Revised 10/13/2016

**Department of Educational Administration and
Human Resource Development
A-1 Performance Report**

[The comments in red are meant to assist you in completing your A1 in a way that maximizes your merit and that helps everyone to equally understand what is expected with the A1. Please feel to contact Fredrick Nafukho, fnafukho@cehd.tamu.edu, if you have any specific questions.]

[This A1 covers all productivity in teaching, research, and service starting 1/1/16 and ending 12/31/16]

Name_____   **Rank**_____   **Academic Year**

Weighted Scholarship Distr.   _____*Tchng*   _____*Res*   _____*Svc*

[This weighting above is critically important. If you indicate 40% or more for research, you need to meet all of the department's benchmarks in research. If you indicate that your teaching is more than 40%, you need to be teaching extra courses, i.e., beyond the two each regular semester. All assistant professors must list 40% or more on research. 40-40-20 is the most common choice.]

As part of the annual faculty evaluation, each department head must collect from faculty a self-report on issues of safety and training compliance. **Therefore, each faculty member must address the following three requirements before the annual A-1 evaluation can be considered. In addition, a faculty member who has not completed all TAMU required training will not receive a satisfactory rating and will, therefore, not be considered for merit.**

1. **Training Requirements**

Faculty members should complete all training activities that are required by the university, college, or department. Select the appropriate statement below:

_____I have completed all TAMU required training.

_____I have not completed all TAMU required training. (Explain)

2. **Safety and the Teaching Environment**

While faculty members are not required to mitigate safety concerns in the normal utilization of the room where they are assigned to teach and the utilization of the standard equipment in the room, they are expected to report any observations of the teaching environment that seem to present a safety hazard.

Select the appropriate statement below:

_____There were no safety concerns in the normal utilization of the room where I was assigned to teach and the utilization of the standard equipment in that room.

_____There were some safety concerns in the normal utilization of the room and/or the equipment, and I reported them to the department head, his/her designee, or the appropriate building proctor. (Explain)

3. Safety and the Research Environment.
    Faculty members are expected to reasonably mitigate safety concerns in the environments they have been assigned as the lead researcher and to comply with the Institutional Review Board for human subjects

Select the appropriate response(s)

_____Where I was the principal investigator of a research project, I experienced no safety concerns.

_____Where I was the principal investigator of a research project, there were some minor safety concerns which were of low impact and low frequency. (Explain)

_____Where I was the principal investigator of a research project, I was in strict compliance with the Institutional Review Board for human subjects.

_____Where I was the principal investigator of a research project, I or one or more co-investigators were found to be out of compliance with the Institutional Review Board for human subjects. (Explain)

I. SCHOLARSHIP OF TEACHING

Faculty Member's Statement on Impact of Her/His Teaching Productivity.

["Impact" statement here means a statement on what impact or effects you believe your teaching and all of your teaching-related activities had during the period covered by this A1. "Activities related" to your teaching include dissertation work, student advising, teaching grants, teaching awards, etc. Please provide no more than a one-page, single spaced statement.]

EXPECTED PRODUCTIVITY

A. Instructional Activities during Reporting Year

*1. Teaching Course Load

Semester	Course No.	Credit Hours Per Course	No. Students
Fall			
Spring			
Summer			

*2. Variable Credit Instructional Activities (Expected in 4th-6th year of service)
(NOTE: General department **benchmark is 55 variable credit hours** per year of full employment based on a two-year average, *e.g., EDAD/EHRD 484, 485, 682, 683, 684, 685, 691 and 692 course hours.)*

[Please contact Joyce to get your correct number below.]

Semester	Course No.	Total Credit Hours	No. Students
Fall			
Spring			
Summer			

*3.   Chair/Co-Chair Dissertation/Record of Study Committees (<u>Not expected during 1st year</u>)

(Note: Departmental **benchmark is 7 doctoral students** per year chaired/co-chaired.)

(List total number of committees and whether chair or co-chair <u>or insert "None".</u>)

[This is one of the few benchmark variables in the EAHR A1. Failing to make a benchmark variable in any area, means no merit for the year. Unless you are an assistant professor, to meet expectations in the teaching area, you must chair or co-chair a minimum of 4 dissertations. Assistant professors should start slowly and be at the benchmark by the time you go up for promotion. Allowances can be made for Associates or Fulls who have freshly arrived from an institution with lower expectations or a heavy teaching load institution or for a faculty member with a major administrative assignment or for special circumstances. If you are claiming one of these exceptions, please explain immediately below this note.]

Special circumstances, if any:

[Please place an "X" to the left of the names of the ones you have had any active contact with during the 2016 calendar year covered by this A1 so our Advisors will know which students are currently active.]

Name	Prelims Completed	Graduated Date

3A. Please list those who graduated with their Ph.D. or Ed.D. during the year covered by this A1.

Name	Semester Actually Graduated

4.   Chair, Masters Committee
(Note: General departmental benchmark is 2 students per year.)

[Although the Department benchmark is 2, since not all programs have sufficient masters committees, none is needed to meet expectations. However, the number of masters committees you do chair will add your merit points.]

Name	Graduated Date

5. **Membership on Graduate Committees (<u>Not expected during 1st year</u>)**

(List student committees and identify as master's or doctoral, including names of students who graduated this reporting year <u>or insert "None".</u>)

[The Dept. benchmark is 4 masters and/or doctoral committees, not counting the ones you chair. Assistant professors should start slowly and be at 4 by the time they go up for promotion.]

Name	Doct/Mast	Prelims Completed	Graduated Date

Member, Doctoral Committees:

Member, Master's Committees:

6. **Undergraduate Advising**

[Please list students' names.]

7. **Student Evaluations of Teaching**
Benchmark
(Attach summaries of Department student evaluations at the end of report. The Benchmark mean scores for a face-to-face course is 4.0 and 3.5 for an online course on a 1-5 Likert scale).

**8.   Authored Teaching Grant and Contract Proposals ** (NOTE: Authorship of one of the following: research, teaching/program development <u>or</u> service grant/contract proposal over a 3-year period is required of expected productivity)

[This category is different from any other category on the A1. This category is listed under all three areas, Teaching, Research, and Service. If you submitted (does not have to be awarded) a grant, ANY grant, in ANY of the three areas, it counts in all three areas—Teaching, Research, and Service—on your A1. You need to list the type of grant it was (Teaching, Research, or Service) and the year the grant was submitted, as this benchmark is focused on the last three years, 1/1/14-12/31/2014, 1/1/15-12/31/15, and 1/1/16-12/31/16. Assistant professors are not expected to apply for grants immediately upon joining the Dept. However, assistant professors should be demonstrating efforts to secure grants by the time they go up for promotion.] Promotion and tenure dossier will be favorably reviewed if the candidate will have secured funding by the time of applying for tenure and promotion.

(List each teaching grant/contract proposal separately and include all investigators, title of the grant, granting agency, inclusive dates, and total amount for each grant or contract.)

Identify as "in review", "funded", or "unfunded" <u>or insert "None".</u>

*Greater than expected productivity in this domain is identified as an indicator for meritorious productivity. [This means that if you exceed the benchmark or standard in these areas, it means you are exceeding expectations, and it increases your merit points.]

** Funded research grants qualify as an indicator for meritorious productivity.

Additional Indicators of Meritorious Teaching Productivity

[Additional indicators are a source of merit points. You should list everything that is legitimate for each category. Some "additional indicators" allow you to repeat activities listed above. For example, #1 below may have been included in a prior category, but you will repeat it and describe how it specifically relates to interdisciplinary or multidisciplinary collaboration. Please clearly differentiate each activity below within a single area by bulleting each one so it is easy to understand how many activities you had within each part below, as the number of activities you have relates to merit points. Please note that multidisciplinary and interdisciplinary collaborations, internationalization, and diversity will appear in all three areas of Teaching, Research, and Service]

1. **Interdisciplinary and multidisciplinary collaborations (Examples: designing and or teaching interdisciplinary courses; team teaching with colleagues from other disciplines; guest lecturing in other disciplines or at other institutions; designing programs involving one or more other disciplines or institutions; submitting teaching grant proposals with colleagues from other disciplines or institutions; providing internship experiences for students, etc)**

2. **Enhancing diversity (List activities at enhancing students' knowledge of disparities and differences experienced by diverse groups and building the skills necessary to live and work with people of diverse cultures.)**

3. **Internationalization of program, curricula, and pedagogy (List efforts to bring an international dimension to the program, curricula, and teaching practices. These may include study abroad courses and programs; teacher/student exchanges; expanding the curricula by incorporating global and international issues; using students and faculty from other cultures as guest speakers; self-improvement through professional development activities, etc.)**

4. **Funded Teaching Grants**

5. **Guest Lecturing/Invited Teaching**

6. **Innovations in teaching** (Examples: course Web site, incorporation of student Web sites, class related chat room; systematic use of power point. Non-tech example: portfolio assessment, incorporation of international perspectives, strong evidence of multicultural infusions.)

7. **Faculty Development Activities**

(Participation in workshops and/or conferences on teaching, external consultation of teaching, etc.)

8. **Formal teaching award**
   (Please provide description and name of each award.)

9. **Graduate Student Support, non-credit (**Applies to securing financial support and assistantships for graduate students from funding sources *other than departmental*.)

10. **Other Teaching Activities**
    (Please explain and justify in terms of role. Do not include activities listed above)

[Based on the evidence provided, the overall rating of the scholarship of teaching will be assigned as follows: **Exemplary, Exceeds Expectations, Meets Expectations (Satisfactory), Needs Improvement** and **Does not Meet Expectations (Unsatisfactory)**]

II. SCHOLARSHIP OF DISCOVERY, INTEGRATION (SYNTHESIS), AND EVALUATION

Faculty Member's Statement on Impact of Her/His Research Productivity.

["Impact" statement here means a statement on what impact or effects you believe your research and all of your research-related activities had on various relevant audiences, such as your colleagues nationally or on practitioners, during the period covered by this A1. Please provide no more than a one-page statement.]

A. Research Activities during Reporting Year

EXPECTED PRODUCTIVITY

Refereed Publication (NOTE: General departmental benchmark is one refereed publication and one other publication per year.)

[This is an EAHR benchmark variable. Failure to match or exceed this variable, given your teaching-research-service percentage commitments for last year, will mean no merit, according to the Dean.]

1, 2, and 4 below will be based on a three year rolling average. The rolling average starts with January 1, 2016 - December 31, 2016 school year.

  *1. Refereed (peer-reviewed) research article publications (NOTE: Department benchmark is 1 refereed journal publication per year.)

[Any peer-reviewed articles may be listed only after they have been finally accepted for publication, including what is often called "in press." Thus, those "in press" can count, but not those being reviewed. Please, though, do not list any publication for more than one year, even though it may actually appear imprint in a subsequent year. Please include all reference information below because this list will be used in multiple ways by the Department and College.]

List below Refereed Publications published or in press for 1/1/14 through 12/31/14.
List below Refereed Publications published or in press for 1/1/15 through 12/31/15.
List below Refereed Publications published or in press for 1/1/16 through 12/31/16.

*2. Other Publications (texts, text chapters, conference proceedings, non-refereed journal publications, etc.) (NOTE: Department benchmark is 1 other publication per year.)

[This is an EAHR benchmark variable. Failure to match or exceed this variable, given your teaching-research-service percentage commitments for last year, will mean no merit]

[Please list all non-peer-reviewed publications here. Also, see "rolling average" note above under "A" as it applies additionally to this category.]

List below all Non-Peer-Reviewed Publications published or in press for 1/1/14 through 8/31/14.
List below all Non-Peer-Reviewed Publications published or in press for 1/1/15 through 12/31/15.
List below all Non-Peer-Reviewed Publications published or in press for 1/1/16 through 12/31/16.

*3. Refereed Presentation (NOTE: General departmental benchmark is one refereed conference presentation per year)

[Please include all refereed conference presentations here, and please include complete reference information, as this information will be used in various ways by the Department and College.]

**4. Authored Research Grant and Contract Proposals (NOTE: Authorship of one of the following: research, teaching/program development or service grant/contract proposal over a 3-year period is required of expected productivity).
Extramural funding (Note: General departmental benchmark is one research, teaching or service proposal submitted per year.)

[This category is different from any other category on the A1. This category is listed under all three areas, Teaching, Research, and Service. If you submitted a grant, ANY grant, in ANY of the three areas, it counts in all three areas—Teaching, Research, and Service—on your A1. You need to list the type of grant it was (Teaching, Research, or Service) and the year the grant was submitted, as this benchmark is focused on the last three years, 1/1/14-12/31/14, 1/1/15-12/31/15, and 1/1/16-12/31/16. Assistant professors are now expected to do this especially after their successful third year review. Assistant professors should be demonstrating efforts to secure extramural funding by the time they go up for promotion.]

(List each research grant/contract proposal separately and include all investigators, title of the grant, granting agency, inclusive dates, and total amount for each grant or

contract.)
  Identify as "in review", "funded", or "unfunded" <u>or insert "None"</u>.

*Greater than expected productivity in this domain is identified as an indicator for meritorious productivity.

** Funded research grants qualify as an indicator for meritorious productivity.

Additional Indicators of Meritorious Research Productivity

[Additional indicators are a source of merit points. You should list everything that is legitimate for each category. Some "additional indicators" allow you to repeat activities listed above. For example, #1 below is one in which you can repeat publications listed above. Please bullet each activity below so multiple activities within any single category can be easily distinguished. Please give complete reference information on all published items below. Also, please list all appropriate activities as these activities relate to merit points.]

1. **Interdisciplinary and multidisciplinary collaborations (List scholarly activities that involve collaborations with colleagues/students across disciplines, institutions, nations, etc that resulted in the creation and dissemination of knowledge) These can include refereed articles, books, chapters, grants, presentations, etc)**

2. **Enhancing diversity (List scholarly activities at enhancing students' knowledge of disparities and differences experienced by diverse groups and building skills necessary to live and work with people of diverse cultures. See examples in Item 1)**

3. **Internationalization and Globalization (List scholarly efforts at creating and disseminating knowledge on international and global issues. See examples in item 1)**

4. **Any Peer-reviewed articles**

4. **Any Publication in High-impact Practitioner Journals or Invited Journal Articles**

5. **Funded Research Contract/Grant**

6. **Dissertation Publishing with Student**

7. **Publishing/Presenting with Student:** (Differentiate between dissertation-related and non-dissertation-related)

6. **Conference Proceedings**

7. **Non-peer-reviewed Journal Articles**

8. **Technical Reports**

9. **Books**

10. **Editing a Book/Monograph**

11. **Book Chapters**

12.   **Book Reviews in Professional Journals**

13. **ERIC Submission**

14. **Training Manual Development**

15. **Newspaper Article or Editorial**

16. **Invited Presentations**

17. **Peer-reviewed Conference Presentations**

18. **Other Presentations**

19. **Unfunded Research Grants/Contracts** [Please provide details.]

20. **Dissemination of Research through Alternative Media** [Please provide details.]

21. **Student scholarship or dissertation award**

22. **Student Research Award**

23. **Other Research Activities** (Identify and justify in terms of role)

[Based on the evidence provided, the overall rating of the scholarship of teaching will be assigned as follows: **Exemplary, Exceeds Expectations**, **Meets Expectations (Satisfactory), Needs Improvement** and **Does not Meet Expectations (Unsatisfactory)**]

III. SCHOLARSHIP OF APPLICATION: Professional and Discipline--Institutional Governance, Institutional Citizenship, and Service Activities:

Faculty Member's Statement on Impact of Her/His Service Productivity.

["Impact" statement here means a statement on what impact or effects you believe your service and all of your service-related activities had on relevant audiences during the period covered by this A1. "Activities related" to your service include dissertation work, student advising, teaching grants, teaching awards, etc. Please provide no more than a one-page statement.]

A. Service Activities during Reporting Year

EXPECTED PRODUCTIVITY

[There is a benchmark for "meeting expectations" in service as of the faculty meeting, 9/6/06. The new benchmark for assistant professors is a minimum of one participation on a program, department, college, university, state, or national committee, an officer in a state or national organization, an editorship, or a membership on an editorial board. The new benchmark for associate and full professors is two of the same possibilities as listed for assistant professors.]

1. **Regularly attends and participates in Department and Program Area meetings**.

    [Please indicate approximately what percentage, separately, of both department and program area meetings you attended. However, this has nothing to do with merit. We typically run high percentages of attendance, and having data on this is useful in Dean's meetings as some Departments have problems with attendance.]

2. **Service on Program, Departmental, College, and University Committees**
    (List each committee separately and give specific details or insert "None".)

3. **Meets Annual Faculty Reporting Requirements**
    (i.e., A-1, updated vita, and course syllabi submitted by department deadlines

    a. Please indicate date that a completed A1 was submitted.

    b. Please indicate (yes/no) whether you submitted a long vita with your A1.

    c. Please indicate (yes/no) whether you submitted a short vita with your A1.
        [This 2-page vita must follow the format for all 2-page vitas in the college.]

    d. Please indicate whether you have submitted all of your course syllabi for the time period covered by this A1. If you have not submitted some of them, please submit them so we can add them to our website.

**4. Authored Service Grant and Contract Proposals (NOTE: Authorship of one of the following: research, teaching/program development <u>or</u> service grant/contract proposal over a 3-year period is required of expected productivity)

[This category is different from any other category on the A1. This category is listed under all three areas, Teaching, Research, and Service. If you submitted a grant, ANY grant, in ANY of the three areas, it counts in all three areas—Teaching, Research, and Service—on your A1. You need to list the type of grant it was (Teaching, Research, or Service) and the year the grant was submitted, as this benchmark is focused on the last three years, 1/1/14-12/31/14, 1/1/15-12/31/15, and 1/1/16-12/31/16. Assistant professors are not expected to do this immediately upon joining the Dept. However, assistant professors should be demonstrating efforts to secure grants by the time they go up for promotion.]

<u>(List each service grant/contract proposal separately and include all investigators, title of the grant, granting agency, inclusive dates, and total amount for each grant or contract.)</u>

Identify as "in review", "funded", or "unfunded" <u>or insert "None".</u>

** Funded service grants qualify as an indicator for meritorious productivity.

Additional Indicators of Meritorious Service Productivity

[Additional indicators are a source of merit points. You should list everything that is legitimate for each category. Please bullet each activity below so multiple activities within any single category can be easily distinguished.]

SCHOLARSHIP OF APPLICATION: Professional and Discipline

1. **Interdisciplinary and multidisciplinary collaborations (List service activities that involve collaborations with colleagues/students across disciplines, institutions, nations, etc. These may include college and university committees, faculty senate, service in professional organizations, partnerships with schools, businesses, and community organizations, serving as reviewer for tenure and promotion for other institutions; engage in funded projects with international partners, etc)**

2. **Enhancing diversity (List service activities at enhancing students' knowledge of disparities and differences experienced by diverse groups and building skills necessary to live and work with people of diverse cultures. List specific contributions to the department, college, university, and the professions.)**

3. **Internationalization and Globalization (List service activities that promote global and international awareness and intercultural exchanges. These may include study abroad programs; recruitment of diverse faculty, staff, and students; serve as editor or reviewer for publications that specifically focus on international/global issues;**

4. **Editor of Journal**
   (Please list the name of the journal.)

2. **Associate, Regional, or Book Review Editor of Journal**
   (Please list the name of the journal.)

3. **Monograph Editor** [Please provide complete reference information.]

4. **Journal Editorial Board Membership**
   (Please list the name of the journal.)

5. **Continuing Education/Professional Development Offerings** (conferences, workshops, etc., provided for external audiences)

6. **Consultancies**

7. **Occasional reviewer** (e.g., refereed journal reviewer, conference proceedings reviewer, reviewer for professional awards, refereed monograph reviewer, book, or pre-publication book draft reviewer)

8. **Grant or Proposal Funding Review**

9. **U.S. President Appointed or Federal Government Appointed Committee/Activities**:
   (Please list the committees served on.)

10. **International Committee**
    (Please list committee served on.)

11. **Texas Governor Appointed or State Level Committee**
    (Please list the committees or activities served on.)

12. **President or Lead Officer of National or International Professional Organization**
    (Please list the position, dates of service, and the organization.)

13. **Other Officer Position for a National or International Professional Organization or President of a State Organization**
    (Please list the position, dates of service, and the organization.)

14. **Other Officer Position for a State Organization or Committee Chair for National, State, or International Professional Organization**
    (Please list the position and the organization.)

15. **Committee Member for State, National, or International Professional Organization**
    (Please list the position, dates of service, and the organization.)

16. **Coordination of National or International Conference**

(This is for primary coordination or administration of a national or international conference. If there is more than one coordinator or administrator of the conference, the points must be fairly split. Please list conference, venue, dates, and number of attendees.)

17. **Coordination of State of Texas Conference**
(This is for primary coordination or administration of a state conference. Please list conference, venue, dates, and number of attendees.)

18. **External Review of Promotion and Tenure Candidates (from other institutions)**
(List candidate's name, institution, rank for which being considered.)

19. **Administrative Assignment (**Program Coordinators/ Program Chairs; IDF Chairs, etc.)
(Please list position and program.)

20. **Cohort Administration**

21. **Grant Administrator**

22. **University & System Committee/Activities:**
(Please list the committees or activities served on, and dates)

23. **College Committee/Activities**:
(Please list the committees or activities served on, and dates)

24. **Department Committee/Activities**:
(Please list the committees or activities served on.)

25. **Mentoring**
(Please list faculty member or student with whom you had a significant mentoring relationship.)

26. **Unfunded Service/Training Grant**

27. **Funded Service/Training Grant**

28. **Service award** (Indicate details)

29. **Community Service**
(This service must have a direct bearing on professional contributions to quality of life in the community. One example might be service on a local school board. Another might be service on a search and screen committee for a superintendency.)

30. **Other Service Activities** (Identify and justify in terms of role).

[Based on the evidence provided, the overall rating of the scholarship of teaching will be assigned as follows: **Exemplary, Exceeds Expectations**, **Meets Expectations (Satisfactory), Needs Improvement** and **Does not Meet Expectations (Unsatisfactory)**].