2. Actively engaging in academic advisement
3. Administering course/instructor evaluations; receiving consistently acceptable ratings of 2.75 or less (average of all courses instructed).
4. Providing supplemental course materials and information via a course website for the benefit of students
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. Participating in seminars and/or workshops to enhance or develop teaching effectiveness or skills
8. Initiating and/or participating in curriculum development and revision
9. Significantly revise an existing course
10. Presenting at least one guest lecture or lab for courses in the SMAT department or other departments (Activity in this category may count as either teaching or service, but not both.)
11. Attaining or maintaining Basic Advisor status
12. Developing instructional material that is incorporated into a course (computer programs, audio-visual aids, etc.)
13. Regularly seeks new information in the subject area being taught
14. Other activities which the faculty member feels are appropriate for consideration in this category

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

Evaluation Criteria: *A faculty member under evaluation must fulfill criteria to be rated as COMPETENT plus item #1 in the activity area list below plus two (2) of the remaining activity areas on this list or one (1) from commendable and one (1) from exceptional list*

**ACTIVITY AREA**

1. Administering course/instructor evaluations; receiving consistently acceptable ratings of 2.5 or less (average of all courses instructed)
2. Teaching a > 9 TLE/semester average without supplemental remuneration
3. Developing and teaching a new course for students on campus
4. Teaching a course not previously taught by the faculty member
5. Developing or executing a distance learning course
6. Compiling/disseminating custom texts, lab guides, and other pedagogical materials (Activity in this category may count as teaching or scholarship, but not both.)
7. Presenting at least three guest lectures or labs for courses in the SMAT department or other departments (Activity in this category may count as either teaching or service, but not both.)

8. Attain or maintain Master Advisor status
9. Other activities which the faculty member feels are appropriate for consideration in this category

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

Evaluation Criteria: *A faculty member under evaluation must fulfill 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 of 2.0 or less (average of all courses instructed).
2. Teaching a 12-hr or greater TLE/semester average without supplemental remuneration
3. Directing/supervising undergraduate and graduate student research (IRB approved projects) activity
4. Having students under one's mentorship give research presentations at professional meetings or local symposia
5. Presentation on teaching as sole presenter, discussant, or respondent (Provide title, and date, and, if available, flier). This activity may count as teaching or scholarship, but not both.
6. Other activities which the faculty member feels are appropriate for consideration in this category

**II. SCHOLARSHIP:** This category uses the relevant definitions found on pp 11-13 of the department document, *Faculty Evaluation Plan* (August 2006 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 supplying corroborative documentation.***

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 30% and 40%. Faculty members whose time/effort to scholarship exceeds 40% 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 30% must demonstrate one (1) activity under the Commendable or Exceptional rating category to be considered Exceptional.

**A. 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 below.*

**B. 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 below.*

**C. 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 internally or externally-funded grant or contract

2. Provide documentation of scholarly activities in progress (e.g. data collection)
3. Submitting scholarly activities for publication in a refereed journal
4. Publishing an article in a non-refereed journal or popular magazine related to interest area
5. Writing a book review published in a refereed journal
6. Presenting scholarly activities in seminars within the department, college, university, or local community
7. Attending scholarly or scientific state, regional, or national programs, conferences, or conventions
8. Presenting at local or state professional meetings
9. Receiving additional formal training in a new research methodology, technique, or design
10. 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
11. Compiling/disseminating custom texts, lab guides, and other pedagogical materials (Activity in this category may count as teaching or scholarship, but not both.)
12. Other activities which the faculty member feels are appropriate for consideration in this category

**D. 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. Publishing, as author or co-author, scholarship of discovery, application, or teaching/learning in a peer-reviewed refereed journal
2. Presenting original peer-reviewed material at state or district meeting
3. Writing or contributing a chapter to a discipline-related book published for external dissemination
4. Publishing a peer-reviewed technical report
5. Preparing and submitting an accreditation self-study document
6. Writing ancillary text materials (study guides, test banks, etc.) to accompany published textbooks for external dissemination
7. Obtaining funding, as the principal or co-investigator, for an internally funded grant or contract which totals greater than \$2500 but less than \$7000
8. Other activities which the faculty member feels are appropriate for consideration in this category

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

Evaluation Criteria: *A faculty member under evaluation must fulfill criteria for the COMMENDABLE category plus one (1) of the remaining activities in the list.*

**ACTIVITY AREA**

1. Publishing, as author or co-author, scholarship of discovery, application, or teaching/learning in a peer-reviewed refereed journal
2. Presenting original peer-reviewed data at national or international meetings
3. Publishing a scholarly review of discipline-related research in a refereed journal
4. Obtaining funding, as the principal or co-investigator, for an internally funded grant or contract which totals \$7000 or more
5. Obtaining funding, as the principal or co-investigator, for an externally funded grant or contract.
6. Presenting original data at a national professional meeting
7. Receiving an award from a university, community, or professional organization for scholarship excellence
6. Other activities which the faculty member feels are appropriate for consideration in this category

**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: Unsatisfactory (1)**

Evaluation Criterion: *A faculty member under evaluation demonstrates activity in less than three (3) of the areas listed in the COMPETENT category.*

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

Evaluation Criterion: *A faculty member under evaluation demonstrates activity in less than four (4), areas of the COMPETENT category.*

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

Evaluation Criterion: *A faculty member under evaluation must demonstrate activity in items #1-#4 and at least one of the remaining areas listed below in order to be evaluated as COMPETENT in service.*

**ACTIVITY AREA**

1. Completing assigned duties as *member* of at least one departmental, college, or university committees or councils
2. Maintaining active membership in discipline-related professional organizations
3. Maintaining professional credentials (registration and licensure) as appropriate
4. Actively participating in student recruitment
5. Serving community organizations without remuneration in the spirit of the Public Affairs mission of the university (e.g. Habitat for Humanity, Big Brothers - Big Sisters, CASA, etc.)

6. Presenting guest lectures or demonstrations for courses in 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. Serve as a member of additional departmental, college, university, or community committees
10. Serving in a leadership capacity in a community service organization where the member's scientific expertise serves the organization (e.g., City Council Advisory Committee, Mayor's Commission on Human Rights, City Utilities Board, Zoning and Planning Commission, etc.)
11. Other activities which the faculty member feels are appropriate for consideration in this category

**D. 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 or one (1) from the list below AND one (1) from exceptional list*

**ACTIVITY AREA**

1. Serving in an editorial function for a refereed journal
2. Serving as a grant reviewer for a funding agency – at least one review per calendar year
3. Serving as a manuscript reviewer for a professional refereed journal – at least one review per calendar year
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, demonstrations for visiting groups) (Activity in this category may count as either teaching or service, but not both.)
6. Serving as an advisor or co-advisor for a recognized student organization
7. Participating actively in the development and execution of a state professional meeting
8. Serving as a member of a committee for a professional organization (e.g. MoATA, NATA, etc.)
9. Serving on an admissions/selection committee (each committee)
10. Providing professional services to individuals or organizations (100 to 150 hours) without remuneration
11. Other activities which the faculty member feels are appropriate for consideration in this category

**E. 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. Hosting or co-hosting a state, regional, or national scientific meeting
3. Acting as an officer in a professional organization (MoATA, MAATA, NATA, etc.)
4. Organizing any department, college, or university recruitment activity
5. Organizing special university or departmental activities or events
6. Chairing a committee for a professional organization (e.g. MoATA, NATA, etc.)
7. Serving as chair, co-chair, or officer of a university-wide faculty organization (e.g., Faculty Senate, College Council, Graduate Council, etc.)
8. Participating actively in the development and execution of a district or national professional meeting
9. Receiving an award from a university, community, or professional organization for excellence in service
10. Providing professional services to individuals or organizations (greater than 150 hours) without remuneration
11. Other activities which the faculty member feels are appropriate for consideration in this category