

**FACULTY MERIT DOCUMENT
CALENDAR YEAR (SPRING – FALL)**

**APPROVED MARCH 26, 2018
Department of Anthropology**

NOTE: The Chair is advised that reassigned time for administration and/or research provides a faculty member with additional time to increase various professional outputs. In addition, released time due to OCSAs, fellowships or grants significantly affects a faculty member's level of professional activity during the period of the release. The Chair will also consider the fact that professional output often results from released time from previous academic years. The Chair will take these factors into account when assigning points for specific professional activities.

I. Teaching:

1. Course enrollments – suggested revision – To be completed by Chair

Example:

a. GenEd:	150 SCH x 1.25 =	187.5	(50 students)
b. Capstone:	30 SCH x 1.25 =	37.5	(10 students)
b. Seminar w/ res. paper:	60 SCH x 1.125 =	67.5	(20 students)
c. Lab Course:	0 SCH x 1.125 =	0.0	
d. Lecture:	0 SCH x 1.0 =	<u>00.0</u>	

292.5 points – 270 expected SCH = +22.5 merit points
= 10 merit points/semester

(xx points earned - 270 SCH expected/semester): 10 pts. Max/semester

a. Capstone or GenEd :	_____ SCH x 1.25 =	_____
b. Seminar w/ research paper:	_____ SCH x 1.125 =	_____
c. Lab Course:	_____ SCH x 1.125 =	_____
d. Lecture w/o research paper:	_____ SCH x 1.00 =	_____

-270 = _____

Section TOTAL: _____

2. Student evaluations (10 pts./semester for a maximum of 20 pts. for the year) – To be completed by Chair

[2 x average of instructor's mean score for questions SEE BELOW aggregated for all courses taught]

Leave out a course from average for documented bias/extenuating circumstances (pervasive)

# critical thinking	_____
# instructor is willing to help students outside of class	_____
# explains material clearly and effectively	_____

- a. Point additions for people who identify as an oppressed minority for Gen Eds (+ 1 pt. per course)

Section TOTAL: _____

3. Development and teaching of a new course for individual faculty member in an academic year

- a. If successfully developed and taught as new course (4 pts.)
- b. If successfully put through AP&P (additional 1 pt.)
- c. If put through Gen Ed (additional 1 pt.)
- d. Substantial Revision to course already taught by a faculty member – (“from scratch”) (2 pts.)

Section TOTAL: _____

4. Leading/Directing International and Domestic Courses/Field schools

**IF CO-DIRECTED, POINTS WILL BE SPLIT AS AGREED UPON BEFORE DEPARTURE*

- a. Leading/Directing an international field school (6 pts. per credit hour + 6 pts)
- b. Leading/directing an international course (5 pts. Per credit hour)
- c. Leading/directing a domestic, on campus field school (1 pts. per credit hour)
- d. Leading/directing a domestic; off campus field school (3 pts. per credit hour)

Section TOTAL: _____

5. Student Engagement

- a. Overseeing an internship (2 pts. per student for a max of 10 pts. for the year)
- b. Chairing a graduate or undergraduate thesis committee with student enrolled in ANT 4510 (4 pts. each)
- c. Graduate or undergraduate student thesis committee member (1 pt. each)
- d. Individual/Independent Study (2 pts. per student)
- e. Honors Section (1 pt. per section)
- f. Field trips for students as part of course, conference, sponsored club activity, or academic service learning (1 pt. per day)

Section TOTAL: _____

6. Awards for teaching

- a. BOG Excellence in Teaching Award (university winner) (15 pts.) _____
- b. BOG Excellence in Teaching Award (college winner) (8 pts.) _____
- c. CAS Outstanding Teacher of the Year (8 pts.) _____
- d. Induction to the CAS Academy of Outstanding Teachers (5 pts.) _____
- e. CAS Advising Award (2 pts.) _____

Section TOTAL: _____

7. Other Teaching Achievements

- a. Competitive external teaching fellowships, exchange
(e.g. Fulbright, NEH) (8 pts.) _____
- b. Competitive internal teaching fellowships, exchange (3 pts.) _____
- c. Guest lecture in other classes on campus (1 pt.) _____

Section TOTAL: _____

NOTES TO CHAIR: _____

TOTAL POINTS (TEACHING) = _____

II. Research

Note: For publications, please indicate in the “NOTES TO CHAIR” section whether it has been accepted or was published in the past year. Faculty members have the option to choose when to claim these. No previous publications may be recounted.

8. Publications

- a. Peer-Reviewed Book (30 pts. each) _____
*Manuscript accepted for publication by the editorial board
(advanced contracts not considered) (Please attach confirmation email/letter)*
- b. Peer-Reviewed Journal Article (10 pts. each) _____
- c. Chapter in Academic Peer-Reviewed Edited Book (10 pts. each) _____
- d. Book Editorship – Academic Peer-Reviewed Edited Book (20 pts.) _____
- e. Guest Editor/Curation of Peer-Reviewed Journal Issue or
Research Dossier (10 pts.) _____
- f. Solicited Book Review (1 pt. each, 2 pts. max) _____
- g. Newsletter Item, Reports, Reflections, Op-Ed, Commentaries,
Translated Article (2 pts., 6 pts. max) _____

Section TOTAL: _____

9. Research Presentations and Reports

- a. Research Presentations or Poster at Professional Meetings
(3 pts. each for a total of 9 pts. max)
Must be accepted and in the Meeting Program _____
- b. Invited Research Presentation and/or workshop at other university
(3 pts. each) _____
- c. Unpublished research/technical report (10 pts. max for the year)
Minimal 1 pt., Moderate 4 pts., Intense 8 pts. _____

Section TOTAL: _____

10. Research Awards (i.e. Outstanding Scholar, Book/Article Award, Scholar of the Year, etc.):

- i. International Professional Award/Honor (12 pts.) _____
- ii. University (8 pts.) _____
- iii. College (4 pts.) _____

Section TOTAL: _____

III. Service

12. Editing and Reviewing

- a. Editor of journal (15 pts.) _____
- b. Editorial Board Member of an Academic Press (10 pts.) _____
- c. Editorial Board Member of a journal (1 pt.) _____
- d. Review of grant proposal or article (2 pts.), book manuscript review (5 pts.) (max of 10 pts.) _____
- e. Member of Merit Review Panel/Final Selection Committee of Funding Agency (Internal 2 pts., External 5 pts.) _____

Section TOTAL: _____

13. Presentation and Participation

- a. Workshop/public lecture/conference organizer (3 pts. for a max of 9 pts.) _____
- b. Contract, expert witness, or consulting work employing research (3 pts. each for a max of 9 pts.) _____
- c. National, regional, or local service in which professional status figures at least indirectly (1 pt.) _____
- d. Public presentations for non-college audiences (1 pt.) _____
- e. Internal Guest Lecture (1 pt.), Community Guest Lecture (1 pt.) _____
- f. Majors Fair/Open House (1 pt.) _____
- g. Professional Society Executive Board Member (5 pts.) _____
- h. Professional Society Task Force Member (4 pts.) _____

Section TOTAL: _____

14. Professional Committee work

(Per committee: Minimal 1 pt.; Medium 2 pts.; Intense 3 pts.)

Department

_____	_____
_____	_____
_____	_____
_____	_____

Department Total: _____

College

College Total: _____

University

University Total: _____

Other

Other Total: _____

Section TOTAL _____

15. Additional Service Activities

42. Department website (2 pts.)

43. Advisor to ASUAS (2 pts.)

44. Advisor to Lambda Alpha/Honors Society (2 pts.)

45. Advisor to groups or clubs on campus (1 pt. each)

46. Bringing in external speakers for public audience
– outside of Events Committee (2 pts. each)

47. Freshmen/Transfer Student Orientation Meeting (1 pt. each)

48. Inside Appalachian (1 pt. each)

Section TOTAL _____

IV. Application of Criteria

- A. The department norm for evaluation by area will be:
50% teaching; 30% research; 20% service.
- B. The faculty member may designate an individual evaluation which varies
by as much as 10% in any one area (e.g. 60%, 20%, 20% or 50%, 25%, 25%).
- C. At the Spring Annual Meeting, each faculty member will consult with the chairperson about:
- (1) their accomplishments for the year for each category in each area and
 - (2) the percentage weight chosen for each area.

At the end of the year, a final joint evaluation will be arrived at by the faculty member and chairperson.

D. Scoring

Teaching ___% x ___ points =

Research ___% x ___ points =

Service ___% x ___ points =

TOTAL = _____