

Section 1: Teaching and Instruction (40-75%)

Element	1. Exceptional Performance	2. Professional Level Performance	3. Improvement Needed	4. Unprofessional Performance
<p>Content Expertise (25%)</p> <p>1.1.1 keeping information current</p> <p>1.1.2 participating in program review</p> <p>1.1.3 maintaining licensure</p>	<p>Faculty member must meet the following criteria:</p> <ol style="list-style-type: none"> Syllabus is in the approved University format and reflects appropriate resources for the course. Attention in syllabus to professional standards, competencies, learning outcomes, and/or course objectives <p>In addition, the faculty member must meet 2 of the following criteria:</p> <ol style="list-style-type: none"> license or certification attended one content area workshop in the last 3 years published one or more articles in discipline within the last 3 years completed an advanced degree participate in program review. 	<p>Faculty member must meet the following criteria:</p> <ol style="list-style-type: none"> Syllabus is in the approved University format and reflects appropriate resources for the course. Attention in syllabus to professional standards, competencies, learning outcomes, and/or course objectives <p>In addition, the faculty member must meet 1 of the following criteria:</p> <ol style="list-style-type: none"> license or certification attended one content area workshop in the last 3 years published one or more articles in discipline within the last 3 years completed an advanced degree participate in program review. 	<p>Faculty member must meet the following criteria:</p> <ol style="list-style-type: none"> Syllabus is in the approved University format and reflects appropriate resources for the course. Attention in syllabus to professional standards, competencies, learning outcomes, and/or course objectives 	<p>Faculty does not meet the following criteria:</p> <ol style="list-style-type: none"> Syllabus is in the approved University format and reflects appropriate resources for the course. Attention in syllabus to professional standards, competencies, learning outcomes, and/or course objectives
<p>Instructional Delivery (25%)</p> <p>1.2.1 Using class time effectively</p> <p>1.2.2 Using effective instructional techniques</p> <p>1.2.3 Stimulating student interest and achievement</p>	<p>*** Evaluated by students via course evaluations in fall semester</p>			
<p>Instructional Design (25%)</p> <p>1.3.1 Developing new course materials</p> <p>1.3.2 Developing new courses</p> <p>1.3.3 Designing effective instructional tools</p> <p>1.3.4 Evaluating student learning</p> <p>1.3.5 Selecting textbooks</p>	<p>Faculty member must meet the following criteria:</p> <ol style="list-style-type: none"> Syllabus is in the approved University format and reflects appropriate resources for the course. Attention in syllabus to professional standards, competencies, learning outcomes, and/or course objectives <p>In addition, the faculty member must meet 2 of the following criteria:</p> <ol style="list-style-type: none"> develop new course syllabus and/or course 	<p>Faculty member must meet the following criteria:</p> <ol style="list-style-type: none"> Syllabus is in the approved University format and reflects appropriate resources for the course. Attention in syllabus to professional standards, competencies, learning outcomes, and/or course objectives <p>In addition, the faculty member must meet 1 of the following criteria:</p> <ol style="list-style-type: none"> develop new course syllabus and/or course 	<p>Faculty member must meet the following criteria:</p> <ol style="list-style-type: none"> Syllabus is in the approved University format and reflects appropriate resources for the course. Attention in syllabus to professional standards, competencies, learning outcomes, and/or course objectives 	<p>Faculty member does not meet the following criteria:</p> <ol style="list-style-type: none"> Syllabus is in the approved University format and reflects appropriate resources for the course. Attention in syllabus to professional standards, competencies, learning outcomes, and/or course objectives <p>1.</p>

	<p>documents reflect use of a variety of relevant instructional tools (examples may include, but not limited to: lecture, group projects, audio/visual presentation, use of relevant technology in classroom)</p> <p>3. evidence of use of multiple relevant assessment strategies (examples include, but not limited to: exams & quizzes, projects, performance, oral presentations, class participation)</p> <p>4. Incorporate Service Learning into coursework.</p>	<p>documents reflect use of a variety of relevant instructional tools (examples may include, but not limited to: lecture, group projects, audio/visual presentation, use of relevant technology in classroom)</p> <p>3. evidence of use of multiple relevant assessment strategies (examples include, but not limited to: exams & quizzes, projects, performance, oral presentations, class participation)</p> <p>4. Incorporate Service Learning into coursework.</p>		
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Section 1: Teaching and Instruction continued

<p>Course Management (15%)</p> <p>1.4.1 Supervising clinical and internship experiences</p> <p>1.4.2 Managing activities, materials, and tools for courses</p> <p>1.4.3 Coordinating tutor sessions</p> <p>1.4.4 Grading and returning papers in a timely manner</p> <p>1.4.5 Guiding and assisting student research</p> <p>1.4.6 Directing laboratory and field experiences</p> <p>1.4.7 Directing/coaching competitive teams and performance ensembles</p> <p>1.4.8 Maintaining appropriate supplies and equipment for teaching and research</p>	<p>Faculty member must meet the following criteria:</p> <ol style="list-style-type: none"> administer materials, and tools for courses (including electronically delivered, online, and off-site courses) grade and return papers in a timely manner (as evidenced by data from course and instructor evaluation) <p>In addition, the faculty member must meet 2 of the following criteria:</p> <ol style="list-style-type: none"> supervise clinical and internship experiences coordinate tutor sessions guide and assist student research direct laboratory and/or field experiences direct/coach competitive teams and performance ensembles maintain appropriate supplies and equipment for teaching and research Supervise Service Learning activities Incorporate relevant use of technology in course management and delivery 	<p>Faculty member must meet the following criteria:</p> <ol style="list-style-type: none"> administer materials, and tools for courses (including electronically delivered, online, and off-site courses) grade and return papers in a timely manner (as evidenced by data from course and instructor evaluation) <p>In addition, the faculty member must meet 1 of the following criteria:</p> <ol style="list-style-type: none"> supervise clinical and internship experiences coordinate tutor sessions guide and assist student research direct laboratory and field experiences direct/coach competitive teams and performance ensembles maintain appropriate supplies and equipment for teaching and research Supervise Service Learning activities. Incorporate relevant use of technology in course management and delivery 	<p>Faculty member must meet the following criteria:</p> <ol style="list-style-type: none"> administer materials, and tools for courses (including electronically delivered, online, and off-site courses) grade and return papers in a timely manner (as evidenced by data from course and instructor evaluation) 	<p>Faculty member does not meet the following criteria:</p> <ol style="list-style-type: none"> administer materials and tools for courses (including electronically delivered, online, and off-site courses) grade and return papers in a timely manner (as evidenced by data from course and instructor evaluation)
<p>Enrollment Management (10%)</p> <p>1.5.1 Recruiting</p> <p>1.5.2 Advising students</p> <p>1.5.3 Serving on graduate committees</p> <p>1.5.4 Keeping current on professional licensing regulations</p> <p>1.5.5 Assisting students' placement in jobs or graduate school</p>	<p>Faculty member must meet 3 of the following criteria:</p> <ol style="list-style-type: none"> advise students in a number equal to that of other faculty in the same discipline serve on graduate committees in a number equal to that of other faculty in the same discipline (if applicable) provide evidence of personal contact with potential students provide evidence of assisting students with placement in jobs or graduate school Attend professional development activity related 	<p>Faculty member must meet 2 of the following criteria:</p> <ol style="list-style-type: none"> advise students in a number equal to that of other faculty in the same discipline serve on graduate committees in a number equal to that of other faculty in the same discipline (if applicable) provide evidence of personal contact with potential students provide evidence of assisting students with placement in jobs or graduate school Attend professional development activity related 	<p>Faculty member must meet 1 of the following criteria:</p> <ol style="list-style-type: none"> advise students in a number equal to that of other faculty in the same discipline serve on graduate committees in a number equal to that of other faculty in the same discipline (if applicable) provide evidence of personal contact with potential students provide evidence of assisting students with placement in jobs or graduate school Attend professional development activity related 	<p>Faculty member meets none of the following criteria:</p> <ol style="list-style-type: none"> advise students in a number equal to that of other faculty in the same discipline serve on graduate committees in a number equal to that of other faculty in the same discipline (if applicable) provide evidence of personal contact with potential students provide evidence of assisting students with placement in jobs or graduate school Attend professional development activity related

	<p>to enrollment (Examples include, but not limited to: advising, recruiting, student retention, job/career placement, content area licensure)</p> <p>6. Utilizes relevant technology in delivery of course. (examples: ITV, online, Blackboard, etc.)</p>	<p>to enrollment (Examples include, but not limited to: advising, recruiting, student retention, job/career placement, content area licensure)</p> <p>6. Utilizes relevant technology in delivery of course. (examples: ITV, online, Blackboard, etc.)</p>	<p>to enrollment (Examples include, but not limited to: advising, recruiting, student retention, job/career placement, content area licensure)</p> <p>6. Utilizes relevant technology in delivery of course. (examples: ITV, online, Blackboard, etc.)</p>	<p>to enrollment (Examples include, but not limited to: advising, recruiting, student retention, job/career placement, content area licensure)</p> <p>6. Utilizes relevant technology in delivery of course. (examples: ITV, online, Blackboard, etc.)</p>
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Section 2: Professional Development (5-25%)

Element	1. Exceptional Performance	2. Professional Level Performance	3. Improvement Needed	4. Unprofessional Performance
Professional Organizations (55%) 2.1.1 Maintaining membership in professional organizations 2.1.2 Attending professional meetings 2.1.3 Holding office in professional organizations 2.1.4 Participate in University professional development activities.	Faculty member must meet 3 of the following criteria: 1. membership in 1 or more professional organizations in discipline 2. hold office or serve as conference chair/panel chair for a professional organization in discipline 3. attend 1 or more state/regional/national professional development conference, meeting, or seminar 4. attend/participate in at least one University professional development seminar/activity	Faculty member must meet 2 of the following criteria: 1. membership in 1 or more professional organizations in discipline 2. hold office or serve as conference chair/panel chair for a professional organization in discipline 3. attend 1 or more state/regional/national professional development conference, meeting, or seminar 4. attend/participate in at least one University professional development seminar/activity	Faculty member must meet 1 of the following criteria: 1. membership in 1 or more professional organizations in discipline 2. hold office or serve as conference chair/panel chair for a professional organization in discipline 3. attend 1 or more state/regional/national professional development conference, meeting, or seminar 4. attend/participate in at least one University professional development seminar/activity	Faculty has no professional memberships, has not attended any professional meetings, and has not participated in University professional development
Continuing Education (45%) 2.2.1 Progressing toward advanced degree 2.2.2 Attending seminars/conferences/workshops /Continuing Education Units (CEUs)	Faculty member must meet the following criteria: 7-9 hours of course work toward advanced degree completed or 5-6 hours of dissertation research* and/or 2 or more state, regional or national seminar or workshop attended Teacher Education Faculty must have 15 or more hours of continuing education annually	Faculty member must meet the following criteria: 4-6 hours of course work toward professional degree completed or 3-4 hours of dissertation research* and /or 1 state or regional workshop attended Teacher Education Faculty must have 15 hours of continuing education annually	Faculty member must meet the following criteria: 1-3 hours of course work toward professional degree completed or 1-2 hours of dissertation research:* and/or no workshops or seminars attended Teacher Education Faculty with fewer than 15 hours of continuing education annually	No hours attained toward advanced degree; no workshops or seminars attended Teacher Education Faculty with fewer than 15 hours of continuing education annually

*hours required for faculty who do not hold a terminal degree

Section 3: Scholarly Activity/Creative Endeavors (5-25%)

Element	1. Exceptional Performance	2. Professional Level Performance	3. Improvement Needed	4. Unprofessional Performance
Present/Publish in Discipline: 3.1.1 Publishing articles, books, and reviews 3.1.2 Making presentations at local, state, and national conferences 3.1.3 Developing web sites 3.1.4 Presenting concerts and theatrical productions Research: 3.2.1 Conducting research projects Professional recognition: 3.3.1 Receiving awards and honors 3.3.2 Completing an advanced degree	Faculty member must 1. publish book in his or her discipline -or- meet 2 of the following criteria: 2. publish article in refereed publication 3. present at national, state, regional, or local conference 4. give a public presentation in his/her discipline beyond those required by job (public lecture, concert, theatrical production, professional development workshop, panel discussion, etc.) 5. complete terminal degree in discipline 6. create and maintain a discipline specific, scholarly website 7. complete formal research project resulting in publication 8. receive national award	Faculty member must meet 2 of the following criteria: 1. publish article in refereed or non-refereed publication 2. present at national, state, regional, or local conference 3. give a public presentation in his/her discipline beyond those required by job (public lecture, concert, theatrical production, professional development workshop, panel discussion, etc.) 4. complete terminal degree in discipline 5. create and maintain a discipline specific, scholarly website 6. complete formal research project 7. receive national, regional, state, or local award	Faculty member must meet 1 of the following criteria: 1. publish article in refereed or non-refereed publication 2. present at national, state, regional, or local conference 3. give a public presentation in his/her discipline beyond those required by job (public lecture, concert, theatrical production, professional development workshop, panel discussion, etc.) 4. complete terminal degree in discipline 5. create and maintain a discipline specific, scholarly website 6. complete formal research project 7. receive national, regional, state, or local award	Faculty member provides no evidence of publication, presenting, research, or completion of an advanced degree

Section 4: Institutional Involvement (5-25%)

Element	1. Exceptional Performance	2. Professional Level Performance	3. Improvement Needed	4. Unprofessional Performance
University committees: 4.1.1 serving on university committees 4.1.2 serving on Faculty Senate University events/projects: 4.2.1 sponsoring campus events 4.2.2 earning grants 4.2.3 bringing speakers to campus 4.2.4 acquiring and maintaining materials for special collections 4.2.5 maintaining facilities Institutional studies/reports: 4.3.1 gathering information 4.3.2 analyzing information 4.3.3 writing reports University student organizations: 4.4.1 serving as an adviser to a student organization 4.4.2 serving as a sponsor for student activities	Faculty member must meet 3 of the following criteria: 1. chair 1 or more university committees 2. serve on Faculty Senate 3. chair special program/project/contest 4. director for campus event 5. submit grant proposal 6. sponsor guest speaker on campus 7. acquire and maintain materials for special collections 8. hold responsibility for maintaining special facilities 9. contribute to institutional studies and reports 10. serve as an advisor to a student organization 11. serve as a sponsor for a student activity 12. serve on 3 or more university committees	Faculty member must meet 2 of the following criteria: 1. serve on 1 or more university committees 2. serve on Faculty Senate 3. assist with special program/project/contest 4. assist with campus event 5. submit grant proposal 6. sponsor guest speaker on campus 7. acquire and maintain materials for special collections 8. hold responsibility for maintaining special facilities 9. contribute to institutional studies and reports 10. serve as an advisor to a student organization 11. serve as a sponsor for a student activity 12. serve on 3 or more university committees	Faculty member must meet 1 of the following criteria: 1. serve on 1 or more university committees 2. serve on Faculty Senate 3. assist with special program/project/contest 4. assist with campus event 5. submit grant proposal 6. sponsor guest speaker on campus 7. acquire and maintain materials for special collections 8. hold responsibility for maintaining special facilities 9. contribute to institutional studies and reports 10. serve as an advisor to a student organization 11. serve as a sponsor for a student activity 12. serve on 3 or more university committees	No evidence of institutional involvement indicated.

Section 5: Community Service (5 – 15%)

Element	1. Exceptional Performance	2. Professional Level Performance	3. Improvement Needed	4. Unprofessional Performance
<p>Be involved in community service in his/her area of expertise:</p> <p>5.1.1 work with teachers in schools</p> <p>5.1.2 serve as consultant to external entities</p> <p>5.1.3 judge contest in area of expertise</p> <p>be involved in community civic service:</p> <p>5.2.1 maintain active membership in civic club</p> <p>5.2.2 serve as a volunteer for community programs</p>	<p>Faculty member must meet 3 of the following criteria:</p> <ol style="list-style-type: none"> 1. provide documentation of collaboration with teachers in public schools 2. provide documentation of consultation with external entities 3. provide documentation of judging contest in area of expertise 4. maintain membership in a civic organization 5. provide documentation of service as volunteer for community program 6. direct or coordinate a service learning project 7. actively participate in the annual scholarship drive 8. hold office in a civic organization <p>.....</p> <p>*Teacher Education Faculty must have 10 or more hours annually</p>	<p>Faculty member must meet 2 of the following criteria:</p> <ol style="list-style-type: none"> 1. provide documentation of collaboration with teachers in public schools 2. provide documentation of consultation with external entities 3. provide documentation of judging contest in area of expertise 4. maintain membership in a civic organization 5. provide documentation of service as volunteer for community program 6. direct or coordinate a service learning project 7. actively participate in the annual scholarship drive 8. hold office in a civic organization <p>.....</p> <p>*Teacher Education Faculty must have 10 or more hours annually</p>	<p>Faculty member must meet 1 of the following criteria:</p> <ol style="list-style-type: none"> 1. provide documentation of collaboration with teachers in public schools 2. provide documentation of consultation with external entities 3. provide documentation of judging contest in area of expertise 4. maintain membership in a civic organization 5. provide documentation of service as volunteer for community program 6. direct or coordinate a service learning project 7. actively participate in the annual scholarship drive 8. hold office in a civic organization <p>.....</p> <p>*Teacher Education Faculty must have 10 or more hours annually</p>	<p>No evidence of community service.</p> <p>.....</p> <p>*Teacher Education Faculty with fewer than 10 hours annually</p>