

TEXAS A&M UNIVERSITY

DEPARTMENT OF HEALTH AND KINESIOLOGY

ANNUAL EVALUATION WORKSHEET (A-1 FORM)
FOR
LECTURERS AND INSTRUCTIONAL PROFESSORS

Last Revised: 1-11-11

YEAR: _____ NAME: _____

Faculty Load Distribution: Teaching _____% Research _____% Service _____%

Each faculty member's job description will be negotiated with the Department Head during the fall semester of the preceding year. Any changes that occur in that description, e.g., class buy-out from a grant, would be renegotiated at the time of occurrence. Please read the following guidelines carefully before you start using this worksheet.

- For calculation of merit, a rolling average of the past three years will be used.
- Work done on an hourly basis will be calculated at a rate of 1 hour = 3 credits, except where otherwise stated (III.I Other)
- For scholarly products, the first author receives full credit. One-half of the credits assigned to the first author will be given to each of the co-authors. The same formula will apply for presentations.
- Section IV of the A1 form includes verification of compliance to all university human resource and safety training programs. Faculty members will be informed about the status of their training compliance each semester. Faculty members will not be able to receive merit pay unless they are in compliance with university training and safety programs at the time the A2 form is submitted. This section also provides additional merit to encourage faculty engagement in diversity and internationalization teaching, research, and/or service activities as well as multidisciplinary teaching, research, and/or service collaborations. List specific projects and/or programs that you are involved in each of these areas.

YEAR: _____

NAME: _____

I. TEACHING

A. Semester Teaching Credits

Include total number of hours taught

Fall

Spring

Summer

(Lab classes 1.34 x credit hr.; other courses are 1 x credit hr.) X 10 = Total Credits =

Classes Taught (list different activities you taught during the year (2 pts per class, 4 pts per major's class)

Total Credit =

B. Student Evaluations

Two classes will be selected by the instructor for evaluation. A minimum of one 198 and all majors classes will be evaluated for effectiveness, but not included in this section unless selected by the instructor.

	Course	Mean Score
Fall		
Spring		

Overall average _____

Compute the credits to be received with the following formula:

Credits = (Overall average - 4.00) x 100: (_____ - 4.00) x 100 =

C. Excess Student Credit Hour (SCH) Production (Note: provided by Division Chair)

Credits = (total SCH) x 0.10: (_____) x 0.10 =

D. Peer Evaluation (Note: provided by Division Chair)

$$\text{Credits} = (\text{Score} - 4.00) \times 100 \quad (\underline{\hspace{2cm}} - 4.00) \times 100 =$$

E. Teaching books/proceedings with national/international distribution (list according to citation format on page 1)

1. First- or sole-authored book - 100 credits
2. First-listed or sole editor of book - 50 credits
3. First- or sole-authored book chapter or invited journal article - 40 credits
4. First- or sole-authored symposium proceedings - 15 credits
5. Book revisions – 20 credits
6. First - or sole - authored book (local distribution) - 30 credits

Total Credits

F. Teaching grants and contracts

List all investigators, title of the grant, granting agency, inclusive dates, and total amount for each grant.

1. Grants and contracts awarded -
 - a. For the first extramural grant awarded: 30 credits; for the first intramural grant awarded: 10 credits
 - b. Additionally, 1 credit is awarded for every \$5,000 of total (direct plus indirect costs) funding from all grant and contract sources for the year; when there are co-investigators, the funding is divided among the P.I. and co-investigators as negotiated among the investigators and department head.

List:

2. Grants and contracts submitted (*awarded 0.10 of the credits as calculated above in I.1 - see caps on page 1*)

List:

Total Credits

G. Editing and reviewing of teaching publications and grants

Provide details under the appropriate category.

1. International/national (*half credit for journals with an impact factor of less than 0.5*)
 - a. Editor/editor-in-chief - 60 credits
 - b. Associate editor - 40 credits per journal
 - c. Invited manuscript reviewer - 6 credits each
 - d. Abstract reviewer for meeting - 12 credits for each meeting
 - e. Invited reviewer for book/monograph - 12 credits each
 - f. Newsletter editor - 12 credits each
 - g. Grant reviewer - 12 credits/grant as primary or secondary reviewer

2. Regional/state (0.5 credit given for international/national activities)

Total Credits

H. Teaching awards (credits x 0.20 for formal nominations). For students who receive teaching awards, supervising faculty member receives half of the credits listed for the appropriate category.

Provide the appropriate details.

- a. National/international - 60 credits

- b. Regional/state - 40 credits

- c. University - 30 credits

- d. College - 25 credits

- e. Department - 20 credits

Total Credits

I. Professional Development *(Please list and justify the credits you assign each activity)*

(Calculate at 1 hour = 3 credits unless other rates are approved by the Chair)

1. Workshop attendance (including optional, but not required, in-services)

2. Course Completion

3. Certification (+5 credit bonus)

Total Credits

J. Course Preparation

1. New course (one hour) – 20 credits

2. Course revision or development of new teaching methods – 10 credits

3. Use of technology (Beyond common usage. For example, creating a website for class use or using eLearning. Emailing students through *Howdy* is not appropriate) – 10 credits

Total Credits

Total Teaching Credits _____

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II. RESEARCH/SCHOLARSHIP

(All research numbers will be negotiated with the Chair)

(Research points will be added to teaching points)

Total Research Credits _____

Total Teaching and Research Credits _____

Explain:

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YEAR: _____

NAME: _____

III. SERVICE

A. Participation in professional organizations.

Provide the appropriate details.

1. International/national (officers do not receive additional credits for committee service resulting from their office)
 - a. President - 60 credits
 - b. Officer - 20 credits
 - c. Board membership - 15 credits
 - d. Committee membership - 10 credits (plus 5 credits if chair)
 - e. Membership – 2 credits
2. Regional/state (officers do not receive additional credits for committee service resulting from their office)
 - a. President - 40 credits
 - b. Officer - 18 credits
 - c. Board membership - 12 credits
 - d. Committee membership - 8 credits (plus 4 credits if chair)
 - e. Membership – 2 credits

Total Credits

B. Original service article or service review article (list according to citation format on page 1) 30 credits each (If in refereed journal 90 credits for impact factor of ≥ 1.50 ; 60 credits for impact factor of 0.50-1.49; 30 credits for impact factor of 0-0.49)

1. National/international article - First-authored, sole-authored, or advisee-authored (with advisor as co-author): 30 credits
2. Regional/State - First-authored, sole-authored, or advisee-authored (with advisor as co-author): 18 credits.
3. Manuscripts Submitted - First-authored, sole-authored, or advisee-authored (with advisor as co-author): 10 credits

Total Credits

C. Service books/proceedings with national/international distribution (list according to citation format on page 1)

1. First- or sole-authored book - 60 credits
2. First-listed or sole editor of book - 30 credits
3. First- or sole-authored book chapter or invited journal article - 20 credits
4. First- or sole-authored symposium proceedings - 15 credits
5. First or sole author (local distribution) 30 credits
6. Book revision – 10 credits

Total Credits

D. Volunteer or invited service presentations/workshops

1. List all presenters, title of presentation, host organization, and date of presentation.
 - a. National/international presenter – 20 credits each
 - b. Regional/state presenter - 10 credits
 - c. Local presenter - 5 credits

Total Credits

E. Service grants and contracts

List all investigators, title of the grant, granting agency, inclusive dates, and total amount for each grant.

1. Grants and contracts awarded -
 - a. For the first extramural grant awarded: 30 credits; for the first intramural grant awarded: 10 credits
 - b. Additionally, 1 credit is awarded for every \$5,000 of total (direct plus indirect costs) funding from all grant and contract sources for the year; when there are co-investigators, the funding is divided among the P.I. and co-investigators as negotiated among the investigators and department head.

List:

2. Grants and contracts submitted (awarded 0.10 of the credits as calculated above in D.1 - see caps on page 1)

List:

Total Credits

F. Editing and reviewing of service publications and grants

Provide the details under the appropriate category.

1. International/national (half credit for journals with an impact factor of less than 0.5)
 - a. Editor/editor-in-chief - 60 credits

- b. Associate editor - 40 credits per journal
 - c. Invited manuscript reviewer - 6 credits each
 - d. Abstract reviewer for meeting - 12 credits per meeting
 - e. Invited reviewer for book/monograph - 12 credits each
 - f. Newsletter editor - 12 credits each
 - g. Grant reviewer - 12 credits/grant as primary or secondary reviewer
2. Regional/state (0.5 credit given for international/national activities)

Total Credits

G. University committees (appointments other than those mandated by the job description).

Provide the appropriate details.

- 1. Faculty Senate
 - a. Speaker - 90 credits
 - b. Officer - 60 credits
 - c. Member (including committee assignments) - 30 credits
- 2. University committees
 - a. Standing committees – 20 credits (plus 5 credits for chair)

- b. Ad hoc committees - 15 credits (plus 5 credits for chair)
3. College and department committees (Suggest rotation of chair position)
Chair will report time spent and assign points in excess of minimum credits if necessary.
- a. Standing committees - 10 credits (plus 5 credits for chair)
 - b. Ad hoc committees - 10 credits (plus 5 credits for chair)

Total Credits

H. Student Organization

- 1. Advising
 - a. Advising Large student organization – 40 credits >150
 - b. Advising Medium student organization – 30 credits >50<150
 - c. Advising Small student organization – 20 credits <50
- 2. Coaching
Coaching is separate from advising and should be calculated based on the levels defined in the “other” category below.

Total Credits

I. Other - Credits awarded require negotiation with the department head. *Include only activities not documented in previous sections. For example, if you previously documented that you advise a student organization, in this section do not claim time spent meeting with students from that organization.*

Level 1: Activities specific to your teaching area(s) or area(s) of expertise – 3 credits/hour
For example: hosting tournaments, university-sponsored camps, guest speaker for class (not class coverage).

Level 2: Community service and activities related to *lifetime wellness, lifetime fitness, and*

lifetime activity – 2 credits/hour
For example: community-sponsored clinics/camps/meets.

Level 3: Community involvement – 1 credit/hour
For example: church-related service, service to non-profit organizations.

Total Credits

Total Service Credits _____

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IV. UNIVERSITY TRAINING AND ENGAGEMENT

A. Compliance to all university required human resource training modules and laboratory safety inspections (required at time when A2 forms are signed in order to receive merit).

I verify that I have completed all university training programs and safety inspections and am currently in compliance with this university requirement.

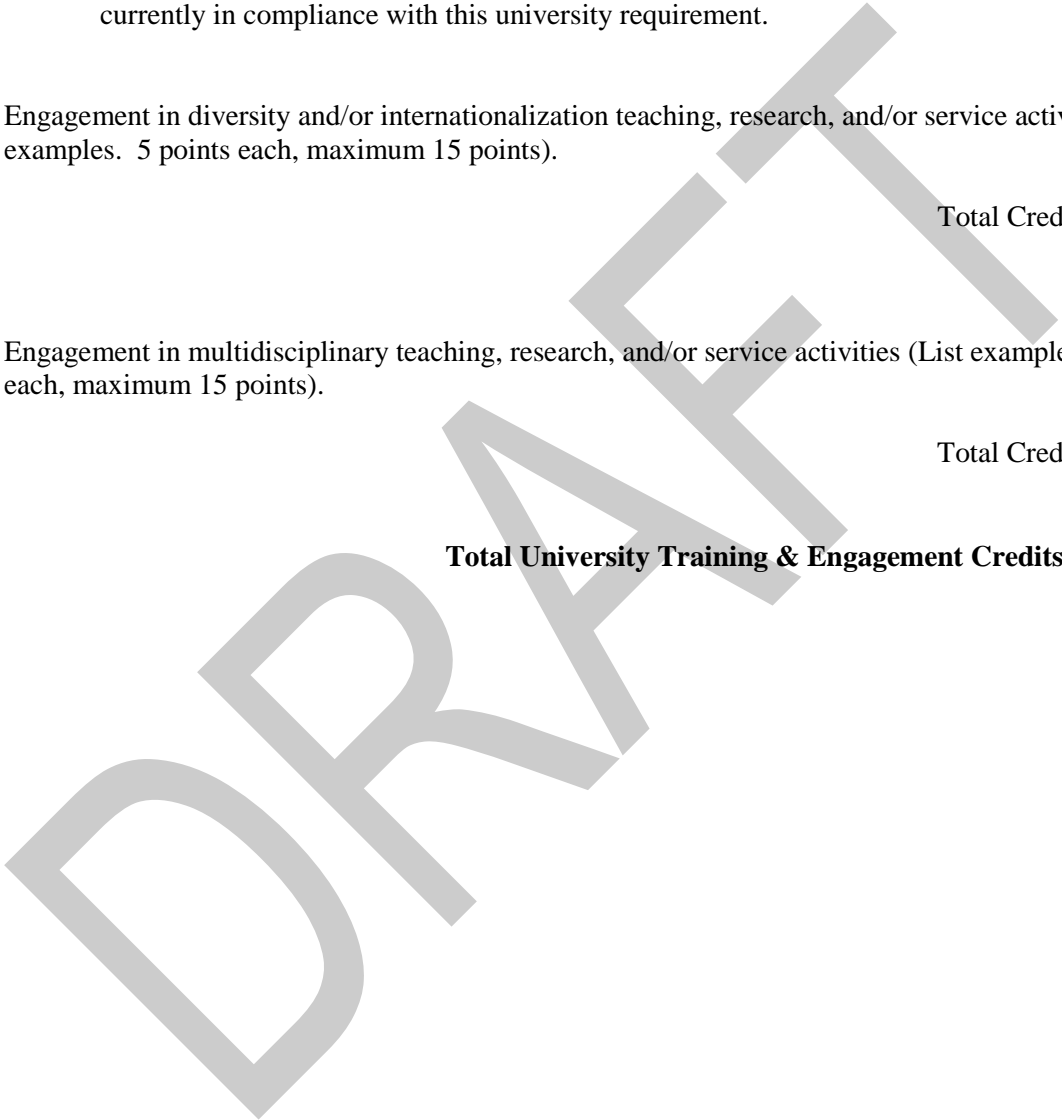
B. Engagement in diversity and/or internationalization teaching, research, and/or service activities (List examples. 5 points each, maximum 15 points).

Total Credits

C. Engagement in multidisciplinary teaching, research, and/or service activities (List examples, 5 points each, maximum 15 points).

Total Credits

Total University Training & Engagement Credits



YEAR: _____

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V. ADMINISTRATION

Assistant department head - 175 credits

Division chair - 120 credits

Graduate chair - 120 credits

Chair of PEAP – 268 credits

Associate Chair of PEAP – 160 credits

Program coordinator – 53 credits

Section Leader – 15 pts per activity

(Subtract) **Total Administration Credits** _____

*For a full-time faculty member on a 10.5-month contract, the minimal required total is 350 credits, based on a full-time teaching load of 150 credits during each long semester and 50 credits during the summer. For faculty who are on shorter contracts (e.g., 9 months), who are on leave (e.g., developmental leave for one semester), or who hold administrative positions, the minimum total credits to satisfy the job description will be adjusted downward accordingly (e.g., a faculty member on leave for one long semester would be expected to achieve a minimum score of 200 credits). Faculty who are on 9-month contracts are expected to have a minimum of 300 credits.

If the required minimum credit is less than 350, please explain here the reason for the difference:

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