

Appendix BB

Policy for Annual Review of Faculty: Teaching, Scholarship, and Service Department of Psychology

Approved 5/1/13

The Department of Psychology reviews the performance of all faculty annually. As described below, the scope and content of the evaluation varies according to faculty status as does the responsibility for conducting the evaluation. The Annual Review of Faculty (ARF) Committee coordinates the evaluation process for all faculty. The Annual Review of Faculty Committee will consist of 4 faculty members selected from the full time tenure track faculty. The committee will have the responsibility for reviewing forms submitted by faculty, determining the merit points earned by each faculty member and computing percent merit. This information will be submitted to the Chair and then will be used to compute the individual's salary using the procedures specified in the policy. The committee will use the attached forms, procedure, and criteria in making their computations and recommendations. Please provide the following information and attach the required documentation. Forms and all documentation must be submitted to the Chair of the Annual Review of Faculty Committee for verification no later than XX of the current academic year.

- Pre-Tenured Faculty and Tenured Faculty Applying for Promotion are evaluated by the RAPT Committee according to the Department's Promotion and Tenure Policy. The Department Chair also evaluates pre-tenured faculty and those applying for promotion.
- Adjunct faculty are evaluated by the Department Chair.

The ARF Committee is also responsible for making merit pay recommendations to the Chair. The Committee will base its recommendations on data provided by the RAPT Committee, as well as other information specified in the Department's Merit Pay Policy. The criteria for merit pay recommendations are included in the Merit Pay Policy.

The annual evaluations conducted by the ARF Committee are the mechanism by which a post-tenure review may be triggered. Criteria for post-tenure review are included in the Post-Tenure Review Policy.

Appeals: The Annual Review of Faculty committee shall prepare a written statement describing the results of the review for each faculty member being considered. This report will be given to each faculty member. Each faculty member will be given the opportunity to discuss the report with the committee and department chair and suggest changes. A formal appeal may be filed and must be given to the department chair within five days of the conference.

In years when there is Merit Pay, the ARF Committee will make recommendations to the Chair based on the evaluations completed in the annual review process.

SECTION I. TEACHING

In accordance with University requirements, the Department employs both student and peer evaluation methods for teaching. The Department evaluates all instructors every year using multiple methods of assessment: student evaluation, peer evaluation of syllabi, and peer evaluation of course materials. These evaluations serve two purposes: (1) to determine whether instructors are maintaining an appropriate level of teaching effectiveness and (2) to provide formative feedback to instructors.

TENURED & PRE-TENURED FACULTY

The ARF Committee reviews tenured and pre-tenured faculty yearly.

Threshold Measure #1: Student Evaluation of Instruction

Faculty are expected to obtain a teaching evaluation median of the mean scores of 3.0 over the past three years in order to meet annual review expectations and to qualify for merit pay (High Merit, Merit 2 or Merit 3). Faculty who obtain a median of the mean scores of less than 3.0 may be subject to post-tenure review and will not be eligible for merit pay in the area of teaching. Faculty must submit a completed median of the mean score worksheet (below). The ARF Committee will verify the accuracy of these forms by accessing the electronic files maintained by the Administrative Assistant. **Note:** IDEA scores from the first time a course is taught, or taught in a new format (e.g. e-Campus), or taught by a large team of faculty, may be excluded from the calculation. Please note courses you have chosen to exclude.

The Psychology Department expects all courses including, summer courses, to be evaluated, and the Department Chair and Program Coordinators will review these evaluations. But for Annual Review purposes summer courses need not be reported.

Threshold Measure #2: Peer evaluation of instruction

Faculty's **syllabi** for all courses taught during the current academic year will be collected from the Administrative Assistant. The Merit Pay Committee will assess one randomly selected syllabi using the criteria from the University Syllabus Policy and Departmental Syllabus Policy.

Faculty also must submit one example of how they incorporate **critical thinking** into their courses, and a brief description of the activity and type of critical thinking addressed. The Committee will assess whether the activity requires the type of critical thinking the faculty assert that it does according to the **General Education Scoring Guide for Social & Behavioral Sciences** (see below). Submitted examples must be judged by the Committee as reaching a 3 (competent) according to the rubric. This could be an assignment, test, or activity. Faculty should try to include an example from each class taught across years. In other words, faculty cannot submit the same example every year, or even every other year. Faculty whose syllabi and/or critical thinking example are not deemed acceptable by the ARF Committee may be subject to post-tenure review and will not be eligible for merit pay in the area of teaching.

Faculty must meet threshold measures #1 and #2 to meet annual review expectations and to be eligible for merit pay in the area of teaching. Additionally, "If tenured faculty are not acceptable on threshold #1 and/or #2, FOR TWO YEARS IN A ROW they will be recommended for post-tenure review (See Post-Tenure Review Policy)."

Merit Pay Points: Other Teaching Related Activities

Merit for Teaching will be granted based on the number of points each faculty earns averaged over the last three years based on the tables below. If you have performed any type of activity more than one time, be sure to indicate such and assign the appropriate number of points to each instance.

IMPORTANT NOTE: Some teaching activities **MUST** be recorded in Digital Measures in order to be counted for merit pay. Activities required to be in Digital Measures (DM) are indicated below. Obtain a copy of the DM report "BT Faculty Performance Report" from the DM website. **USE THE PRINTOUT TO INDICATE YOUR POINTS BASED ON THE TABLE BELOW. For activities not required to be in DM, attach to the DM printout a separate page (labeled "Other Teaching Activities").**

2 point activities	
<u>DM ENTRY REQUIRED</u>	
Participation in a Professional Learning Community	
Chair of a Thesis Committee	
<u>DM ENTRY NOT REQUIRED</u>	
Prepping a new course/ substantial revision to existing course, e.g., on-line	
Other 2-point teaching activities (provide documentation)	
1 point activities	
<u>DM ENTRY REQUIRED</u>	
Attending a (at least half-day) teaching conference or workshop	
Advising	
Mentor for student publication in undergraduate journal	
McNair research mentoring	
Honors thesis mentoring	
Master's Thesis Committee member	
Mentor for student presentation at undergraduate conference	
Independent study supervision	
Attending a TLC workshop, webinar, or other continuing education (less than half day)	
Attending professional scholarly conference	
CAT Scoring	
<u>DM ENTRY NOT REQUIRED</u>	
Course teaching assistant mentoring	
Supervising/Mentoring students for no teaching credit (e.g., 401)	
Other 1-point teaching activities (provide documentation)	

Merit pay will be assigned based on the following cutoffs (remember that this is a three-year average):

High Merit (9 Merit points)	More than 3 points
Merit 2 (8 Merit points)	3 points
Merit 3 (7 Merit points)	2 points
No Merit (0 Merit points)	Fewer than 2 points

NON-TENURE ELIGIBLE FACULTY

The Chair of the Department reviews non-tenure eligible faculty yearly.

- A. IDEA Quantitative Data.** Student evaluation of instruction is collected via the IDEA instrument for every course taught in fall, spring, and summer semesters. IDEA evaluations are administered at a time chosen by the instructor provided that it is after midterm and prior to final examination week. The instructor may choose to have students respond to the evaluation materials in paper format during class time or online. Faculty are encouraged to reserve time in class for IDEA evaluations (either paper or online) to ensure an acceptable response rate. The instructor is not to be present during the administration of the evaluation. The instructor will not have access to the completed materials.

- B. IDEA Qualitative Data.** IDEA data include written student responses to a standard set of prompts determined by the department. Copies of typed student responses and IDEA reports are distributed to the chairperson and to the faculty member. Faculty copies are not distributed until grades for the course(s) in question have been submitted.

- C. Syllabi.** Syllabi for every course taught in fall, spring, and summer semesters are submitted to the Department Chairperson at the beginning of each semester. Syllabi are evaluated based on the Department's Syllabus Policy, which is aligned with ECU's University Syllabus Policy.

SECTION II. SCHOLARSHIP

TENURED & PRE-TENURED FACULTY

Scholarly activities include publications, presentations, grants, research work in progress, and other activities as defined below.

IMPORTANT NOTE: Some scholarship activities MUST be recorded in Digital Measures in order to be counted for merit pay. Obtain a copy of the DM report "BT Faculty Performance Report" from the DM website. USE THE PRINTOUT TO INDICATE YOUR POINTS BASED ON THE TABLE BELOW. Activities required to be in Digital Measures (DM) are indicated below. For activities not required to be in DM, attach to the DM printout a separate page (labeled "Other scholarship Activities").

3 point activities

DM ENTRY REQUIRED

One refereed article (including book chapters and invited papers) or a book with publication date within the past 3 years where you are **first or second author** (for publications in recognized outlets for faculty, e.g., not undergraduate journals, order of authorship will be determined by counting the non-student authors only). (Attach reprint or letter from editor verifying publication date. Publication must be dated prior to March 1 of this year and after March 1 three years ago).

Three or more refereed presentations within the past 3 years. (Attach reprint or letter from conference coordinator verifying presentation date. Presentation must be dated prior to March 1 of this year and after March 1 three years ago).

1 active external grant as 1st or 2nd PI -or- Obtained 2 internal grants as 1st or 2nd PI.

2 point activities

DM ENTRY REQUIRED

One refereed article (including book chapters and invited papers) or a book with publication date within the past 3 years on which you are **third or later author**. (Attach reprint or letter from editor verifying publication date. Publication must be dated prior to March 1 of this year and after March 1 three years ago).

One technical report (for example to a governmental agency), with publication date within the past 3 years. (Attach reprint or letter from editor verifying publication date).

Two refereed presentations within the past 3 years. (Attach reprint or letter from conference coordinator verifying presentation date. Presentation must be dated prior to March 1 of this year and after March 1 three years ago).

Has played a substantial role in the preparation and submission of 1 proposal for external funding - or- Has played a substantial role in the preparation and submission of 2 proposals for internal funding -or- Has obtained internal funding.

1 point activities

DM ENTRY REQUIRED

One refereed presentation within the past 3 years. (Attach reprint or letter from conference coordinator verifying presentation date. Presentation must be dated prior to March 1 of this year and after March 1 three years ago).

DM ENTRY NOT REQUIRED

Grant proposal in development stages. (Attach documentation which can be used to verify work on the project within the current academic year.)

Manuscript submitted for publication (with peer review) in the last year.

Data collection (unrelated to presentations or publications counted elsewhere) in the past year.

Faculty must achieve at least 1 point in order to meet expectations for annual review.

Merit pay will be assigned based on the following cutoffs:

High Merit (9 Merit points)	More than 3 points
Merit 2 (8 Merit points)	3 points
Merit 3 (7 Merit points)	2 point
No merit (0 Merit points)	Fewer than 2 points

NOTE: An individual will be given zero merit points if he or she performs none of the listed scholarly activities during the merit period.

NON-TENURE ELIGIBLE FACULTY

For non-tenure eligible faculty there are no Departmental expectations for, nor evaluation of, scholarly activities.

SECTION III. SERVICE

TENURED & PRE-TENURE FACULTY

Service activities include exceptional, high, and standard demand activities, and other activities as defined below. Merit for Service will be granted based on the number of points each faculty earns averaged over the last three years based on the tables below. If you have performed service activities not listed in the table, please assign points to that activity based on similar activities in the table below, and write a short description of the activity in the right-hand column. Special consideration will be given to first-year faculty as they are protected from service demands.

IMPORTANT NOTE: Most service activities MUST be recorded in Digital Measures in order to be counted for merit pay. Obtain a copy of the DM report "BT Faculty Performance Report" from the DM website. USE THE PRINTOUT TO INDICATE YOUR POINTS BASED ON THE TABLE BELOW. Activities required to be in Digital Measures (DM) are indicated below. For activities not required to be in DM, attach to the DM printout a separate page (labeled "Other Service Activities").

Exceptional Demand (6 points)

DM ENTRY REQUIRED WITH APPROPRIATE "END" DATE

RAPT
Interim Chair for Dept.
Psych Bowl Leader
Psi Chi Advisor
Chair of Graduate Admissions Committee
Clinic supervision (over 25 cases)

College P&T
University IRB
Institutional Animal Care and Use Committee
University Assessment Committee
Officer in professional society
Editor of professional journal

High Demand (4 points)

DM ENTRY REQUIRED WITH APPROPRIATE "END" DATE

Departmental Ethics Committee
Faculty/ Staff Search Committees (in-dept)
Member Graduate Admissions Committee
Communications Coordinator (Dept.)
Faculty Retreat Organizer

Graduate thesis committee member
Chair of graduate theses (this is in Teaching category as well)
College Curriculum Committee
Faculty/ Staff Search Committees (outside-dept)
Foundation Professor Committee
Faculty sponsor of student organization
Faculty Senate

DM ENTRY NOT REQUIRED

Comps grading (if essay) Clinic Supervision
Standard Demand (2 points) <u>DM ENTRY REQUIRED WITH APPROPRIATE "END" DATE</u> Awards Committee Merit Pay Committee Faculty Research and Development Committee Graduate Student Comps Committees (1 point per committee) Dept. Curriculum Committee Academic Practices Committee (Dept level) Colloquium Committee College Discipline Committee Academic Practices Committee (College level) University Discipline Committee <u>DM ENTRY NOT REQUIRED</u> New faculty mentoring (1 point per mentee)
Points per activity <u>DM ENTRY NOT REQUIRED</u> Ad hoc advising (e.g., summer sessions for Bob B.) (2 points per session) Spotlight days (2 points per session) Major Expo (1 point per session) Reviewer of manuscripts or conference submissions (1 - 3 points per review, including 1 - 3 points per revision; applicant should make a case for each review's point allocation, final decision is the RAPT Committee's)
Case-by-case (use established activity as metric to assign points) <u>DM ENTRY REQUIRED WITH APPROPRIATE "END" DATE</u> Leading workshop or organizational training Other College Committee (specify in application) Other University Committee (specify in application) <u>DM ENTRY NOT REQUIRED</u> Writing grants to support departmental activities Developing funds for departmental support Community service

Faculty must achieve at least 5 points in order to meet expectations for annual review.

Merit pay will be assigned based on the following cutoffs (remember that this is a three-year average):

High Merit (9 Merit points)	More than 15 points
Merit 2 (8 Merit points)	12-15 points
Merit 3 (7 Merit points)	9-12 points
No Merit (0 Merit points)	Fewer than 9 points

NOTE: An individual will be given zero merit points in the Service area if they perform none of the listed service activities or exhibit complete negligence of responsibilities during the merit period.

NON-TENURE ELIGIBLE FACULTY

For non-tenure eligible faculty there are no Departmental expectations for, nor evaluation of, service activities.

IDEA Median Computation Worksheet

Step 1: For each course select the highest raw mean score from among Progress on Relevant Objectives, Overall Excellence of Teacher, and Overall Excellence of Course. Begin with Spring semester of the previous academic year and include data from three Spring semesters, three Fall semesters, and Intersession and Summer sessions since the earliest Spring semester included. IDEA scores from the first time a course is taught or taught in a new format (e.g. e-Campus) *may* be excluded from the calculation. Please note courses you have chosen to exclude.

Year	Semester	Course Number	IDEA means for all sections evaluated
	Spring of previous Academic Year		
	Fall of previous Academic Year		
	Summer (may be excluded)		
	Intersession (may be excluded)		
	Spring		
	Fall		
	Summer (may be excluded)		
	Intersession (may be excluded)		
	Spring		
	Fall		

Step 2: Calculate the median mean score using hand calculation, Excel, or SPSS.

IDEA median: _____

Rubric for critical thinking example

Adapted from the General Education Scoring Guide for Social & Behavioral Sciences (GE-12, Element 5B)

COURSE ASSESSMENT RUBRIC

Criteria	4-Accomplished <i>Exceeds Course Expectations</i>	3-Competent <i>Meets Course Expectations</i>	2-Developing <i>Incomplete in Meeting Course Expectations</i>	1-Beginning <i>Inadequate in Meeting Course Expectations</i>
Application	Requires use of relevant concepts/theories insightfully in different contexts	Requires use of relevant concepts/theories in different contexts	Requires use of relevant concepts/theories in different contexts, but in an incomplete or superficial manner	Does not require use of relevant concepts/theories in different contexts
Analysis	Insightfully separates material or concepts into component parts so that its organizational structure may be understood.	Separates material or concepts into component parts so that its organizational structure may be understood.	Separates material or concepts into component parts so that its organizational structure may be understood but in an incomplete or superficial manner	Does not separate material or concepts into component parts so that its organizational structure may be understood
Methods	Requires demonstration of a superior understanding of methods used in the discipline	Requires demonstration of an understanding of methods used in the discipline	Requires demonstration of an incomplete understanding of methods used in the discipline	Fails to require demonstration of understanding of methods used in the discipline
Integration	Requires full integration of relevant information, appropriate perspectives, and important principles	Requires full integration of most relevant information, appropriate perspectives, and important principles	Requires full integration of some relevant information, appropriate perspectives, and important principles	Fails to require full integration of relevant information, appropriate perspectives, and important principles

Merit Pay Calculation

Merit increment will be based on the Total Merit Points computed using the forms and determined as follows:

1. In years when merit pay is available, individuals will be awarded up to 100% of the merit pay available to the department on their behalf. This amount could be a fixed dollar amount or a percentage of the individual's salary depending on the college and university policies in effect for the period.
2. The percentage of the full merit amount available to each faculty member that will be awarded to an individual will be determined by the following formula: Total Merit Points multiplied by 5 and add 55, where Total Merit Points is taken from the Merit Pay Forms and the result of this computation is treated as a percentage. Faculty will receive merit pay equal to that percentage multiplied by the full merit amount available to each faculty. The money left in the merit pool if any individual gets less than full merit becomes a discretionary pool for use by the Chair for making adjustments, correcting inequities, or to be divided among the remaining faculty as the Chair sees fit.
3. Appeals: The Annual Review of Faculty committee shall prepare a written statement describing the number of points assigned and the basis for the assignment for each faculty member being considered for merit increment. This report will be given to each faculty member at least two weeks prior to the time the merit amounts are sent forward. Each faculty member will be given the opportunity to discuss the report with the committee and department chair and suggest changes. A formal appeal may be filed and must be given to the department chair within five days of the conference. In the event that the disagreement still cannot be resolved informally, the faculty member can appeal to the department promotion and tenure (RAPT) committee. In the event of overlap between the Merit Pay committee and the RAPT committee, alternate committee members shall be elected to serve in place of the individuals who serve on both committees.
4. Merit Pay for Faculty on Paid or Unpaid Leave: Faculty on leave shall be evaluated by the same procedures as faculty not on leave. The faculty member may wish to, for example, increase the percentage assigned to scholarship if on leave to do research. An assumption underlying the above is that a faculty member on leave should be at an advantage in earning merit pay in that area for which he or she was granted leave, or should be so on completion of the leave.
5. Merit Pay for Faculty on Terminal Contract: Faculty on terminal contract shall not be eligible for merit pay.
6. Amendment of this Policy: This policy is subject to departmental review at the request of any member of the faculty.

Department of Psychology

Merit Pay Computation Form

Name:	Rank:
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Current Academic Year: Enter percentage you wish assigned to teaching, service, and research (must total 100):	Percentage (choose from the range provided)	Merit Points From Attached Sheets	Product (Convert Percentage to proportion and multiply by merit points)
Teaching (50%-70%)			
Service (10%-30%)			
Scholarship (10%-30%)			
Percent must total 100	100		
Total Merit Points (Sum the above three products) =			
Computation of Merit Percentage: multiply by 5 then add 55 =			

Annual Review of Faculty Checklist

A complete submission to the ARF Committee will contain all of the following:

- IDEA median worksheet
- Example of critical thinking activity and explanation
- BT Faculty Performance Report from the Digital Measures website, with points indicated, including totals (for scholarship) or three-year averages (for teaching and service)
- Documentation of activities (teaching, scholarship, service) not listed on Digital Measures website, with points indicated
- Merit Pay Computation Form