PTHE Annual Evaluations

Guidelines for Annual Assigned Time
The following guidelines are used for determining a faculty member’s annual percent time for teaching, research, and service.

Research
Research percent time will be determined during the fall individual planning meetings with the chair.

50% + (primarily research focused)
- Teaching – 8 semesters or less
- Service – no committee chair position

40% + (research and teaching focused)
- Teaching – 9-11 semesters or more
- Service – chair of no more than one committee

30% + (primarily teaching focused)
- Teaching – 12 semester hours or more
- Service – department administrative appointment or multiple committee chairs

Teaching
Faculty manual guidelines: 24 semester hours annually = 100% teaching

Total annual semester hours will be determined during the fall individual planning meetings with the chair. Determination of total semester hours per faculty member for a team-taught course will be based on the percent of total contact hours for which that faculty member is responsible.

Semester hours covering the teaching done in PTHE 8906 and PTHE 8907 will be allocated in the following manner: 6 semester hours maximum for 3 projects maximum. (Example: 4 semester hours teaching for 2 projects.)

50% + (primarily teaching focused)
- 12 semester hours or more, OR
- 10 semester hours or more for courses that have significant lab contact hours

40% + (teaching and research focused)
- 9-11 semester hours OR
- 7-9 semester hours for courses that have significant lab contact hours

30% + (research focused)
- 8 or less semester hours OR
- 6 semester hours or less for courses that have significant lab contact hours

Service
15% +
- Departmental administrative appointment, i.e. Associate Chair, etc. and department, college, university, and professional committees

10% +
- Department, college, university, and professional committees

5% +
- Department and college committees
Guidelines for Evaluating Scholarship of Research and Creative Activity

The evaluation of scholarship of research and creative activity is based on the following general guidelines. The chair will consider the diversity of research happening in the department and the impact and/or constraints that it has on data collection, analysis, and dissemination in the evaluation of each faculty member. Additionally, academic rank, years of experience, type of appointment, primary vs. secondary authorship, and other forms of scholarship relevant to each faculty member’s role will be considered when assigning numerical and qualitative measures. For the purpose of these guidelines, submission of a grant proposal for substantial funding may be counted as a publication.

Qualitative evaluation of performance is assigned a numerical equivalent which is a whole or a half number on the following scale. The qualitative and numerical assignments are in accordance with the university document, “USE OF THE FACULTY EVALUATION FORM.”

<table>
<thead>
<tr>
<th>Qualitative</th>
<th>Numerical Equivalent</th>
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<tbody>
<tr>
<td>Outstanding</td>
<td>4.5 or 5.0</td>
</tr>
<tr>
<td>Very good</td>
<td>3.5, 4.0, or 4.5</td>
</tr>
<tr>
<td>Good</td>
<td>2.5, 3.0, or 3.5</td>
</tr>
<tr>
<td>Fair</td>
<td>1.5, 2.0, or 2.5</td>
</tr>
</tbody>
</table>

50% + time
- 1.5 – 2.5
  1 publication and a minimum of 2 national/state presentations
- 2.5 to 3.5
  2 publications and a minimum of 1 national/state presentation
- 3.5 to 4.5
  2 publications and a minimum of 2 national/state presentations OR substantial external funding
- 4.5 to 5.0
  2 publications and a minimum of 2 national/state presentation and substantial external funding

40% + time
- 1.5 – 2.5
  1 publication and a minimum of 1 or more national/state presentation
- 2.5 to 3.5
  1 publication and a minimum of 2 national/state presentations
- 3.5 to 4.5
  2 publications and a minimum of 1 national/state presentation
- 4.5 to 5.0
  2 publications and a minimum of 2 national/state presentations OR substantial external funding

30% + time
- 1.5 – 2.5
  Minimum of 1 national/state presentation
- 2.5 to 3.5
  1 publication and a minimum of 1 or more national/state presentation
- 3.5 to 4.5
  1 publication and a minimum of 2 national/state presentations
- 4.5 to 5.0
  2 publications and a minimum of 1 national/state presentation OR substantial external funding