**Rubric for Evaluating Teaching**

**Approved: Secret Ballot Vote May 10, 2019**

**Amended in faculty meeting on Nov. 4, 2020**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Meets  Merit Expectations  (1 merit point) | Exceeds  Merit Expectations  (2 merit points) | Significantly Exceeds Merit Expectations  (3 merit points) |
| All faculty | 5-14 rubric pts | 15-29 rubric pts | 30+ rubric pts |

**Basic teaching standards (see Points 1A and 1B):**

|  |  |
| --- | --- |
| **Syllabi and student evaluation ratings** | |
| Syllabi consistent with University policies (3 pt./yr.) |  |
| Mean student evaluation rating of 4.0+ (5 pt./yr.)  OR  Mean student evaluation rating of 4.8+ (8 pt./yr.) | Eval Rating of 4.0+  Eval Rating of 4.8+ |
| Teaching PSY 3402 (1 pt./sec.) |  |

**Course development (see Point 1C):**

|  |  |
| --- | --- |
| Development of a new course or revision of an existing course for study abroad or distance format (credit granted when course is taught) (6 pt./course) | Click or tap here to enter text. |

**Direction of completed student projects (see Point 1D):**

|  |  |
| --- | --- |
| **Undergraduate** | |
| Supervisor for honors thesis  (6 pt./student during semester completed) | Click or tap here to enter text. |
| PSY 4395: Independent Study student  (3 pt./student per semester) | Click or tap here to enter text. |
| Student volunteer (not for course credit)  (1 pt./student per year, 8 pts. maximum per year) | Click or tap here to enter text. |
| Student completing extra assignments for honors credit via contract or in a stacked course, or serving as a second reader for an honors thesis (1 pt./student per year, 8 points maximum per year) | Click or tap here to enter text. |
| **Graduate** | |
| Chair for thesis/dissertation  (6 pt./student during semester completed) | Click or tap here to enter text. |
| Committee member for thesis/dissertation  (3 pt./student per during semester completed) | Click or tap here to enter text. |
| PSY 5366: Independent Study student  (3 pt./student per semester) | Click or tap here to enter text. |
| Student volunteer (not for course credit)  (1 pt./student per year for students not listed above) | Click or tap here to enter text. |

**Honors and recognition (see Point 1E):**

|  |  |
| --- | --- |
| **Organization recognition** | |
| Recognition from organization outside of University (6 pt./award) | Click or tap here to enter text. |
| Recognition from University (6 pt./award) | Click or tap here to enter text. |
| Recognition from College of Liberal Arts  (3 pt./award) | Click or tap here to enter text. |
| **Student recognition** | |
| Recognition from student organization  (2 pt./ award) | Click or tap here to enter text. |

**Professional development for teaching (see Point 1F):**

Attendance at professional development workshops or other professional development activities that directly relate to teaching activities:

|  |  |
| --- | --- |
| Attendance at workshops (1 pt./3 hrs.) | Click or tap here to enter text. |
| Continuing education coursework (1 pt./3 hrs.) | Click or tap here to enter text. |

Notes:

* If the time commitment is not specified, the FRC and Chair will assume that the workshop or course was only 1 hour in duration.
* Per AA/PPS 04.01.22 Clinical Faculty Appointments, Clinical Faculty should include continuing education coursework in the scholarship section of their report.
* Up to 6 professional development hours tied to diversity (based on race, color, national origin, age, sex, religion, disability, veterans’ status, sexual orientation, gender identity, and gender expression) may count double (up to 12 hours).

**Teaching grants (see Point 1F):**

|  |  |
| --- | --- |
| **Funded large external grant** | |
| PI or co-PI on funded large external grant of $100K+ (16 pt./grant) | Click or tap here to enter text. |
| Consultant on funded large external grant of $100K+ (8 pt./grant) | Click or tap here to enter text. |
| **Funded medium external grant** | |
| PI or co-PI on funded large external grant of  $50-$100K (12 pt./grant) | Click or tap here to enter text. |
| Consultant on funded large external grant of  $50-$100K (6 pt./grant) | Click or tap here to enter text. |
| **Funded small external grant** | |
| PI or co-PI on funded large external grant of  < $50K (8 pt./grant) | Click or tap here to enter text. |
| Consultant on funded large external grant of  < $50K (4 pt./grant) | Click or tap here to enter text. |
| **Funded internal grant** | |
| PI or co-PI on funded internal grant (6 pt./grant) | Click or tap here to enter text. |
| Consultant on funded internal grant (3 pt./grant) | Click or tap here to enter text. |
| **Non-funded large external grant** | |
| PI or co-PI on non-funded large external grant of $100K+ (8 pt./grant) | Click or tap here to enter text. |
| Consultant on non-funded large external grant of $100K+ (4 pt./grant) | Click or tap here to enter text. |
| **Non-funded medium external grant** | |
| PI or co-PI on non-funded large external grant of  $50-$100K (6 pt./grant) | Click or tap here to enter text. |
| Consultant on non-funded large external grant of  $50-$100K (3 pt./grant) | Click or tap here to enter text. |
| **Non-funded small external grant** | |
| PI or co-PI on non-funded large external grant of  < $50K (4 pt./grant) | Click or tap here to enter text. |
| Consultant on non-funded large external grant of  < $50K (2 pt./grant) | Click or tap here to enter text. |
| **Non-funded internal grant** | |
| PI or co-PI on non-funded internal grant (2 pt./grant) | Click or tap here to enter text. |
| Consultant on non-funded internal grant (1 pt./grant) | Click or tap here to enter text. |

Notes:

* Funded multi-year grants will receive merit credit only the first year the grant is funded, given that these larger grants will be worth more merit than the smaller one-year grants.
* Grants that are still under review on the last day of the preceding year will not be considered until the annual review for the subsequent year.

**Publication of textbook or study guide:**

|  |  |
| --- | --- |
| **Publication intended for wide dissemination**  (Ex. With ISBN) | |
| First or primary author (6-10 pt./publication) | Click or tap here to enter text. |
| Co-author (3 pt./publication) | Click or tap here to enter text. |
| **Publication intended for local use**  (Ex. Without ISBN) | |
| First or primary author (3 pt./publication) | Click or tap here to enter text. |
| Co-author (1 pt./publication) | Click or tap here to enter text. |

Note**:**

For custom textbooks, in order to receive authorship credit, the faculty member must provide evidence of his or her own original contribution that goes beyond standard lecture and assignment materials that faculty typically post on TRACS. If such evidence is provided, the faculty member will be considered a book co-author.

**Other documentation (see Point 1H):**

|  |  |
| --- | --- |
| **Other documentation** | |
| In these special cases, the FRC will decide as a group how many points any additional documentation should be worth. | Click or tap here to enter text. |
| Global Pandemic Considerations: Please include an explanation and documentation for any considerations you feel should be made due to loss of expected teaching points because of COVID 19 and/or remote learning (The Faculty Review Committee can award up to a maximum of 9 points). | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Total Rubric Points for Teaching** | Click or tap here to enter text. |
| **Merit Points for Teaching (0-3)** | Click or tap here to enter text. |

**Rubric for Evaluating Scholarly Activity**

**Please tick the row below that contains your rank**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | Meets  Merit Expectations  (1 merit point) | Exceeds  Merit Expectations  (2 merit points) | Significantly Exceeds Merit Expectations  (3 merit points) |
|  | Tenure-Track | 5-14 rubric pts | 15-29 rubric pts | 30+ rubric pts |
|  | Tenured–Option B | 5-14 rubric pts | 15-29 rubric pts | 30+ rubric pts |
|  | Tenured–Option A | 1-9 rubric pts | 10-19 rubric pts | 20+ rubric pts |
|  | Department Chair | 1-9 rubric pts | 10-19 rubric pts | 20+ rubric pts |
|  | Clinical Faculty | 1-9 rubric pts | 10-19 rubric pts | 20+ rubric pts |
|  | Lecturers/Senior Lecturers | 0-1 rubric pts | 2-9 rubric pts | 10+ rubric pts |

Note that faculty on the Phased Retirement Plan will be evaluated at the Lecturers/Senior Lecturers level if they have no course release for scholarship or at the Tenured-Option B level if they did receive a course release for scholarship.

**Publications (see notes on following page about high-quality journals, refereed publications, custom textbooks, author order, and in-press manuscripts):**

|  |  |
| --- | --- |
| **Highest-quality refereed publication** (with IF of 2.5+, SJR of 1.8+, or other evidence) | |
| First or primary author (12 pt./publication) | Click or tap here to enter text. |
| Co-author (6 pt./publication) | Click or tap here to enter text. |
| **High-quality refereed publication** (with IF of 1-2.5, SJR of 1-1.8, or other evidence) | |
| First or primary author (9 pt./publication) | Click or tap here to enter text. |
| Co-author (4.5 pt./publication) | Click or tap here to enter text. |
| **Standard-quality refereed publication** | |
| First or primary author (6 pt./publication) | Click or tap here to enter text. |
| Co-author (3 pt./publication) | Click or tap here to enter text. |
| **Refereed academic book *or* non-refereed if justification of high quality is provided** | |
| First or primary author (18 pt./publication) | Click or tap here to enter text. |
| First or primary editor (15 pt./publication) | Click or tap here to enter text. |
| Co-editor (12 pt./publication) | Click or tap here to enter text. |
| Co-author (10 pt./publication) | Click or tap here to enter text. |
| **Non-refereed academic book *or* book that is a second or subsequent edition** | |
| First or primary author (6 pt./publication) | Click or tap here to enter text. |
| First or primary editor (5 pt./publication) | Click or tap here to enter text. |
| Co-editor (4 pt./publication) | Click or tap here to enter text. |
| Co-author (3 pt./publication) | Click or tap here to enter text. |
| **Refereed book chapter** | |
| First or primary author (10 pt./publication) | Click or tap here to enter text. |
| Co-author (5 pt./publication) | Click or tap here to enter text. |
| **Non-refereed book chapter** | |
| First or primary author (6 pt./publication) | Click or tap here to enter text. |
| Co-author (3 pt./publication) | Click or tap here to enter text. |
| **Brief publication** (e.g., book review, essay, encyclopedia entry) | |
| First or primary author (2 pt./publication) | Click or tap here to enter text. |
| Co-author (1 pt./publication) | Click or tap here to enter text. |

Notes:

* A publication will be considered highest quality if it ranks in the top quartile of psychology journals with an impact factor (IF; Web of Science) of at least 2.5, with a SCImago Journal Rank (SJR; Scopus) of at least 1.8, or with other evidence provided by the faculty member. It will be considered high quality if it has an IF between 1 and 2.5, SJR of between 1 and 1.8, or with other evidence provided by the faculty member. If no evidence is provided, the publication will be treated as standard-quality.
* For refereed books and book chapters, the faculty member must provide documentation of the peer-reviewing (e.g., a document with the faculty member’s responses to the peer comments). If no evidence is provided, the book or book chapter will be treated as non-refereed.
* For publications where being the last author is the most important in a discipline, the last author will be treated as the primary author; a note about this exception must be included by the faculty member in the annual review.
* For shared primary authorship (e.g., a second author who made equal contributions to the primary author), merit points equal to the primary author may be awarded with evidence provided in “Other Documentation.” Shared primary authorship should be noted in the publication.
* Manuscripts that are in press without full citation information or assigned doi on the last day of the preceding year will not be considered for merit for that year.

**Presentations (see notes on following page about author order, specification or oral vs. poster presentation, and papers or abstracts that are published in conference proceedings):**

|  |  |
| --- | --- |
| **Paper published in conference proceedings**  (proceedings must have a DOI or ISBN) | |
| First or primary author (6 pt./presentation) | Click or tap here to enter text. |
| Co-author (3 pt./presentation) | Click or tap here to enter text. |
| **Abstract published in conference proceedings**  (proceedings must have a DOI or ISBN) | |
| First or primary author (4 pt./presentation) | Click or tap here to enter text. |
| Co-author (2 pt./presentation) | Click or tap here to enter text. |
| **Oral presentation at international, national, regional, or state venue** | |
| First or primary author (4 pt./presentation) | Click or tap here to enter text. |
| Co-author (2 pt./presentation) | Click or tap here to enter text. |
| **Poster presentation at international, national, regional, or state venue** | |
| First or primary author (3 pt./presentation) | Click or tap here to enter text. |
| Co-author (2 pt./presentation) | Click or tap here to enter text. |
| **Presenting one’s own research at a local venue**  (e.g., brown bag presentation, co-author on a paper presented at the undergraduate or graduate research conference on campus) | |
| All authorship (1 pt./presentation) | Click or tap here to enter text. |

Notes:

* For presentations where being the last author is the most important in a discipline, the last author will be treated as the primary author; a note about this exception must be included by the faculty member in the annual review.
* If a faculty member does not specify whether a presentation was an oral presentation or a poster (either by using headings in the annual report or APA format to distinguish them), the FRC and Chair will assume that the presentation is a poster presentation.
* If a faculty member believes that an invited presentation is prestigious enough to warrant additional points beyond a standard presentation, then evidence should be presented in “Other Documentation.”
* In cases of papers or abstracts published in conference proceedings, the faculty member should only count this work in those sections of the annual report and not again in the oral or poster presentation sections of the report. In any case, faculty can receive merit points only for one entry for any given conference presentation.

**Research grants:**

|  |  |
| --- | --- |
| **Funded large external grant** | |
| PI or co-PI on funded large external grant of $100K+ (16 pt./grant) | Click or tap here to enter text. |
| Consultant on funded large external grant of $100K+ (8 pt./grant) | Click or tap here to enter text. |
| **Funded medium external grant** | |
| PI or co-PI on funded large external grant of  $50-$100K (12 pt./grant) | Click or tap here to enter text. |
| Consultant on funded large external grant of  $50-$100K (6 pt./grant) | Click or tap here to enter text. |
| **Funded small external grant** | |
| PI or co-PI on funded large external grant of  < $50K (8 pt./grant) | Click or tap here to enter text. |
| Consultant on funded large external grant of  < $50K (4 pt./grant) | Click or tap here to enter text. |
| **Funded internal grant** | |
| PI or co-PI on funded internal grant (6 pt./grant) | Click or tap here to enter text. |
| Consultant on funded internal grant (3 pt./grant) | Click or tap here to enter text. |
| **Non-funded large external grant** | |
| PI or co-PI on non-funded large external grant of $100K+ (8 pt./grant) | Click or tap here to enter text. |
| Consultant on non-funded large external grant of $100K+ (4 pt./grant) | Click or tap here to enter text. |
| **Non-funded medium external grant** | |
| PI or co-PI on non-funded large external grant of  $50-$100K (6 pt./grant) | Click or tap here to enter text. |
| Consultant on non-funded large external grant of  $50-$100K (3 pt./grant) | Click or tap here to enter text. |
| **Non-funded small external grant** | |
| PI or co-PI on non-funded large external grant of  < $50K (4 pt./grant) | Click or tap here to enter text. |
| Consultant on non-funded large external grant of  < $50K (2 pt./grant) | Click or tap here to enter text. |
| **Non-funded internal grant** | |
| PI or co-PI on non-funded internal grant (2 pt./grant) | Click or tap here to enter text. |
| Consultant on non-funded internal grant (1 pt./grant) | Click or tap here to enter text. |

Notes:

* + - Funded multi-year grants will receive merit credit only the first year the grant is funded, given that these larger grants will be worth more merit than the smaller one-year grants.
    - Grants that are still under review on the last day of the preceding year will not be considered until the annual review for the subsequent year.
    - Faculty will not be a consultant on student research grants.

**Honors and recognition:**

|  |  |
| --- | --- |
| **Organization recognition** | |
| Recognition from organization outside of University (6 pt./award) | Click or tap here to enter text. |
| Recognition from University (6 pt./award) | Click or tap here to enter text. |
| Recognition from College of Liberal Arts  (3 pt./award) | Click or tap here to enter text. |

**Other activity:**

|  |  |
| --- | --- |
| **Other basic scholarly activities** | |
| Research workshop given, distinct or separate from other conference presentations (2 pt./workshop) | Click or tap here to enter text. |
| Consultancy (description is required) (2 pt./consultancy) | Click or tap here to enter text. |
| Attendance at research- or grant-related professional development workshops or other professional development activities (1 pt./3 hrs.) | Click or tap here to enter text. |
| Letter of intent for a grant submission (1-3 points): Include the letter for the FRC to review | Click or tap here to enter text. |
| **Other documentation** | |
| In these special cases, the FRC will decide as a group how many points any additional documentation should be worth. | Click or tap here to enter text. |
| Global Pandemic Considerations: Please include an explanation and documentation for any considerations you feel should be made due to loss of expected scholarship points because of COVID 19 (The Faculty Review Committee can award up to a maximum of 9 points). | Click or tap here to enter text. |

**Additional professional activities for Clinical Faculty (per AA/PPS 04.01.22):**

|  |  |
| --- | --- |
| **Continuing education credits** | |
| 3 hours of completed continuing education coursework (1 pt.) | Click or tap here to enter text. |
| **Leadership in professional organizations** | |
| Holding office in professional association (4 pt.) | Click or tap here to enter text. |
| Appointment to board of directors, committee, or task force (2 pt.) | Click or tap here to enter text. |
| **Recognition for professional contributions** | |
| Recognition from organization outside of University (6 pt.) | Click or tap here to enter text. |
| Recognition from University (6 pt.) | Click or tap here to enter text. |
| Recognition from College of Liberal Arts (3 pt.) | Click or tap here to enter text. |

Note:

These activities must not be counted for service. Service for Clinical Faculty includes service within the University, as well as service related to their clinical practice.

|  |  |
| --- | --- |
| **Total Rubric Points for Scholarly Activity** | Click or tap here to enter text. |
| **Merit Points for Scholarly Activity (0-3)** | Click or tap here to enter text. |

**Rubric for Evaluating Service**

**Please tick the row below that contains your rank.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | Meets  Merit Expectations  (1 merit point) | Exceeds  Merit Expectations  (2 merit points) | Significantly Exceeds Merit Expectations  (3 merit points) |
|  | Tenured Faculty | 50-99 hours | 100-149 hours | 150+ hours |
|  | Tenure-Track | 25-49 hours | 50-99 hours | 100+ hours |
|  | Clinical Faculty | 25-49 hours | 50-99 hours | 100+ hours |
|  | Senior Lecturers | 11-24 hours | 25-49 hours | 50+ hours |
|  | Lecturers | 10-15 hours | 16-25 hours | 26+ hours |
|  | Phased Retirement | 10-24 hours | 25-49 hours | 50+ hours |

**Service activities (see Points 3A, 3B, and 3C):**

|  |  |
| --- | --- |
| **Service to the University, profession, and community** | |
| Service to the Department, College, or University, including but not limited to committee work, participation at Bobcat Days, and sponsoring student organizations | Click or tap here to enter text. |
| Service to academic or professional organizations, including but not limited to editorial or reviewing responsibilities, leadership responsibilities, or committee responsibilities | Click or tap here to enter text. |
| Community service related to the faculty’s expertise as a researcher or educator | Click or tap here to enter text. |

Notes:

* Unless allowed by a University PPS, service that is compensated either financially or through course release should not be claimed for merit points. However, if the compensation is inadequate, then a faculty member may include this activity with a detailed explanation in the “Other Documentation” section. A course release counts as 48 hours. For example, a faculty member who receives a course release and completes 60 hours of service may report 12 hours (i.e., 60 hours – 48 hours) for merit.
* If the time commitment is not specified, the FRC and Chair will assume that the service activity is a minor one that involved only 1 hour. When more than 10 hours are reported for an activity, then details of the time spent must be provided.
* Per AA/PPS 04.01.22 Clinical Faculty Appointments, clinical faculty should count practice relevant activities (performance in a clinical/practice setting) as community service, and they should count professional activities (e.g., leadership and committee positions in professional associations) as scholarship.
* Up to 5 service hours tied to diversity (based on race, color, national origin, age, sex, religion, disability, veterans’ status, sexual orientation, gender identity, and gender expression) may count double for a maximum of 10 service hours in the “Service” category.

**Honors and recognition (see Point 3D):**

|  |  |
| --- | --- |
| **Organization recognition** | |
| Recognition from organization outside of University (30 hrs./award) | Click or tap here to enter text. |
| Recognition from University (30 hrs./award) | Click or tap here to enter text. |
| Recognition from College of Liberal Arts  (30 hrs./award) | Click or tap here to enter text. |

**Service grants:**

|  |  |
| --- | --- |
| **Funded large external grant** | |
| PI or co-PI on funded large external grant of $100K+ (80 hrs./grant) | Click or tap here to enter text. |
| Consultant on funded large external grant of $100K+ (40 hrs./grant) | Click or tap here to enter text. |
| **Funded medium external grant** | |
| PI or co-PI on funded large external grant of  $50-$100K (60 hrs./grant) | Click or tap here to enter text. |
| Consultant on funded large external grant of  $50-$100K (30 hrs./grant) | Click or tap here to enter text. |
| **Funded small external grant** | |
| PI or co-PI on funded large external grant of  < $50K (40 hrs./grant) | Click or tap here to enter text. |
| Consultant on funded large external grant of  < $50K (20 hrs./grant) | Click or tap here to enter text. |
| **Non-funded large external grant** | |
| PI or co-PI on non-funded large external grant of $100K+ (40 hrs./grant) | Click or tap here to enter text. |
| Consultant on non-funded large external grant of $100K+ (20 hrs./grant) | Click or tap here to enter text. |
| **Non-funded medium external grant** | |
| PI or co-PI on non-funded large external grant of  $50-$100K (30 hrs./grant) | Click or tap here to enter text. |
| Consultant on non-funded large external grant of  $50-$100K (15 hrs./grant) | Click or tap here to enter text. |
| **Non-funded small external grant** | |
| PI or co-PI on non-funded large external grant of  < $50K (20 hrs./grant) | Click or tap here to enter text. |
| Consultant on non-funded large external grant of  < $50K (10 hrs./grant) | Click or tap here to enter text. |

Notes:

* Funded multi-year grants will receive merit credit only the first year the grant is funded, given that these larger grants will be worth more merit than the smaller one-year grants.
* Grants that are still under review on the last day of the preceding year will not be considered until the annual review for the subsequent year.

**Other documentation (see Point 3E):**

|  |  |
| --- | --- |
| In these special cases, the FRC will decide as a group how many points any additional documentation should be worth. | Click or tap here to enter text. |
| Global Pandemic Considerations: Please include an explanation and documentation for any considerations you feel should be made due to loss of expected service hours because of COVID 19 (The Faculty Review Committee will determine how many hours, if any, should be added). | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Total Hours for Service** | Click or tap here to enter text. |
| **Merit Points for Service (0-3)** | Click or tap here to enter text. |