PURPOSE

The Department of Physical Therapy Policy and Procedure Statement sets forth criteria and guidelines for reappointment and promotion of clinical faculty in the Department of Physical Therapy. These criteria are based on the following sources:

1. VPAA/PPS 7.10; 7.18
2. Department of Physical Therapy Faculty Handbook
3. Faculty Handbook, Texas State University-San Marcos

Faculty are evaluated annually for the purposes of reappointment, tenure, promotion, and performance and merit salary adjustments. A faculty member is evaluated in the areas of teaching, scholarly/creative activity and leadership/service, including his/her collegial contributions to the university community.

Clinical faculty appointments include:
   Clinical assistant professor
   Clinical associate professor
   Clinical professor

Faculty appointed in clinical faculty positions are eligible for reappointment and promotion according to the follow guidelines. Recommendations are made through the annual evaluation process.

Faculty appointed in clinical faculty positions are eligible for promotion after serving five years in a clinical rank. Promotion is not automatic; faculty must meet the criteria indicated in this document.

Clinical faculty are eligible for reappointment based on annual evaluation and consideration. Appointments can be negotiated for up to five years with renewal at any point.

DEFINITIONS

For the purpose of this document, the following definitions apply:

1. The Department Personnel Committee is made up of tenured faculty who are paid at a rate of fifty percent or more from faculty salary dollars budgeted to the Department (VPAA/PPS 8.10.4a).
2. The Department’s recommendation includes the recommendations of both the Personnel Committee and the Chair.

3. A College recommendation includes the recommendation of the Dean.

4. Reappointment – the faculty member has been approved for continued employment based on performance as evaluated during the annual evaluation process.

5. Promotion – the clinical faculty member has met the criteria for promotion from the current rank to the next level.

CANDIDATES FOR REAPPOINTMENT

1. All clinical faculty employed as percentage-contract faculty are required to complete an annual evaluation.

2. On the basis of the annual evaluation, recommendations are made for continued employment.

ESSENTIAL PERFORMANCE AREAS

1. The essential performance areas and accompanying documentation for review during annual evaluation are: Teaching, Scholarly and Creative Activity, and Service and should follow the Texas State Vita format.

2. Clinical faculty should provide documentation that supports quality of teaching, scholarly/creative activity and leadership/service as defined as follows.

3. The Texas State Vita must document all achievements and highlight those that apply to the time period of the annual evaluation.

4. The Annual Evaluation Self Assessment Form should be completed with supporting documentation attached for the time period for the annual evaluation. This form will be used for the reappointment and promotion review process.

REVIEW PROCESS

1. The clinical faculty member should submit the annual evaluation documentation as outlined by the Department Chair.

2. The personnel Committee and the Chair make independent and separate recommendation on each candidate for reappointment and promotion. The personnel Committee prepares their recommendation for the Chair. The Chair then reviews the Personnel Committee’s recommendation prior to his/her review.
These recommendations are then forwarded to the Dean for review and recommendations.

3. The summative evaluation provided to the Dean will be provided to each faculty member by the Chair with a copy placed in the faculty’s personnel file.

4. The Dean makes an independent and separate recommendation on each annual evaluation.
DUE PROCESS CONSIDERATION

1. If a faculty member does not receive the expected outcome during the annual evaluation process, the individual faculty member must make a good faith effort to resolve the issue by initiating a discussion about that decision with the chair.

2. The chair may involve the Personnel Committee in that discussion if so requested by the faculty member or if the Chair deems it relevant for the discussion.

3. Procedures governing the process are included in PPS 8.08 Faculty Grievance Policy, 8.09 Performance Evaluation of Faculty and Post-tenure Review, and 8.10 Tenure and Promotion Review.

BASIS FOR RECOMMENDATION

<table>
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<tr>
<th>Minimal Departmental Criteria for Performance Evaluations</th>
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<tr>
<td>DECISION</td>
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<td>Promotion to:</td>
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</tr>
<tr>
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<td>Reappointment</td>
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TEACHING

In accordance with university and college policy, the four components of teaching including academic program planning and development, instruction, evaluation and student academic advisement are of importance in evaluating this area.

**PERFORMANCE EVALUATION CRITERIA**

Faculty member must be able to provide documentation of the following: All information in *Category 1* and information regarding **at least three** other categories of the faculty member’s choice. The faculty may also submit documentation in additional categories to be considered above and beyond the three. These additional categories will not be added to the overall ranking average.

**Category 1 - Classroom/Clinical Teaching Evaluations**

A. Student Critique of Instructor/Course
   Based upon average of first twenty questions on current College of Health Professions Student Evaluation Instrument
   
   Rank 1 Consistent evaluations of 4.5-5.0  
   Rank 2 Consistent evaluations of 4.0-4.49  
   Rank 3 Consistent evaluations of 3.5-3.99  
   Rank 4 Consistent evaluations of 3.0-3.49  
   Rank 5 Evaluations below 2.99

B. Peer / Co-teaching Evaluations
   Peer will evaluate a faculty member’s teaching using the following criteria:
   
   Rank 1 Consistent evaluations of 4.5-5.0  
   Rank 2 Consistent evaluations of 4.0-4.49  
   Rank 3 Consistent evaluations of 3.5-3.99  
   Rank 4 Consistent evaluations of 3.0-3.49  
   Rank 5 Evaluations below 2.99

C. Chair Evaluation of Faculty
   The department chair will evaluate a faculty member using the following criteria:
   
   1. Direct Classroom Observation: Each faculty member will have observation of classroom teaching 1 out of 3 semesters/year.
      
      Rank 1 Consistent evaluations of 4.5-5.0  
      Rank 2 Consistent evaluations of 4.0-4.49  
      Rank 3 Consistent evaluations of 3.5-3.99  
      Rank 4 Consistent evaluations of 3.0-3.49  
      Rank 5 Evaluations below 2.99
In addition, consideration will be given to:

2. Teaching Workload: Calculated by Chair, includes:
   a. Teaching Writing Intensive Courses
   b. Teaching Large Classes/Labs
   c. Teaching Classes Outside of Department

3. Supervising Adjunct Instructors/Graduate Assistants/Formal Mentoring of Other Faculty

Category 2 - Teaching of Skills Courses Labs

Rank 1: Teaches 3 courses with 6 or more hours of lab/week;
Rank 2: Teaches 2 courses with 6 or more hours of lab/week;
Rank 3: Teaches 1 course with 6 or more hours of lab/week
Rank 4: Teaches 1 course with < 6 hours of lab/week
Rank 5: No lab courses taught

Category 3 - Student Project/Thesis Supervision

Rank 1: Chair of research project or thesis
Rank 2: Major consultant to research project
Rank 3: Member of thesis
Rank 4: No activity

Category 4 - Continuing Education Attended in Support of Teaching Area

Rank 1: 16 to 20 Contact Hours
Rank 2: 11 to 15 Contact Hours
Rank 3: 6 to 10 Contact Hours
Rank 4: 1 to 5 Contact Hours
Rank 5: No Continuing Education Contact Hours

Category 5 - Guest Lectures to Students Outside of Teaching Load

Guest Lectures to students in any of the following settings will be considered
- University
- College
- Department
- Off Campus

Rank 1: 4 Lectures/Teaching Episodes/Year
Rank 2: 3 Lectures/Teaching Episodes/Year
Rank 3: 2 Lectures/Teaching Episodes/Year
Rank 4: 1 Lecture/Teaching Episode/Year
Rank 5: No activity
(Examples of a Teaching Episode are lecturing in another department, guest lecturing on a particular topic in another PT class you are not assigned workload in, or speaking to a high College class about Physical Therapy)

**Category 6 - Pursuit of Clinical Specialization or Advanced Degree**

Rank 1: Achieves Specialization/Certification/Recertification/Advanced Degree
Rank 2: Actively working toward Degree or Specialization Requirements or has sat for examination

(Examples include pursuing terminal degree in PT or related area, pursuing APTA clinical specialization or certification in a PT related field)

**Category 7 - Physical Therapy Clinical Work Outside of Teaching Load**

Rank 1: 50 or more hours of clinical work per year
Rank 2: 40 or more hours of clinical work per year
Rank 3: 30 or more hours of clinical work per year
Rank 4: 20 or more hours of clinical work per year
Rank 5: No Activity

**Category 8 - Academic Advising/Recruiting; Admissions**

Rank 1: Participates in advising regularly and 3 outside advising activities; Chair of the Physical Therapy Admissions Committee
Rank 2: Participates in advising regularly and 2 outside advising activities; Co-chair of Physical Therapy Admissions Committee
Rank 3: Participates in advising regularly and 1 outside advising activity
Rank 4: Participates in advising regularly or is a member of the interview team
Rank 5: Infrequent participation in advising

(Examples of an “outside advising activity” includes volunteering to conduct freshman or transfer advising or to be at Texas State Bobcat Day)

**Category 9 - Clinical Education**

Rank 1: Academic Coordinator of Clinical Education/Clinic Director
Rank 2: Participates regularly in assisting ACCE with clinical education duties
Rank 3: Participates occasionally in assisting ACCE with clinical education duties
Category 10 – Teaching Honors and Awards

Rank 1: Received teaching award
Rank 2: Nominated for teaching award

CUMULATIVE RANKING IN THE TEACHING AREA

In order for a faculty member to receive a Ranking of 1 in TEACHING:
Achieve an average ranking of 1.9 or higher in the four areas of teaching evaluation (Category 1), plus a rank of 1 in 3 other categories of teaching.

In order for a faculty member to receive a Ranking of 2 in TEACHING:
Achieve an average ranking of 2.5-1.8 in the four areas of teaching evaluation (Category 1), plus a rank of 2 or higher in 3 other categories of teaching.

In order for a faculty member to receive a Ranking of 3 in TEACHING:
Achieve an average ranking of 3.0-2.4 in the four areas of teaching evaluation (Category 1), plus a rank of 3 or higher in 3 other categories.

In order for a faculty member to receive a Ranking of 4 in TEACHING:
Achieve an average ranking of 3.5-2.9 in the four areas of teaching evaluation (Category 1), plus a rank of 3 or higher in 2 other categories.

In order for a faculty member to receive a Ranking of 5 in TEACHING:
Achieve an average ranking of 4.0-3.4 in the four areas of teaching evaluation (Category 1) plus a rank of 4 or higher in 1 other category.

SCHOLARLY/CREATIVE ACTIVITY

Scholarly and creative activities are those that systematically advance the teaching, research and practice of physical therapy through rigorous inquiry that is significant to the profession, is creative, is peer-reviewed through various methods, can be replicated or elaborated, and is published, presented, or documented. Scholarly work can fall into the categories of the Scholarship of discovery, integration, application or practice, and teaching. (Boyer’s Model, adapted from www.clt.uts.edu.au/Scholarship/A.Model.html and www.aacn.nche.edu/Publications/positions/scholar.htm, accessed 07/19/07.)

PERFORMANCE EVALUATION CRITERIA

Faculty member must be able to provide documentation of the following:
Category 1 - Authorship

A. Peer-reviewed mainstream publications
   1. Lead author
   2. Collaborative with demonstration of significant effort and leadership
   3. Tertiary authorship

B. Scholarly book
   1. Book
   2. Book chapter

Category 2 - Grants (principle or co-principle authorship)

A. Level I Grant: multi-year grant of $25,000 - $100,000/year
B. Level II Grant: single year grant of $25,000 - $100,000 or more
C. Level III Grant: single year grant of $25,000 or less

Category 3 - Student Generated Grants

A. Faculty Supervisor/Grant Manager for a Student Generated Grant

Category 4 - Professional Presentations

A. Paper presentation
B. Poster presentation
C. Workshop leader
D. Panelist
E. Invited lecturer
F. Keynote speaker

Category 5 - Other Scholarly Activity

A. Editorial Board activity
B. Book, book chapter, video or new product review
C. Article or abstract review
D. Abstract writer for professional journal
E. Authorship on non-refereed articles
F. Monographs
G. Dissertation or Thesis
H. Grants written and applied for
I. Grant reviewer
J. Paper submission to professional journal
K. Patents, licenses, copyrights
L. Learning aids
Category 6 – Scholarly Activity Honors and Awards

1. Received Research Award
2. Nominated for Research Award
CUMULATIVE RANKING IN THE SCHOLARLY AREA

In order for a faculty member to receive a Ranking of 1 in SCHOLARSHIP:
1. Lead authorship on an article (refereed) or book chapter
   or
2. Any authorship on an article (refereed) or book chapter and a grant approved and/or funded
   or
3. Any authorship on an article (refereed) or book chapter or a grant approved and/or funded
   and two other scholarly activities in Categories 3, 4 or 5
   or
4. Book publication

In order for a faculty member to receive a Ranking of 2 in SCHOLARSHIP:
1. At least one article (primary or secondary authorship)
   or
2. One grant funded and/or approved
   or
3. Three of any other scholarly activities in Categories 3, 4 or 5

In order for a faculty member to receive a Ranking of 3 in SCHOLARSHIP:
Two scholarly activities in any Category

In order for a faculty member to receive a Ranking of 4 in SCHOLARSHIP:
One scholarly activity in any Category

In order for a faculty member to receive a Ranking of 5 in SCHOLARSHIP:
No scholarly activity

SERVICE

Service manifests itself in three areas: institutional service, professional service and service to the community.
PERFORMANCE EVALUATION CRITERIA

Faculty member must be able to provide documentation of the following

Category 1 - Chair/Leadership

A. University
B. College
C. Department
D. Professional Organization
E. Community

Category 2 - Active Participation

A. University
B. College
C. Department
D. Professional Organization
E. Community

Category 3 - Membership

A. University
B. College
C. Department
D. Professional Organization
E. Community

Category 4 - Other

A. Test item writing
B. Expert Consultation

Category 5 – Service Honors and Awards

A. Received Service Award
B. Nominated for Service Award
CUMULATIVE RANKING IN THE SERVICE AREA

In order for a faculty member to receive a Ranking of 1 in SERVICE:
   Hold two positions or demonstrate activity in Category 1 and one in Categories 2 and 3 or 4 (minimum total of 4 positions or activities)

In order for a faculty member to receive a Ranking of 2 in SERVICE:
   Hold one position or demonstrate activity in 3 of the 4 categories (minimum total of 3 positions)

In order for a faculty member to receive a Ranking of 3 in SERVICE:
   Hold two positions or demonstrate activity in any Category (minimum total of 2 positions)

In order for a faculty member to receive a Ranking of 4 in SERVICE:
   Hold one position or demonstrate activity in any Category (minimum position of one position)

In order for a faculty member to receive a Ranking of 5 in SERVICE:
   No positions held

MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

Major responsibilities for routine assignments with this PPS include the following:

1. The Department of Physical Therapy faculty shall review this PPS E2Y.

CERTIFICATION STATEMENT

This PPS has been approved by the following individuals in his/her official capacity and represents Department policy and procedures from the date of this document until superseded.

_________________________________________  __________________________
Personnel Committee Reviewer                  Date

_________________________________________  __________________________
Department Chair                                Date
PURPOSE

The Department of Physical Therapy Policy and Procedure Statement sets forth criteria and guidelines for annual evaluation in the Department of Physical Therapy. These criteria are based on the following sources:

1. VPAA/PPS 7.10
2. VPAA/PPS 8.09
3. VPAA/PPS 8.10
4. VPAA/PPS 8.11
5. Department of Physical Therapy Faculty Handbook
6. Faculty Handbook, Texas State University-San Marcos

The primary method for awarding salary raises at Texas State is based upon the annual evaluation for performance and merit salary adjustments (PPS 7.10). In addition, reappointment decisions for faculty both non-tenure and tenure track are based on the annual evaluation.

Faculty are evaluated annually for the purposes of reappointment, tenure, promotion, and performance and merit salary adjustments. A faculty member is evaluated in the areas of teaching, scholarly/creative activity and leadership/service, including his/her collegial contributions to the university community.

DEFINITIONS

For the purpose of this document, the following definitions apply:

1. The Department Personnel Committee is made up of tenured faculty who are paid at a rate of fifty percent or more from faculty salary dollars budgeted to the Department (VPAA/PPS 8.10.4a).

2. The Department’s recommendation includes the recommendations of both the Personnel Committee and the Chair.

3. A College recommendation includes the recommendation of the Dean.

4. Annual Evaluation - The purposes of the annual faculty evaluation are to provide for self development; to identify, reinforce, and share the strengths of faculty; to extend opportunities for continuous professional development; and to provide for identifying and strengthening the role of faculty members with their departments. The evaluation also provides information for use in tenure and promotion.
recommendations, the awarding of performance and merit raises, and in decisions regard the retention of faculty (PPS 8.09).

5. Performance is defined as meeting departmental expectations as outlined in this document. Performance raises will, to the extent possible reflect cost of living increases. Performance salary increases are based on a faculty member’s annual evaluation.

6. Merit is defined as additional salary in recognition of performance that is clearly exceptional during the preceding merit evaluation period. Merit salary increases are made every two years when funds are available. Merit adjustments are based on a faculty member’s annual evaluations for the period defined by the President.

CANDIDATES FOR ANNUAL EVALUATION

1. All faculty employed as percentage-contract faculty or adjunct/per course are required to complete an annual evaluation.

2. Eligibility for salary adjustment – all percentage-contract faculty are eligible for performance and merit raises awarded through this process.

ESSENTIAL PERFORMANCE AREAS

1. The essential performance areas and accompanying documentation for review during annual evaluation are: Teaching, Scholarly and Creative Activity, and Service and should follow the Texas State Vita format.

2. Faculty should provide documentation that supports quality of teaching, scholarly/creative activity and leadership/service as defined in this document.

3. The Texas State Vita must document all achievements and highlight those that apply to the time period of the annual evaluation.

4. The Annual Evaluation Self Assessment Form should be completed with supporting documentation attached for the time period for the annual evaluation.

REVIEW PROCESS

1. The faculty member should submit the annual evaluation documentation as outlined by the Department Chair.

2. The personnel Committee and the Chair make independent and separate recommendation on each candidate for merit and performance salary adjustments. The personnel Committee prepares their recommendation for the Chair. The Chair then reviews the Personnel Committee’s recommendation prior to his/her
review. These recommendations are then forwarded to the Dean for review and recommendations.

3. The summative evaluation provided to the Dean will be provided to each faculty member by the Chair with a copy placed in the faculty’s personnel file.

4. If a faculty member is on tenure-track or extended-term contract, failure to meet departmental expectations will cause the department to consider whether reappointment is warranted. If the department determines that a non-tenured faculty member is not to be retained, it will give appropriate notice to the faculty member. If the faculty member is to be retained, the chair will provide the faculty member with specific written suggestions for improvement. See PPS 8.09.

5. The Dean makes an independent and separate recommendation on each annual evaluation.

**DUE PROCESS CONSIDERATION**

1. If a faculty member does not receive the expected outcome during the annual evaluation process, the individual faculty member must make a good faith effort to resolve the issue by initiating a discussion about that decision with the chair.

2. The chair may involve the Personnel Committee in that discussion if so requested by the faculty member or if the Chair deems it relevant for the discussion.

3. Procedures governing the process are included in PPS 8.08 Faculty Grievance Policy, 8.09 Performance Evaluation of Faculty and Post-tenure Review, and 8.10 Tenure and Promotion Review.

**BASIS FOR RECOMMENDATION**

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<td>----------</td>
</tr>
<tr>
<td>Performance</td>
</tr>
<tr>
<td>Merit</td>
</tr>
</tbody>
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The ranking system (Ranks 1-5) developed by the Department of Physical Therapy is consistent with the ranking system (Ranks 1-5) used for Tenure and Promotion Review in the College of Health Professions.
Annual Evaluation Performance - Minimum of a “2” ranking in teaching, scholarly/creative, and service areas for the calendar year being evaluated.

Annual Evaluation Merit - Minimum of a “1” ranking in teaching, and “2” in scholarly/creative activity and service for the calendar year being evaluated for merit.
TEACHING

In accordance with university and college policy, the four components of teaching including academic program planning and development, instruction, evaluation and student academic advisement are of importance in evaluating this area.

**PERFORMANCE EVALUATION CRITERIA**

Faculty member must be able to provide documentation of the following: All information in **Category 1** and information regarding **at least three** other categories of the faculty member’s choice. The faculty may also submit documentation in additional categories to be considered above and beyond the three. These additional categories will not be added to the overall ranking average.

**Category 1 - Classroom/Clinical Teaching Evaluations**

A. Student Critique of Instructor/Course
   Based upon average of first twenty questions on current College of Health Professions Student Evaluation Instrument

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<tr>
<td>2</td>
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</tr>
<tr>
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</tr>
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B. Peer / Co-teaching Evaluations
   Peer will evaluate a faculty member’s teaching using the following criteria:

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C. Chair Evaluation of Faculty
   The department chair will evaluate a faculty member using the following criteria:

   1. Direct Classroom Observation: Each faculty member will have observation of classroom teaching 1 out of 3 semesters/year.

      | Rank | Consistent evaluations |
      |------|------------------------|
      | 1    | 4.5-5.0                |
      | 2    | 4.0-4.49               |
Rank 3  Consistent evaluations of 3.5-3.99
Rank 4  Consistent evaluations of 3.0-3.49
Rank 5  Evaluations below 2.99

In addition, consideration will be given to:
2. Teaching Workload: Calculated by Chair, includes:
   a. Teaching Writing Intensive Courses
   b. Teaching Large Classes/Labs
   c. Teaching Classes Outside of Department

3. Supervising Adjunct Instructors/Graduate Assistants/Formal Mentoring of Other Faculty

Category 2 - Teaching of Skills Courses Labs

Rank 1: Teaches 3 courses with 6 or more hours of lab/week;
Rank 2: Teaches 2 courses with 6 or more hours of lab/week;
Rank 3: Teaches 1 course with 6 or more hours of lab/week
Rank 4: Teaches 1 course with < 6 hours of lab/week
Rank 5: No lab courses taught

Category 3 - Student Project/Thesis Supervision

Rank 1: Chair of research project or thesis
Rank 2: Major consultant to research project
Rank 3: Member of thesis
Rank 4: No activity

Category 4 - Continuing Education Attended in Support of Teaching Area

Rank 1: 16 to 20 Contact Hours
Rank 2: 11 to 15 Contact Hours
Rank 3: 6 to 10 Contact Hours
Rank 4: 1 to 5 Contact Hours
Rank 5: No Continuing Education Contact Hours

Category 5 - Guest Lectures to Students Outside of Teaching Load

Guest Lectures to students in any of the following settings will be considered
- University
- College
- Department
- Off Campus

  Rank 1: 4 Lectures/Teaching Episodes/Year  
  Rank 2: 3 Lectures/Teaching Episodes/Year  
  Rank 3: 2 Lectures/Teaching Episodes/Year  
  Rank 4: 1 Lecture/Teaching Episode/Year  
  Rank 5: No activity

(Examples of a Teaching Episode are lecturing in another department, guest lecturing on a particular topic in another PT class you are not assigned workload in, or speaking to a high College class about Physical Therapy)

Category 6 - Pursuit of Clinical Specialization or Advanced Degree

  Rank 1: Achieves Specialization/Certification/Recertification/Advanced Degree  
  Rank 2: Actively working toward Degree or Specialization Requirements or has sat for examination

(Examples include pursuing terminal degree in PT or related area, pursuing APTA clinical specialization or certification in a PT related field)

Category 7 - Physical Therapy Clinical Work Outside of Teaching Load

  Rank 1: 50 or more hours of clinical work per year  
  Rank 2: 40 or more hours of clinical work per year  
  Rank 3: 30 or more hours of clinical work per year  
  Rank 4: 20 or more hours of clinical work per year  
  Rank 5: No Activity

Category 8 - Academic Advising/Recruiting; Admissions

  Rank 1: Participates in advising regularly and 3 outside advising activities; 
          Chair of the Physical Therapy Admissions Committee  
  Rank 2: Participates in advising regularly and 2 outside advising activities; 
          Co-chair of Physical Therapy Admissions Committee  
  Rank 3: Participates in advising regularly and 1 outside advising activity  
  Rank 4: Participates in advising regularly or is a member of the interview team  
  Rank 5: Infrequent participation in advising
(Examples of an “outside advising activity” includes volunteering to conduct freshmen or transfer advising or to be at Texas State Bobcat Day)

**Category 9 - Clinical Education**

Rank 1: Academic Coordinator of Clinical Education/Clinic Director
Rank 2: Participates regularly in assisting ACCE with clinical education duties
Rank 3: Participates occasionally in assisting ACCE with clinical education duties

**Category 10 – Teaching Honors and Awards**

Rank 1: Received teaching award
Rank 2: Nominated for teaching award

**CUMULATIVE RANKING IN THE TEACHING AREA**

In order for a faculty member to receive a Ranking of 1 in TEACHING:
Achieve an average ranking of 1.9 or higher in the four areas of teaching evaluation (Category 1), plus a rank of 1 in 3 other categories of teaching.

In order for a faculty member to receive a Ranking of 2 in TEACHING:
Achieve an average ranking of 2.5-1.8 in the four areas of teaching evaluation (Category 1), plus a rank of 2 or higher in 3 other categories of teaching.

In order for a faculty member to receive a Ranking of 3 in TEACHING:
Achieve an average ranking of 3.0-2.4 in the four areas of teaching evaluation (Category 1), plus a rank of 3 or higher in 3 other categories.

In order for a faculty member to receive a Ranking of 4 in TEACHING:
Achieve an average ranking of 3.5-2.9 in the four areas of teaching evaluation (Category 1), plus a rank of 3 or higher in 2 other categories.

In order for a faculty member to receive a Ranking of 5 in TEACHING:
Achieve an average ranking of 4.0-3.4 in the four areas of teaching evaluation (Category 1) plus a rank of 4 or higher in 1 other category

**SCHOLARLY/CREATIVE ACTIVITY**
Scholarly and creative activities are those that systematically advance the teaching, research and practice of physical therapy through rigorous inquiry that is significant to the profession, is creative, is peer-reviewed through various methods, can be replicated or elaborated, and is published, presented, or documented. Scholarly work can fall into the categories of the Scholarship of discovery, integration, application or practice, and teaching. (Boyer’s Model, adapted from www.clt.uts.edu.au/Scholarship/A.Model.html and www.aacn.nche.edu/Publications/positions/scholar.htm , accessed 07/19/07.)

**PERFORMANCE EVALUATION CRITERIA**

Faculty member must be able to provide *documentation* of the following:
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A. Peer-reviewed mainstream publications
   1. Lead author
   2. Collaborative with demonstration of significant effort and leadership
   3. Tertiary authorship

B. Scholarly book
   1. Book
   2. Book chapter

Category 2 - Grants (principle or co-principle authorship)

A. Level I Grant: multi-year grant of $25,000 - $100,000/year
B. Level II Grant: single year grant of $25,000 - $100,000 or more
C. Level III Grant: single year grant of $25,000 or less

Category 3 - Student Generated Grants

A. Faculty Supervisor/Grant Manager for a Student Generated Grant

Category 4 - Professional Presentations

A. Paper presentation
B. Poster presentation
C. Workshop leader
D. Panelist
E. Invited lecturer
F. Keynote speaker

Category 5 - Other Scholarly Activity

A. Editorial Board activity
B. Book, book chapter, video or new product review
C. Article or abstract review
D. Abstract writer for professional journal
E. Authorship on non-refereed articles
F. Monographs
G. Dissertation or Thesis
H. Grants written and applied for
I. Grant reviewer
J. Paper submission to professional journal
K. Patents, licenses, copyrights
L. Learning aids
Category 6 – Scholarly Activity Honors and Awards

1. Received Research Award
2. Nominated for Research Award

CUMULATIVE RANKING IN THE SCHOLARLY AREA

In order for a faculty member to receive a Ranking of 1 in SCHOLARSHIP:
1. Lead authorship on an article (refereed) or book chapter
   or
2. Any authorship on an article (refereed) or book chapter and a grant approved and/or funded
   or
3. Any authorship on an article (refereed) or book chapter or a grant approved and/or funded
   and two other scholarly activities in Categories 3, 4 or 5
   or
4. Book publication

In order for a faculty member to receive a Ranking of 2 in SCHOLARSHIP:
1. At least one article (primary or secondary authorship)
   or
2. One grant funded and/or approved
   or
3. Three of any other scholarly activities in Categories 3, 4 or 5

In order for a faculty member to receive a Ranking of 3 in SCHOLARSHIP:
Two scholarly activities in any Category

In order for a faculty member to receive a Ranking of 4 in SCHOLARSHIP:
One scholarly activity in any Category

In order for a faculty member to receive a Ranking of 5 in SCHOLARSHIP:
No scholarly activity

SERVICE
Service manifests itself in three areas: institutional service, professional service and service to the community.

**PERFORMANCE EVALUATION CRITERIA**

Faculty member must be able to provide documentation of the following

**Category 1 - Chair/Leadership**

A. University  
B. College  
C. Department  
D. Professional Organization  
E. Community

**Category 2 - Active Participation**

A. University  
B. College  
C. Department  
D. Professional Organization  
E. Community

**Category 3 - Membership**

A. University  
B. College  
C. Department  
D. Professional Organization  
E. Community

**Category 4 - Other**

A. Test item writing  
B. Expert Consultation

**Category 5 – Service Honors and Awards**

A. Received Service Award  
B. Nominated for Service Award

CUMULATIVE RANKING IN THE SERVICE AREA
In order for a faculty member to receive a Ranking of 1 in SERVICE:
  Hold two positions or demonstrate activity in Category 1 and one in Categories 2 and 3 or 4 (minimum total of 4 positions or activities)

In order for a faculty member to receive a Ranking of 2 in SERVICE:
  Hold one position or demonstrate activity in 3 of the 4 categories (minimum total of 3 positions)

In order for a faculty member to receive a Ranking of 3 in SERVICE:
  Hold two positions or demonstrate activity in any Category (minimum total of 2 positions)

In order for a faculty member to receive a Ranking of 4 in SERVICE:
  Hold one position or demonstrate activity in any Category (minimum position of one position)

In order for a faculty member to receive a Ranking of 5 in SERVICE:
  No positions held

MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

Major responsibilities for routine assignments with this PPS include the following:

1. The Department of Physical Therapy faculty shall review this PPS E2Y.

CERTIFICATION STATEMENT

This PPS has been approved by the following individuals in his/her official capacity and represents Department policy and procedures from the date of this document until superseded.

_________________________________________       Date
Personnel Committee Reviewer

_________________________________________       Date
Department Chair

_________________________________________       Date