CCS Annual Performance Review (APR) — Scoring Guidelines

APR scoring: every 1 point earned = score of 1 (cumulative)

[maximum of 5 points per year]

0 [0 - 0.4 points] = Poor

1 [0.5 - 1.4 points] = Fair [Does NOT Meet Expectations]

2 [1.5 - 2.4 points] = Good [Satisfactory; Meets Expectations]

3 [2.5 - 3.4 points] = Very Good [Meets or Partly Exceeds Expectations]

4 [3.5 - 4.4 points] = Excellent [Exceeds Expectations]

5 [4.5 - 5.0 (or above) points] = Outstanding [Highly Exceeds Expectations]

APR scoring allocation weightings (NB: these ARE the standard workload models)

	Tenured	Untenured TT	NTT
Research score =	40%	40%	20%
Teaching score =	40%	40%	60%
Service score =	20%	20%	20%

[This standard workload model may be adjusted by the Chair in special cases, particularly in recognition of exceptional Service duties, but also in cases of exceptional Research or Teaching responsibilities].

Merit Eligibility scoring: every 1 point earned = score of 1 (cumulative, within each category)

[maximum of 5 points per year, within each category]

Merit Eligibility scoring allocation weightings (NB: these are NOT workload models)

	Tenured	Untenured TT	NTT
Research score =	50%	50%	35%
Teaching score =	25%	35%	50%
Service score =	25%	15%	15%

A single cumulative Merit Eligibility score is calculated, based on the weightings [maximum of cumulative 5 points per year].

Merit Eligibility corresponds to APR Scores of 4 or 5:

4 [3.5 - 4.4 points] = Excellent [Exceeds Expectations - Merit Eligible]

5 [4.5 - 5.0 (or above) points] = Outstanding [Highly Exceeds Expectations - Merit Preferred]

Research (5 points max. per year)

* no penalty for co-authorship or co-editorship

Book (monograph) published (with peer-reviewed press) (5 points, for 2 years)

Book-length research report (monograph) published (academic or policy) (4 points, for 2 years)

Book manuscript (monograph) under contract (peer-reviewed press; with evidence; only scored if not yet published; score only for first year contracted) (4 points)

Edited volume published (with peer-reviewed press) (4 points, for 2 years)

Edited volume manuscript under contract (peer-reviewed press; with evidence; only scored if not yet published; score only for first year contracted) (3.5 points)

Monograph or edited volume re-published in 2nd(+) edition (1 point)

Monograph or edited volume published in translation (3 points)

Special issue editor (academic journal) (2 points; counted separately from editor's Introduction to the issue or other article included in same issue)

Article published (academic journal; peer-reviewed) (2 points)

Article published (academic journal; non-peer-reviewed) (1.5 points)

Online article published (academic journal or association) (1 point)

Article published (research-related; non-academic; print or online; min. 3,000 words) (1 point)

Article published (non-academic; print or online; less than 3,000 words) (0.25)

Article in press (academic journal; peer-reviewed; with evidence; only scored if not yet published) (1 point)

Article in press (academic journal; non-peer-reviewed; with evidence; only scored if not yet published) (0.75 points)

Article in press (non-academic; with evidence; only scored if not yet published) (0.25 points)

Chapter published (with peer-reviewed press) (2 points)

Chapter published (non-peer-reviewed press) (1 point)

Chapter in press (with peer-reviewed press; with evidence; only scored if not yet published) (1 point)

Chapter in press (non-peer-reviewed press; with evidence; only scored if not yet published) (0.5 point)

Article or Chapter re-published or anthologized (0.25 points)

Article or Chapter published in translation (1 point)

Book review published (academic journal) (0.25 points)

Book review published (non-academic) (0.25 points)

Academic encyclopedia entry published (0.25 points)

Op-ed (related to research expertise) in nationally prominent newspaper (1.0 point)

Op-ed (related to research expertise) in local newspaper (0.5 points)

Other category of publication (subject to review) (0.25-1.0 point)

Externally funded research grant or fellowship awarded (3 points, for duration of award)

Externally funded research grant application submitted (with evidence) (1 point)

UH internal small research grant awarded (1 point)

Keynote lecture (academic) (with evidence) (0.75 points)

Invited academic lecture (with evidence) (0.5 points)

Academic conference presentation (0.25 points)

Academic conference panel discussant (0.25 points)

Online research-related Interview (faculty member as featured subject of substantive interview, searchable by faculty member's name; print [min. 3,000 words], video or podcast [min. 15 min.]) (0.25 points)

Work-in-Progress: Draft chapter of unpublished monograph (single-authored book), min. 20 pages (cannot be counted for more than one year's APR without evidence of substantial revision and new writing) (1 point, per chapter)

Work-in-Progress: Draft chapter of unpublished monograph (co-authored book), min. 20 pages (cannot be counted for more than one year's APR without evidence of substantial revision and new writing) (0.5 points, per chapter)

<u>Teaching</u> (5 points max. per year)

Full teaching load (4 courses annually, or as adjusted with no penalty for an approved course reduction) (3 points)

Full teaching load (as above), with exceptionally high and consistently high student course evaluations (4 points); supplemental evidence required

Teaching award (2 points, to be added to credit for full teaching load [as above], = 5 cumulative points, for 2 years)

Teaching award nomination (1 point, to be added to credit for full teaching load [as above], = 4 cumulative points, for same year only)

Teaching a core course required for program (1 point, to be added to credit for full teaching load [as above], = 4 cumulative points, for same year only)

Coordinator/ Faculty Advisor, Learning Abroad trip or Field School (2 points)

Advisor, UG senior thesis (0.25 points)

Internship supervision (0.25 points)

Mentor, UG independent research project with research paper (0.25 points)

Committee Chair, MA thesis project (0.5 points)

Committee Member, MA thesis project (0.25 points)

Ph.D. primary Advisor/ Supervisor (beyond UH) (0.5 points)

Ph.D. Committee Member (UH, beyond CCS) (0.25 points)

Ph.D. Committee Member (beyond UH) (0.25 points)

Affiliated faculty member (non-CCS) (0.25 points)

Service (5 points max. per year)

Departmental and UH Administration/ Service

Director of Religious Studies program (4 points)

Director of Liberal Studies program (4 points)

Director and Graduate Advisor of Anthropology MA program (+ CLASS Graduate Committee) (4 points)

Director of Anthropology Undergraduate program (+ faculty advisor + study-abroad coordinator) (4 points)

CCS Curriculum Coordinator + CLASS Curriculum Committee (1 point)

CCS Faculty Evaluation Committee (APRs) (3 tenured faculty) (1 point)

CCS Hiring Search Committee (chair) (3.5 points)

CCS Hiring Search Committee member (2.5 points)

CCS Promotion and/or Tenure Review Committee (chair) (1.5 points)

CCS Promotion and/or Tenure Review Committee member (1 point)

CCS Seminar Series organizing committee member (1 point)

CCS Academic Honesty officer (1 point)

CCS/ Liberal Studies student evaluation committee (0.25 points)

CLASS Promotion & Tenure Committee (2 points)

CLASS Faculty Governance and Advisory Committee (FGAC) (1 point)

CLASS Grievance Committee (1 point)

CLASS ADVANCE (gender-equity climate survey) task force (1 point)

CLASS Academic Honesty Panel (0.5 points)

Other CCS activity coordination (subject to review) (0.5 - 1.0 points)

any other CLASS or Provost-level committee for which CCS is required by higher administration to provide a representative (1 point)

any other non-CCS committee as service associated with a joint appointment in another unit of UH (0.5 - 1.0 point)

all other non-CCS committees (not including when serving as a CCS representative, requested of the dept. by higher administration; not including joint appointment duties) (0.5 - 1.0 points)

Faculty Advisor, student organization (0.25 points)

Invited public presentation (non-research-related) (0.25)

Mentoring program (beyond CCS, other than academic advising) (0.25)

Professional Academic Service (beyond UH)

Academic association officer (1 point)

Academic association committee/ task force chair (1 point)

Academic association committee/ task force member(0.5 points)

Journal editor (academic) (1 point)

Journal editorial advisory board member (0.25 points)

Expert review panel member for research grant program (0.5 points)

External reviewer for academic program or department (1 point)

Reviewer of academic peer-reviewed book manuscript (0.5 points)

Reviewer of academic peer-reviewed journal submission (0.25 points)

Reviewer of grant proposal for funding agency (0.25 points)

Ph.D. committee member (beyond UH) (0.25 points)

External advisory board member of funded research project (0.25 points)

Conference or workshop organizer (academic) (0.5 – 1.0 points)

Conference panel organizer (academic) (0.25 points)

Non-Academic Community Service

Chair, research committee/ task force, for community-based non-profit organization or policy-related public agency or advocacy organization (1 point)

Officer, community-based non-profit organization or policy-related public agency or advocacy organization (0.75 points)

Member, research committee/ commission/ task force, for community-based non-profit organization or policy-related public agency or advocacy organization (0.5 points)

Member, Board of Directors or Advisory Board, community-based non-profit organization or policy-related public agency or advocacy organization (0.25 points)

Academic consultant, museum or other cultural institution (0.25 points)

Community education project participation (continuing) (0.5 points)

Research-related presentation (non-academic) (0.25 points)

Other non-academic community service (subject to review) (0.25 – 1.0 points)