

## **DEPARTMENT OF KINESIOLOGY**

### **ANNUAL EVALUATION GUIDELINES**

**(Approved by Faculty Vote on November 3, 2006)**

### **PROMOTION AND TENURE GUIDELINES**

**(Approved by Faculty Vote on November 3, 2006)**

REVIEW DATE FOR ANNUAL EVALUATION GUIDELINES \*(WHICH INCLUDES THE CHRONIC LOW ACHIEVEMENT STATEMENT AND THE PROFESSORIAL PERFORMANCE AWARD): **11/2011**

REVIEW DATE FOR PROMOTION AND TENURE GUIDELINES\*: **11/2011**

**Tom Barstow, Department Head**

**Date signed: 11/11/2006**

**Steve White, Dean**

**Date signed: 11/15/2006**

**M. Duane Nellis, Provost**

**Date signed: 11/16/2006**

\*Each academic department is required by University Handbook policy to develop department documents containing criteria, standards, and guidelines for promotion, tenure, reappointment, annual evaluation and merit salary allocation. These documents must be approved by a majority vote of the faculty members in the department, by the department head or chair, by the dean concerned, and by the provost. In accordance with University Handbook policy, provision must be made to review these documents at least once every five years or more frequently if it is determined to be necessary. Dates of revision (or the vote to continue without revision) must appear on the first page of the document.

**DEPARTMENT OF KINESIOLOGY**

**KANSAS STATE UNIVERSITY**

**POLICIES & PROCEDURES**

**FOR**

**FACULTY AND STAFF**

**REVISED**

**Approved by the Faculty**

**November 3, 2006**

**Thomas J. Barstow, Head**

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## I. INTRODUCTION

This handbook is designed to supplement the KSU faculty Handbook in providing administrative and operational policies and procedures for the Department of Kinesiology. It is intended to provide answers to questions, which commonly arise as part of the normal workings of the department. While faculty and staff are asked to follow the basic operating procedures as presented in the handbook, they are encouraged to discuss any problems with program coordinators or the department head and to recommend changes when necessary.

Should a situation arise where this handbook in conflict with the KSU Faculty Handbook, the latter will take precedence. All faculty are urged to thoroughly read both handbooks and are expected to be familiar with their contents.

This handbook is considered to be a working document, which summarizes standard operating procedures. Faculty are encouraged to give recommendations for additions and changes to the department head in writing at any time. These changes will be incorporated into the next revision. In this way, this handbook will become more effective in helping us do our jobs.

### WHOM TO SEE ABOUT WHAT 2006

Department Head .....	Thomas Barstow
Undergraduate Coordinator .....	Craig Harms
Graduate Coordinator .....	Stewart Trost
Laboratory Coordinators:	
Biomechanics .....	Christopher Bopp
Human Exercise Physiology .....	Craig Harms
Physical Activity & Public Health .....	Melissa Bopp
LIFE Fitness .....	LIFE Committee (Tom Barstow)
Community Health Behavioral .....	David Dzewaltowski

## **II. Department Mission Statement and Program Objectives**

### **A. Mission Statement**

Kinesiology integrates perspectives on human movement drawn from a number of domains to form its own unique body of knowledge. This liberal arts discipline emphasizes breadth and depth of content, scientific methodology, and rational intellectualism for lifelong learning, thinking, and action. The Department of Kinesiology takes a theoretical and scholarly approach to study human movement from biomechanical, physiological, neurological, psychological, and historical perspectives. It promotes an understanding of the necessity of movement activities for an individual's physical and psychological health.

### **B. Program Objectives**

At the center of the Department's mission is liberal learning, both in the disseminating of and contributions toward, the body of knowledge in Kinesiology. In accordance with this mission, the Department aims:

- To deliver a strong Kinesiology major grounded in scientific method, at both the undergraduate and master's levels.
- To deliver liberal arts foundation courses in Kinesiology for the general student body at KSU.
- To make scholarly contributions to the Kinesiology body of knowledge. Research should be supported through extramural funds whenever possible.
- To disseminate and promote the Kinesiology body of knowledge to professional and lay communities.

To accomplish its mission, the department of Kinesiology endeavors to the following programmatic activities:

#### **1. Kinesiology Curriculum Objectives**

Contributions to the development and teaching excellence of high-quality undergraduate and graduate liberal arts courses that further understandings of human movement from a number of domains. Objectives should include, but are not limited to:

##### **1.1. Kinesiology Faculty should continue to provide undergraduate Instruction and Advising:**

###### **i. Activity**

- Large core course lecture classes, which, when possible, use the lecture, laboratory/recitation/discussion session format
- Upper-level courses conducted through small classes: seminar, recitation, or laboratory classes, or through combination of lecture and seminar/laboratory class.
- A senior "capstone" seminar course or independent study experience requiring that students synthesize and apply knowledge drawn from the various domains.
- Advise students on departmental and matters.
- Place undergraduates in graduate and professional schools.
  - Encourage students needing additional assistance to seek it through appropriate university

facilities (i.e. Student Services).

ii. Quality

- Teach students to develop critical thinking, writing, and reading skills through their command of the subject matter
  - Provide well-constructed syllabi and appropriate handouts.
  - Use tests innovatively, as learning devices which require both lower-level knowledge of the subject matter and higher-level analytical ability for application.
  - Encourage extensive outside reading of the most current research published in scholarly journals
  - Facilitate students gaining experience-researching assignments through appropriate venues, i.e. through library and/or laboratory.
- Develop and use innovative instructional mediums, such as slides, computers, lab manuals, and video format.
  - Use student evaluations to improve teaching effectiveness
  - Recruitment and retention of undergraduates in Kinesiology major.
  - Seek growth, maturity, and improvement from students, while motivating students to excel.
  - Be available to students.

**1.2. Kinesiology Faculty should continue to provide graduate instruction and advising:**

i. Activity

- Faculty membership on Graduate Faculty
  - Instruction of graduate courses in areas of expertise
  - Serve as major professor, serve on department graduate committees, and serve on University graduate committees
  - Conduct classes using the laboratory or seminar format emphasizing research
  - Provide graduate independent study experiences requiring research
  - Serve as an academic and professional mentor for students

ii. Quality

- Through teaching and advising seek growth, maturity, and improvement from students, while motivating them to excel.
- Train students to be intellectually self-reliant, and self-motivated in research
- Be available to advisees and students well beyond minimum expectations
- Promote graduate student publishing and presenting of research in scholarly journals and through scholarly societies
- Refer students to, and locate them in graduate programs and professional schools.

**2. Liberal Arts Foundation Objectives**

The Department of Kinesiology should continue to contribute to the development and teaching excellence of high-quality undergraduate and graduate liberal arts foundation courses for the university. Objectives should include, but are not limited to:

**2.1. Courses in Kinesiology should undertake, or continue to provide:**

- Undergraduate core courses which fulfill College of Arts and Sciences general requirements for Overlays (Humanities, Natural and Social Sciences, International Studies), and when possible courses which are Culturally Diverse.
  - Upper-level Honors Program classes
  - Cross-listed courses with other Departments both within Arts and Sciences and throughout the

University.

### **3. Research and Scholarly Objectives**

The Department of Kinesiology should continue to encourage faculty contributions to creating or enhancing the body of knowledge recognized by professional colleagues in the discipline through well-focused and extramurally-supported research programs. Objectives should include, but are not limited to:

#### **3.1 Faculty should continue to provide:**

##### **i. Research Activity**

- Research publications in leading national/international refereed journals, scholarly books, or monographs published by university and scholarly presses.
- Research publications in conference proceedings, and in non-refereed but widely recognized journals.
- Editorial board service for scholarly journals
- Reviewing for refereed journals and scholarly societies
- Invited or refereed papers at national and international meetings
- Editing scholarly research collections

##### **ii. Research Quality and/or Importance**

- receiving major awards such as fellowships, citations, or research/writing awards for research by a scholarly institution
- receiving extramural funding support for research scholarly, and teaching activities at a level that is recognized by professional colleagues as being appropriate
- Publishing in scholarly research journals, such as those listed in Current Contents
- Invited research presentations or distinguished lectures given to international and national scholarly societies.

### **4. Professional Service Objectives**

The Department of Kinesiology shall continue to encourage the dissemination and promotion of the Kinesiology body of knowledge to professional and lay communities, and to promote an understanding of the necessity of movement activities for an individual's physical and psychological health. Objectives should include, but are not limited to:

#### **4.1 KSU Activity**

To encourage and strengthen the Department's role and function within the College of Arts and Sciences, and to promote the presence of the Department of Kinesiology within the academic life of the Institution, Kinesiology Faculty shall continue to:

- Sit as officers of active members of the KSU academic community, such as on the Faculty Senate.
- Participate in committees and task forces for the University, College of Arts and Sciences, and Department.
- Advise student organizations
- Assume administrative roles within the University, the College, and the Department.
- Serve as mentors for junior faculty.

#### **4.2 Other Activity**

To encourage the dissemination and promotion of the Kinesiology body of knowledge to disciplinary and Kinesiology professional communities, Faculty shall continue to:

- Hold positions such as Officer or Committee member, in the administration of international, national, regional, and state professional organizations.
- Act as Program Chair, or Committee Chair for international, national, regional, or state professional organization meetings.
- Sit on ad-hoc or standing committees for professional organizations.

#### **4.3. Public Service Activity**

To extend the Kinesiology body of knowledge to the public, and to promote an understanding of the necessity of movement activities for an individual's physical and psychological health, Faculty shall continue to:

- Conduct or participate in workshops, clinics, lectures, and seminars for public consumption.
- Consult with, or act in an advisory capacity for schools and other institutions, the state, public, or private agencies, committees, and business on matters of professional and disciplinary concern.
- hold executive offices in community agencies which promote movement activities, physical, and psychological health, or which are otherwise related to Faculty expertise.

### **III. Administrative Organization**

#### **A. Department Head**

The Department head is directly responsible to the Dean of the College of Arts and Sciences. Inasmuch as the Department head is charged with representing the faculty of the department, decisions are generally made after consultation with the teaching faculty. However, the Head does have the authority to act for the department in situations where faculty consultation is impossible. In these cases, the faculty shall be informed of the department head's decision as soon as possible and reasons for the decision will be made known to the faculty. In any case, the head of the department, by University policy, has decision-making authority for the Department of Kinesiology.

Since the department is a specific budgetary unit and the department head is responsible for the administrative unit (see KSU Handbook, Sections B31 and B32), major duties of the department head are fiscal in nature. Specifically, the department head has the following duties and responsibilities.

- a. Account and report to personnel, equipment, and supplies of the department.
- b. Allocate budgeted funds within the department
- c. Evaluate faculty and staff and make recommendations for advancement in rank, tenure, and salary (in consultation with faculty and students)>
- d. Make or approve departmental decisions concerning academic programs.
- e. Oversee the scheduling of classes and coordinate the use of departmental facilities.
- f. Serve or appoint a designee as the Departments official representative in campus and off-campus meetings.
- g. Appoint committees and program coordinators as necessary for the functioning of the Department.
- h. Chair departmental faculty meetings.
- i. Make final decisions concerning the hiring of new faculty and staff and make recommendations for continued employment of current faculty.
- j. Serve as liaison between the faculty and university administration. More specifically:
  1. inform the faculty about matters affecting them and the department so that they can effectively assist the department head in decision making.
  2. inform the faculty about the university administration's position on issues of importance to the faculty, the department, and higher education in Kansas
  3. represent the department's position on issues affecting the department to the University administration.
- k. Coordinate all efforts of the department in an attempt to meet departmental objectives.

#### **A. Program and Lab Coordinators**

The following coordinators are delegated duties and responsibilities associated with the welfare and day-to-day administration of each program or lab:

**Program Coordinators:**

Graduate Program ..... Stewart Trost  
Undergraduate Program ..... Craig Harms  
Principles of Physical Fitness

**Lab Coordinators:**

Biomechanics ..... Christopher Bopp  
Exercise Physiology ..... Craig Harms  
Physical Activity and Public Health..... Melissa Bopp

Specific duties and responsibilities of each coordinator are given in the performance checklists in Appendix B.

**B.1. LIFE Fitness Laboratory**

The LIFE Fitness Laboratory plays a vital role in promoting the educational activities of the Kinesiology Department, particularly those involving the interdisciplinary study of exercise and sport and projects with clinical and/or service components. LIFE coordinates collaboration among scholars from a variety of disciplines and promotes clinical activities, which complement the department's education and research missions. The LIFE Fitness Advisory Committee has the responsibility for the development, administration, and evaluation of all service programs. The committee is responsible for developing program budget plans consistent with departmental and university policies and guidelines and which meet the approval of the Department Head. The committee is also responsible for supervising personnel, operational, and budget decisions in the administration of LIFE Fitness Programs.

Specific duties and responsibilities include:

1. Supervise the LIFE Fitness Coordinator
2. Administer LIFE service programs, day-to-day operational details and other significant duties with the program are delegated to the LIFE program coordinator.
3. Seek to develop new programs through extramural funding

**A. Appointed Committees**

**1. Kinesiology Curriculum Committee**

Membership: Chair plus two members appointed by the department head.

Duties:

- a. To make recommendations to the department faculty concerning course and curriculum changes related to undergraduate Kinesiology curricula.

b. To forward course and curriculum changes and appropriate supportive materials approved by the faculty to the college curriculum committee and to the graduate council (courses numbered 600 & above).

## **2. Committee of the Graduate Faculty**

Membership: All graduate faculty, chair is coordinator of graduate programs.

Duties:

- a. to make policy concerning graduate admission
- b. to establish standards for earning graduate degrees
- c. to make recommendations concerning new graduate faculty membership
- d. to make graduate course and curriculum changes

Meetings: As called by the graduate coordinator

## **3. Search Committees**

Membership: Committees will be appointed as vacancies in the Department occur. Generally, the chairperson of the committee will be a person whose subspecialization is different from the vacant position.

Duties:

- a. To develop a position description for submission to the department head for approval.
- b. To advertise the position(s) nationally in a manner that is acceptable to the University Affirmative Action Officer.
- c. In cooperation with the department head, to complete all necessary forms associated with the hiring of personnel.
- d. To handle all correspondence associated with filling the position(s).
- e. To solicit faculty input on candidates for the position(s).
- f. To submit to the department head the names of two or more candidates (when possible) whom the committee recommends to be invited for interviews.
- g. To assist in the arrangement of interview schedules of candidates invited by the department head for interviews.
- h. To report to the department head a summary of faculty and committee perceptions about interviewees.

## **4. Scholarship and Awards Committee**

Membership: Chair plus two members appointed by the department head.

Duties:

- a. To follow established criteria in selecting student recipients for all scholarships awarded to Kinesiology majors.
- b. To promote scholarship applications.
- c. To establish & implement criteria & procedures in selecting student recipients for scholarship funds generated by the annual Telefund drive.
- d. To submit an annual summary report to the department head and faculty which includes (1) number of scholarship applications for new and returning students by sex, and (2) number and amount of awards by category (University awards, Telefund-supported awards, & endowed awards).
- e. Follow established University & Foundation procedures in authorizing the expenditure of scholarship funds and notify & congratulate award recipients.

#### **5. Kinesiology Student Association & Telefund Committee**

Membership: Faculty advisor to KSA and 2 faculty appointed by the department head.

Duties:

- a. To advise KSA coordinator
- b. To assist with student recruitment for KSA & the Telefund
- c. To participate in the Telefund

#### **6. Open House and Student Recruitment Committee**

Membership: Chair and two faculty appointed by the department head.

Duties:

- a. To coordinate all activities associated with open house.
- b. To assist the office of admissions in the development and updating of materials in the recruitment of students.

#### **7. LIFE Fitness Advisory Committee**

Membership: Practicum and Internship coordinator, head, and at least two-interested faculty.

Duties:

- a. To develop LIFE programs.
- b. To develop procedures for administering LIFE programs.
- c. To establish priorities for funding each LIFE program.
- d. To annually review LIFE programs and apply improvement strategies.

## **8. Student Advisory Committee**

Membership: Elected officers of the Kinesiology Student Association.

Duties:

- a. To solicit students for ideas and to recommend relevant ideas to department head for action.
- b. To hear complaints of students and report to the department head.
- c. To discuss any matter of interest to students that is relevant to the activities of the department.

Meetings: Minimum of once a semester. Additional meetings may be called by any member or the department head as needed.

## **IV. POLICY RELATING TO FACULTY ASSIGNMENTS**

### **A. Job Descriptions and Distribution of Effort**

Each faculty member will be assigned a work load which consists of several different types of assignments generally in the categories of teaching and advising, departmental and professional service, research and/or creative endeavor, coordination duties, and special assignments. While and individual's assignment may vary from semester to semester, job descriptions for each individual faculty (Form 4—Appendix B) are adhered to as closely as possible.

### **B. Determination of Faculty Load**

The normal distribution of effort for tenure-track faculty is 40% teaching and advising, 40% research, and 20% service. Faculty may negotiate for a change in this distribution of effort; however, non-tenured faculty may not have an allocation for research below 40%. The average teaching load for tenure track faculty is 12 credit hours per year. Faculty with term appointments at the instructor rank will usually have no research responsibilities and increased teaching and advising responsibilities.

### **C. Assignment of Teaching Schedules**

1. Course offerings are recommended to the department head by the undergraduate & graduate program coordinators. Final decisions on course offerings & teaching assignments are made by the department head.
2. Upon completion of assignments, the faculty schedules are issued to faculty for review. Recommendations for a schedule change should be made to the department head.
3. Schedules are subject to change because of unanticipated circumstances, such as faculty resignations, facility constraints, scheduling conflicts, and enrollments.

### **D. Office Supplies**

A cabinet containing a limited amount of office supplies is located in the departmental office. As long as supplies and supply funds are available, the cabinet will be restocked. Supplies may be obtained through the departmental secretary. There is a limited budget for supplies so faculty are encouraged to be frugal in using them.

### **E. Duplication of Materials – General**

1. In all cases, faculty is fully responsible for understanding the appropriate copyright laws and is solely responsible for abiding by them.
2. Only reasonable amounts of materials should be copied or duplicated and distributed free of charge to students. Course outlines and assignments of one to five pages in length are reasonable. A course syllabus of 15-20 pages is not reasonable.

### **F. Use of Department Copier**

The Department has available for use in the office a copying machine. Use of it is to be only for University related duties. Periodically, a statement by the department head will indicate at what levels of copying the department copier should be used in lieu of the Copy Center.

### **G. Use of Copy Center**

A limited budget is available for reproducing more extensive INSTRUCTIONAL or RESEARCH materials (Xerox or lithograph at the Copy Center). Use of the copy center must be approved by the office assistant and an appropriate form must be filled out. Forms are available from the departmental secretaries.

### **H. Course Outlines**

Instructors are expected to file a course outline for each course taught during a given semester. The following guidelines should be followed:

1. Course outlines should include the course objectives, a weekly breakdown of topics, text(s), grading procedure, and reading assignments.
2. New course outlines need NOT be filed every semester. However, course outlines should be current enough to accurately reflect content taught in the course.
3. In instances where several instructors collaborate on the preparation of courses with the same title, a joint outline may be filed.
4. Course content as outlined in a course syllabus is one reflection of quality teaching. Accordingly, evaluation of faculty by the department head will be based partly on whether course outlines are currently on file, the quality of the outline, and the accuracy of current content.

### **I. Grade Sheets**

Faculty and staff are responsible for turning in grade sheets within one week after the end of final exams. Grade sheets should be completed in such a way that the method of grading could be determined in the absence of the course instructor.

### **J. Class Attendance**

Faculty and teaching staff are expected to meet their classes when scheduled. General policy includes:

1. If class absence is necessary, the teacher should arrange to have classes covered by a member of the faculty or staff.
2. Form 3, Appendix A, should be filled out *prior* to the absence.
3. In emergencies, classes may be dismissed, but the department head must be informed in such cases.
4. Final exams are to be given during regularly scheduled exam periods. Individual students may be handled according to specific problems, but classes must meet as scheduled.

5. Classes must meet as scheduled on dates preceding holidays.

#### **K. Relationship of faculty to Non-Teaching Staff**

1. All classified personnel are directly responsible to the Office Manager.
2. Faculty is to request work from secretaries assigned to them. If work is not performed satisfactory, faculty should provide constructive feedback to the staff member. If performance does not improve, it should be reported to the Office Manager. The Office Manager will consult with the Department Head when necessary. Faculty and staff are not ordinarily expected to discipline classified personnel.

#### **L. Problems, Research, or Independent Study Courses**

If a faculty member agrees to advise a student for a problem, research, or independent study course, the following procedure should be followed.

1. The student should obtain a Problems Course Approval Form (Appendix A, Form 2) from the department secretary.
2. The form must be filled out in triplicate and signed by the student, the teacher agreeing to supervise the course, and the appropriate program coordinator.
3. One copy is kept by the student, one by the teacher, and one by the program coordinator.
4. The forms MUST be filed before the semester begins. Forms not submitted in advance may not be approved.

#### **M. Summer Teaching Assignments**

Since the availability of summer employment is limited, it is necessary to establish criteria for determination of summer teaching appointments. The following criteria will be used for those on nine-month appointments.

1. Student and program needs will be the major factors in determining summer school offerings. Priorities will be given to offerings which are:
  - a. In demand as reflected by past enrollments, demonstrated needs, and pre-enrollment, etc.
  - b. An integral part of the sequential program and which, if not offered, would present serious problems (certification, graduation, future enrollment, employment, etc.)
  - c. Needed by area practicing professionals for continuing education purposes.
2. Priority will be given to faculty on the following basis:
  - a. Program coordinators who are continuing as coordinators.

- b. Those not having had recent summer employment if requested but not granted.
  - c. Major professors of Masters' student's actively engaged in thesis or report research and writing.
  - d. Temporary faculty regardless of rank (one year appointments, projects, etc.)
  - e. Faculty members employed as result of an primary associated with projects, research, etc.
  - f. Faculty members who have resigned.
3. Faculty wishing to teach summer school should submit a written request by October 15 of the year preceding the summer session indicating the courses they wish to teach.

## **V. OTHER GENERAL POLICIES**

### **A. Departmental Meetings**

**Faculty meetings are scheduled on a regular (usually monthly) basis during the academic year.** These meetings will be at 3:30 PM in Natatorium 5. Announcements will be made regarding other meetings. All faculty are expected to attend faculty meetings. In special cases, if absence from a meeting is an absolute necessity, the department head should be informed of the absence prior to the meeting. Faculty members may request that a meeting of the faculty be called and can request that specific agenda items be discussed.

### **B. Voting**

Each faculty member is entitled to one vote on issues brought before the faculty. Graduate teaching assistants and faculty employed less than half in the department are not voting members of the faculty.

In general, the faculty of the department have advisory rather than decision-making powers. Matters concerning curriculum are exceptions to this guideline. The department head should inform the faculty or committee as to whether it is advisory or decision making on a particular issue.

### **C. Office Hours**

Each full-time faculty member is responsible for posting office hours (5 to 10 hours each week) when he/she can be regularly found in the office. Faculty should be available at other times for appointments and should be on campus enough hours to meet obligations to students and to the department. However, there is no specific policy concerning arrival and departure from the office or the campus. Faculty should notify the department secretary when they plan extended absences (more than several hours' absence) so that they may be reached when needed.

### **D. Accidents**

In the event of an accident, these procedures should be followed:

1. Make the welfare of the injured or ill student your first consideration. Dismiss the class and clear the field or floor except for the student assistants you will need.
2. Render necessary first aid. Stay with the student.
3. If emergency involves (a) choking or obstructed airway, (b) apparent heart attack, or (c) mass casualty situation, have a responsible person call Lafene Health Center for a physician and ambulance: 532-6544- Health Center.
4. For all other emergencies call directly for an ambulance. Send a responsible person to call: 9-911 –Ambulance.
5. If the nature of the injury or illness is such that the student needs attention by qualified medical personnel, but does not require an ambulance:
  - a. Alert the Student Health Center by phone...532-6544.

- b. Take the student to Student Health in an automobile and accompany him/her to see that he/she reaches qualified personnel.
  - c. If no auto is available, alert the Student Health Center, call a taxi, and accompany the student until he/she is in the hands of qualified personnel. Local Taxi...537-5080.
  - d. If a taxi is used, instruct the driver to go to the information desk at the Student Health Center to find out how to be paid for the trip.
1. After the victim is taken care of, a standard accident report form should be filed with the department secretary. (Appendix A, Form 3). Report all accidents involving injury, regardless of severity.

### **E. Liability Insurance**

All faculty and teaching staff are protected by the State of Kansas for liability claims except for punitive damages awarded with malice.

### **F. Social and Courtesy Funds**

Faculty is urged to periodically donate to the departmental social and courtesy fund. Participation is voluntary but encouraged. Funds are used to buy cards and flowers for special events related to departmental faculty and friends.

### **G. Scheduling Facilities**

Because four different departments (Continuing Education, Department of Athletics, Department of Recreational Services, and Department of Kinesiology) are involved in the use of the Ahearn facility and other instructional facilities, a university facilities-use committee makes decisions concerning facility use.

### **H. Use of Labs**

Faculty and graduate students are encouraged to use the research labs. However, several factors limit the use of the labs. Those using a lab MUST be previously trained in the use of the equipment. Also, so that there is no conflict of use, some labs use a scheduling procedure. The following general rules will apply to all labs.

1. Scheduled classes have first priority on lab use.
2. Faculty and student research has second priority and must be scheduled in advance with the appropriate lab coordinator.
3. Faculty and students must be certified, checked out. In these cases, equipment must be checked out from the lab coordinator.

### **I. Travel**

The following are the departments' policies for granting permission for travel, and for the allocation and reimbursement of departmental travel funds.

1. Official university forms must be filled out in advance for travel supported by the university. Reimbursement rates for travel are available from the Office Manager.
2. Forms for supported travel are available from the Office manager and detailed regulations are available in chapter 11 and 12 of the Kansas State University Business Procedures Manual, which is available from the Office Manager. Please provide the Office Manager with travel information and receipts necessary for applying for reimbursement as soon as possible after returning to campus. If travel materials are not submitted within 30 days of return to campus, travel funds may be reallocated.
3. For all travel requiring you to be away from campus during the workday complete Appendix A, Form 1, and submit to the department head at least one week prior to the expected absence requesting permission for absences.
4. Funds will be distributed to the faculty on the following priority basis:
  - a. Full-time faculty presenting research findings at professional meetings. (This includes a major symposium presentation, which has research findings for its base.).
  - b. Faculty chairing sessions at professional meetings or making non-research presentations.
  - c. Faculty serving on committees that meet at professional meetings.
  - d. Faculty attending conferences or meetings.
5. Faculty is strongly urged to pursue supplementary funding sources for professional travel, such as the faculty development fund and both on-campus and extramural grants.
6. Attempts will be made to partially fund one trip to each faculty member requested funding, before funding any portion of a second trip for anyone.
7. The exact nature of distribution will depend upon the monies available and department priorities.

## **J. Professional Memberships**

Every faculty member is encouraged to join appropriate professional organizations. Faculty is to encourage student professional participation; it seems fitting that faculty should display professionalism by supporting major professional organizations.

## **K. Budget**

Budget allocations will be given to the faculty at the initial faculty meeting of each academic year. Allocations are based on previous year's usage and perceived needs. Requests for budget increases should be submitted at the end of the academic year. For purchases made on campus an Interdepartmental requisition Form needs to be obtained from the office assistant. For other purchases a Purchase Order Form (obtained from office assistant) should be completed and submitted.

## **L. Lost or Stolen Articles**

In cases where students, faculty, or other visitors lose items in physical education facilities, they should be referred directly to the campus police. An individual losing something must report his loss

in person; therefore, faculty cannot report losses. The name, address, and item lost should be recorded in case the item is located. All found items should be left at the locker room cage.

### **M. Keys**

The following is the general departmental key policy:

1. If keys are needed, key cards must be filled out by the office assistant and signed by the department head.
2. Keys should be returned immediately after duties requiring keys are completed.
3. Keys are not to be duplicated
4. Lost keys should be reported immediately to the department head.

### **N. Textbooks**

Textbooks request forms will be distributed to faculty several months prior to the semester of planned use. While there is no departmental control over the textbooks used, textbook requests are to be turned into the departmental secretary. A copy of the textbook request is retained for departmental files.

Requests for texts made after the deadline for textbook requests should be cleared through the departmental office.

### **O. Extra Employment**

Faculty desiring to take on extra duties with the university must have prior approval of the department head. This includes overload offerings in the Division of Continuing Education. Generally, extra assignments are discouraged on any regular basis. However, summer and intercession offerings, when faculty are not on full-time appointments, are encouraged.

### **P. Telephones**

In order to conserve resources, faculty is encouraged to use electronic mail and limit long distance calls to less than 10 minutes, if possible. Each month faculty are asked to review the list of long distance calls and initial those long distance calls exceeding 10 minutes attributable to them. The purpose of this procedure is to sensitize faculty to the cost of long distance calls.

### **Q. KSU Handbook**

Faculty are urged to read the KSU Faculty Handbook, which has more detailed policies and procedures for the entire university. That Handbook will always take precedence over this Department Handbook should the two be in conflict.

## **VI. ANNUAL MERIT EVALUATION**

The annual merit evaluation evaluates each faculty member's contribution to the Department's Mission and Program Objectives (See Part II). In developing the procedures for annual merit evaluation, reappointment, tenure, and promotion, guidelines provided in the Kansas State University Faculty Handbook were followed.

### **A. Standards For Annual Merit Evaluation**

Each full-time faculty member's annual evaluation by the department head is based on the Distribution of Effort and Statement of Objectives (Appendix B, Form 1). The distribution must include responsibilities in three area categories that contribute to the mission and objectives of the Department: (A) Teaching Effectiveness and Advising, (B) Professional Activity and Service, and (C) Research/Scholarly Activity, and a percentage score reflecting an appropriate distribution of time. In some cases, faculty will be assigned additional special service responsibilities (e.g., Graduate Coordinator, Undergraduate Coordinator, Lab Coordinator, and Course Coordinator). Activities contributing to the performance in each area listed in the Department Mission Statement and Program Objectives (Part II) and the Faculty Evaluation checklists (Appendix B).

The following four level rating scale will be used to evaluate faculty performance within each area and overall.

#### **I. Poor**

Fallen below "minimum-acceptable levels of productivity", with the "minimum-acceptable levels of productivity" referring to the minimum standards called for in the KSU Faculty Handbook C31.5. This rating characterizes the faculty member who is not "getting the job done over all". It would be expected that not faculty member receives this rating in any of the areas.

#### **II. Marginal**

Fallen below expectations but has met "minimum-acceptable levels of productivity." This rating characterizes the faculty member who is just barely "getting the job done" in a limited number of activities within each area.

#### **III. Professional**

This rating characterizes the faculty member who has "met expectations." The faculty member is performing his/her duties in a way that is expected of university faculty. This individual would be one who could be used as a positive model of the department. The items listed in each area of the Merit Evaluation Summary Form are the type of activities one might expect a professional to do (Appendix B).

#### **IV. Exceptional Achievement**

This rating characterizes the faculty member who "exceeds expectations" and performs significantly above and beyond what is expected in the area. Often this rating will apply only to the area-specific highest performing faculty member in the department.

## **B. Annual Merit Evaluation Procedures**

1. The procedures for merit evaluation are consistent with the guidelines and procedures of the Kansas State Faculty Handbook sections C140-144. The annual merit evaluation forms are provided in Appendix B.
2. Each full-time faculty member will be evaluated annually by the department head. At the beginning of each merit period (January to December) the Department Head in conjunction with the faculty member should develop a Distribution of Effort and Statement of Objectives (Appendix B, Form 1), which must include responsibilities in the three categories: (A) Teaching Effectiveness and Advising, (B) Professional Activity and Service, and (C) Research/Scholarly Activity, and a percentage score reflecting an appropriate distribution of time. As a starting point the Distribution of Effort should be assigned (A) Teaching Effectiveness and Advising: 40%, (B) Professional Activity and Service: 20%, and (C) Research/Scholarly Activity: 40%. In some cases, faculty members will be assigned additional coordinating responsibilities (e.g., Graduate Coordinator, Undergraduate Coordinator, Lab Coordinator, and Course Coordinator). In these cases the Department Head and faculty member should develop a mutually agreed upon set of tasks to be completed during the year.
3. It is the responsibility of Faculty members to submit supporting material for their merit evaluation. Faculty members are encouraged to submit supporting materials as outlined in the Merit Raise Vita (Appendix B, Form 2) by January 1. The material should include, but is not limited to: student evaluations, course materials, (outlines, handouts, examinations, etc.), other documents showing teaching effectiveness (videotapes of classes), books, articles, reports, presentation abstracts, research and professional grant proposals, other artifacts of research activity, letters of acceptance for manuscripts in press, and evidence of professional and service contributions.
4. The department head will provide in writing an evaluation of each faculty member's performance in each area of the areas of responsibility and overall. Where possible feedback should be provided for each of the performance items on the Faculty Evaluation Checklist and Summary Form (Appendix B, Form 3 and 4). The overall evaluation is defined as the weighted average of each of the areas of responsibility.
5. After receiving and reviewing the evaluation, the individual faculty member returns one signed copy of the Distribution of Effort and Rating Summary Form to the department head within five days of receiving it. The faculty member is encouraged to discuss his/her evaluation with the department head. At this time the next years-tentative Distribution of Effort & Objectives Form (Appendix B, Form 1) will also be completed by the faculty member and discussed with the department head.
6. In the case of "minimum-acceptable levels of productivity" or "less than minimum-acceptable levels of productivity" it is the first responsibility of the head of the department to determine explicitly whether the duties assigned to the faculty member have been equitable to the context of the distribution of duties within the unit and to correct any inequities affecting the faculty member under review. Second, the head of the department will offer they types of assistance indicated in C30.3. of the Kansas State University Faculty Handbook. Referral for still other forms of assistance (e.g., medical or psychological) may be warranted. Third, if the deficient performance continues in spite of these efforts and recommendations, the department head and the faculty member may agree to a reallocation of the faculty member's time so that he/she no

longer has duties in the area(s) of deficient performance. Of course, such reallocation can occur only if there are one or more areas of better performance in the faculty member's profile and if the reallocation is possible in the larger context of the department's or unit's mission, needs, and resources.

7. If an individual faculty member is not satisfied with his/her evaluation, distribution of effort, or objectives after consultation(s) with the department head he/she should schedule a meeting with the dean to discuss the matter. The department head should be informed of the intention to meet with the dean.
8. As outlined in the KSU Faculty Handbook, merit is the primary basis for determining salary increases. The responsibility for assigning salary increases rests with the department head. The following procedures will be followed in assigning salary increases:
  - a. After legislative decisions have been made concerning amounts of raises, a total amount of raised money is assigned to the department by the Dean of the College of Arts and Sciences.
  - b. The amount of money assigned to the department represents a percentage of the total salary of departmental faculty. Actually, this may represent an amount less than assigned by the legislature because some money is held back from each department for "equity" adjustments and reallocation.
  - c. All of the money assigned to the department for faculty raises is allocated on a merit basis. Evaluation of merit will be based on the evaluation procedure outlined above. A general guideline is that faculty who receive an average rating of "professional" or higher will receive a percent raise no less than one-half of the percent allocated to the department.
  - d. After raises are approved by the Dean and Provost, the exact amounts will be noted in individual letters to faculty.

### **C. Student Evaluation of Faculty**

All non-tenured faculty are encouraged to have students complete the TEVAL form for all classes each semester, but must be rated at least once a year in each course that they teach. Tenured faculty are encouraged to have one class each semester evaluated by students using TEVAL, but must be rated in at least one course per year; however, the faculty member may choose which course will be evaluated.

### **D. Chronic Low Achievement Procedures**

Chronic underachievement will not be tolerated by the Kinesiology Department. For faculty members with an effort distribution in research, minimal expectations include regular scholarly productivity, as evidenced by activities such as publication in peer-reviewed journals, synthesis of concepts in book chapters or review articles, presentations as seminars or at professional symposia, and an active search for funding to support these scholarly activities. For faculty members with an effort distribution in teaching, minimal expectations include both a reasonable quantity and quality of instructional activities, including teaching and advising, and curriculum development and support. Minimal expectations in service include regular participation in activities such as committees, panels, and groups, at the Department, University, State or National levels, which further individual and collective academic or professional goals.

The department follows the criteria and procedures for chronic low achievement presented in the KSU faculty handbook (sections C31.5-C31.7). Faculty are urged to read those sections carefully.

In meeting the University policies, the departmental procedures for chronic low achievement are as follows:

1. When a tenured faculty member's overall performance falls below the minimum acceptable level, as indicated by the annual evaluation using the above criteria, the department or unit head shall indicate so in writing to the faculty member. In keeping with regular procedures in matters of tenure and promotion (C112.1 and C112.2), eligible departmental faculty will have input into any decision on individual cases unless the faculty member requests otherwise.
2. Eligible faculty are all faculty with rank equal to or above the faculty member. This faculty will be asked to review credentials and make recommendations in writing to the department head.
3. A chronic low achievement evaluation will then be provided in writing to the tenured faculty member by the department head by approximately March 1. The recommendation will include a suggested course of action to improve the performance of the faculty member and summarize faculty recommendations and comments.
4. In subsequent annual evaluations for a five-year period, the faculty member will report on activities aimed at improving performance and any evidence of improvement. The names of faculty members who fail to meet minimum standards for the years following the department head's suggested course of action and eligible faculty recommendation will be forwarded to the dean. If the faculty member has two successive evaluations or a total of three evaluations in any five-year period in which minimum standards are not met, then "dismissal for cause" will be considered at the discretion of the appropriate dean.

## **E. Professorial Performance Award**

The Professorial Performance Award is provided by the University to recognize outstanding faculty at the full professor rank, who have demonstrated sustained exceptional productivity since becoming full professor. The criteria include:

1. The candidate must be a full-time professor and have been in rank for at least six years since the last promotion or professorial performance award.
2. The candidate must show evidence of sustained productivity in at least the last six years before the performance review, and
3. The candidate's productivity and performance must be of a quality equivalent to that which would merit promotion to professor according to the standards described above in Section D. Promotion to Professor.

Each candidate desiring consideration will prepare a dossier containing sufficient evidence to demonstrate that the above criteria have been met. This dossier will be examined by each of the tenured associate and full professors in the department, who will provide recommendation to the department head as to whether or not the criteria have been met. The department head in turn will provide written recommendation to the Dean of the College of Arts & Sciences regarding the faculty review, and his/her own recommendation.

## **VII. PROMOTION, TENURE, MID-TENURE REVIEW AND REAPPOINTMENT**

Each faculty member's contribution to the Department's Mission and Program Objectives (See Part II) is evaluated by the reappointment, and tenure and promotion procedures and standards. In developing the standards below for reappointment, tenure and promotion, guidelines provided in the Kansas State University Faculty Handbook were followed.

### **A. Reappointment of a Probationary Faculty Member**

Excellence in teaching, professional service, and scholarship is expected of all probationary faculty. The merit review process is designed to provide annual feedback to the probationary faculty member in each of these three areas. Evaluation scores of less than a professional rating (3.0) in any of the three areas should be construed as a significant indicator that the probationary faculty member is not making adequate progress towards tenure.

#### **Teaching**

1. Teaching evaluations should culminate in numerical scores reflective of effectiveness in the classroom. In cases where numerical scores are below an acceptable minimum, continued reappointment is possible if the candidate can demonstrate positive trends culminating in a projection of acceptable minimums by the end of the probationary period. Alternative sources of information pertaining to effectiveness in the classroom (e.g. videotapes, written evaluations based on colleagues and/or head's evaluations) should supplement student feedback.
2. Course content should reflect a strong grasp of the appropriate Kinesiology body of knowledge, a liberal arts foundation, and student learning objectives such as critical thinking, writing, and reading skills.
3. Involvement at some level of instruction in the Kinesiology graduate program is expected early in the probationary period. In addition to graduate core classes, such involvement may include graduate independent study and other student mentoring experiences.

#### **Research**

1. During the first three years of the probationary period (pre-mid-tenure review) graduate faculty status is expected. Along with publication of research conducted during graduate training, the successful candidate is expected to demonstrate the early stages of a continuous independent research program.
2. During the second portion of the probationary period significant evidence of a competitive research program is expected. This should be interpreted as the development of a theoretically framed line of research in an appropriate area within Kinesiology and successful publication in refereed scholarly journals.
3. All faculty are expected to seek extramural funding to help support their research. Strategies for obtaining extramural funding should be developed during the first portion of the probationary period with expectations for acquisition rising toward the end of the probationary period. In areas

where scholarly pursuits are financially costly, successful acquisition of extramural funding may be necessary.

## **Professional Service**

1. Participation in the normal functions of the department, including committee assignments, etc is expected. In most cases all faculty will be expected to chair at least one committee. In some cases, junior faculty may be asked to coordinate programs within the department.
2. Participation in professional organizations such as attending meetings, organizing symposia, reviewing manuscripts, etc is expected. In some cases establishing service ties at the local and state levels may also be appropriate.

## **B. Reappointment Review Procedures**

The department follows the criteria and procedures of reappointment reviews of faculty on probationary status presented in the KSU faculty handbook (sections C13-144). Faculty are urged to read those sections carefully.

1. The department head requests from the non-tenured faculty member under consideration for reappointment all materials which the faculty member deems pertinent to the reappointment decision. This shall include professional activities and service contributions. A deadline date for this material will be given.
2. At least fourteen days after receipt of the material requested in #1 and/or when the deadline arrives, the department head and the eligible faculty will meet to discuss the candidate's eligibility for reappointment and progress toward tenure. Subsequent to this meeting there will be a ballot of the eligible faculty on reappointment of the faculty.
3. Upon receipt of the evaluations in #1 and #2 above the department head will prepare a recommendation on reappointment to submit to the dean. This recommendation includes evaluative statements in support of the recommendation.

During the third year of employment, the department conducts a more formal review of probationary faculty members. This review, called the **mid-probationary review**. This review is designed to provide tenure-track faculty members with helpful substantive feedback from faculty colleagues and administrators regarding their accomplishments relative to the institution's missions, objectives, and obligations to its constituents. The following steps are involved in the mid-probationary review process:

1. The department head writes a short description of the faculty member's responsibilities during the evaluation period including the average distribution of assignments between research, instruction, and other activities.
2. The candidate provides a one-page summary of major achievements and a one-page summary of five-year goals as in sections 3a and 3b of Guidelines for the Organization and Format of Tenure and Promotion Documentation provided by the Provost's Office. The candidate also provides a current vita, a list of courses taught during the probationary period, course outlines, and student evaluations of all courses taught during the probationary period.

3. These materials should be made available to the tenured faculty members in the department on or before March 1 during the third appointment year. Tenured faculty reviews these materials and responds positively or negatively to the question of reappointment and provides written input concerning the candidate's progress toward tenure.
4. The department head writes a recommendation on reappointment and a on-paragraph statement on progress toward tenure. This statement, the candidate's mid-probationary review file as well as any other materials specified in C92.2 of the University Handbook, and a copy of the departmental criteria and standards will be forwarded to the college advisory committee.

### **C. Tenure and Promotion Review Criteria and Procedures**

The department follows closely the tenure and promotion criteria and guidelines presented in the KSU faculty handbook (sections C40-51, C80-103). All faculty are urged to carefully read this material. The department is in agreement with the relationship between tenure and promotion and annual evaluation explained in this publication. Specific procedures for tenure and promotion are:

1. Each fall the department head will request faculty eligible for promotion to meet and discuss their qualifications relative to promotion.
2. Faculty requesting promotion consideration will need to prepare tenure and promotion materials according to Guidelines for the Organization and Format of Tenure and Promotion Documentation provided by the Provost Office.
3. All faculty, with rank equal to or above that of the rank requested, will be asked to review credentials and make recommendations in writing to the department head by November 1.
4. The candidate will be asked to provide a list of at least four colleagues within his/her area of expertise to serve as external reviewers. Two external reviewers will be identified from this one and an additional reviewer will be identified from recommendations from faculty. After receiving consent from these potential reviewers, each will be sent the candidate's vita, three recent publications, and the university's criteria for tenure and promotion. They will be asked to evaluate the candidate's performance and accomplishments relative to the criteria.
5. Promotion recommendations will then be made to the Dean by the department head by approximately November 15. The recommendation will include supportive statements and summarize faculty recommendations and comments.
6. Promotions require approval of the Deans, Vice Presidents, President, and the Board of Regents. Therefore, announcements of promotion will not be made, nor will announcements or recommendations for promotion be made, prior to official announcements of promotions.

### **D. Promotion to Associate Professor with Tenure**

In addition to the criteria set forth during the probationary period the successful associate professor candidate is expected to reach the following levels.

1. Scholarly accomplishments should reflect a national reputation in the candidate's field of study and should reflect a focused line of research in refereed scholarly journals.

2. Scholarship should be produced in a fashion indicating a consistent pattern of successful contribution during the entire probationary period.
3. The candidate is expected to have reached a level of excellence in teaching. In addition to student ratings and course content reflecting characteristics mentioned under probationary faculty, significant teaching effectiveness may be demonstrated in other ways such as teaching awards, the production of instructional materials (textbooks, lab manuals, etc), new course initiation and/or major revision of existing courses. Effectiveness at to the graduate and undergraduate levels is expected; however, some individuals may contribute more at either the undergraduate or graduate levels.
4. In cases where the candidate has significant experience at another university, promotion and tenure during the first few years at KSU may be appropriate if outstanding success in teaching, professional service, and scholarship has been demonstrated at the previous institution and expectations for continued involvement are apparent.
5. Participation in leadership roles in national organizations and/or service to professional communities in and around the State of Kansas should be demonstrated.

## **E. Promotion to Professor**

In addition to the promotion criteria to associate professor, the successful full professor candidate should have reached the following levels:

1. Demonstration of sustained excellence in teaching is necessary.
2. The candidate should establish a research program that has earned national recognition and is acknowledged by leading experts in the field. Frequent publication in prestigious referred scholarly journals is expected. An exception may be in areas of Kinesiology where original monographs are the norm, but in all cases, the emphasis is placed on original works that have made significant impact within the discipline. Such impact may be measured by such evidence as research awards, citation in other works, etc.
3. The candidate should demonstrate through their actions an attitude of shared responsibility for the integrity of the department. This includes a sustained record of professional service including participation in leadership activities within the KSU community (department, college, and university), professional societies, and other professional communities as well as the acceptance of mentoring of junior faculty, and promoting Kinesiology across campus.

## **VIII. CURRICULUM CHANGES**

Requests for course or curriculum changes must be submitted to the curriculum committee using the appropriate form (Appendix D). New course requests must be submitted first to the Curriculum Committee for review along with a course title, course description, brief outline, brief reference list, and a proposed text. Graduate courses (number 600 and above) require that a special graduate council form be filled out (see Graduate Handbook).

The chair of the curriculum committee then presents the proposed change to the faculty for approval.

Once approved by the Department, courses must be approved by the following bodies: the Arts and Sciences Curriculum Committee, the Arts and Sciences faculty, Social Sciences Subcommittee of the Graduate Council (numbers 600 and above), the Graduate Council (numbers 600 and above), the faculty Senate Academic Affairs Committee, and finally the Faculty Senate.

## **Appendix A. Forms for use by Faculty**

Form 1 - Approval Form for Absence From Campus

Form 2 - Special Studies Course Approval Form

Form 3 - Standard Accidental Injury Report

**FORM 1 - Approval for Absence from Campus**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

I request that my absence from the campus for ht following university business be approved:

Reason for travel:

Location of travel:

Dates of absence:

Classes	Meeting Time	Meeting Day	Name of Person Covering Class

Absence Approved

Absence Rejected

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

**FORM 2 - Special Studies Course Approval Form**

## **UNDERGRADUATE AND GRADUATE SPECIAL STUDIES COURSE POLICIES**

All enrollments for Special Studies Courses (KIN 430, 463, 498, 599, 799, 896, 897) will be based on the following guidelines:

1. All students enrolling in these courses must fill out a Special Studies Course Approval Form by answering all questions as outlined on the form. The form must be signed by the proposed course instructor, the student's advisor, and the appropriate program coordinator. The special approval form is not required for 398, 520, 598, 796.
2. The first and most important intent of all courses, including special studies courses, is the education of the student. For this reason, a statement of the purposes of the proposed course must be developed by the student and instructor prior to enrolling. These objectives must be outlined on the Special Studies Course approval form, which can be obtained from the department office in Natatorium 8.
3. The student enrolled in the course will understand in advance the objectives of the course and the activities which will be undertaken to meet the course objectives. If possible, the activities will be planned specifically for the individual student. However, in some cases the experience of being involved with an existing program is an appropriate learning experience (e.g. helping on a research project). In these cases the student and instructor will agree in advance on the responsibilities of the student involved and these will be so indicated on the Special Studies Course Approval form.
4. Since the student learning experience is of prime concern, students shall not be used in Special Studies Courses to do technical office or lab work unless such work is directly related to the course learning objectives or activities which were agreed on prior to the beginning of the course.
5. A maximum of four hours of courses 430, 463, 498, and 598 may apply to a bachelor's degree. A maximum of three hours of course 799 may apply to the master's program of study. KIN 430 and 463 do not receive a letter grade. They receive credit or no credit.
6. Students or faculty who feel that the spirit or letter of this policy is being violated should report their concerns to either the Student Advisory Committee or the Department Head.

# SPECIAL STUDIES COURSE APPROVAL FORM

## DEPARTMENT OF KINESIOLOGY (Rev 1/30/02)

NAME \_\_\_\_\_

SSN \_\_\_\_ - \_\_\_\_ - \_\_\_\_

SEMESTER AND YEAR \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

CLASS SECTION (KIN 430) or LAB SECTION (KIN 463), or PROJECT TITLE (KIN 599, 896, 897)

1. Underline the appropriate course number below. Insert the corresponding reference number from the Line Schedule

KIN 430      Lifetime Sports Practica(2)      Ref# \_\_\_\_\_

KIN 463      Laboratory Practicum in Kinesiology (1-2)      Ref# \_\_\_\_\_

KIN 599      Independent Studies in Kinesiology (1-3)      Ref# \_\_\_\_\_

KIN 896      Independent Studies in Kinesiology (1-4)      Ref# \_\_\_\_\_

KIN 897      Research in Kinesiology (1-4)      Ref# \_\_\_\_\_

2. Circle the number of credit hours applicable.      1      2      3      4

3. **For KIN 430 and KIN 463**, sign this form and present it to your supervising instructor on the **first day of class**. Ask them to sign the form and return it to the undergraduate coordinator for signature and filing.

4. **For KIN 599, 896, and 897**, list the **behavioral objectives** of this special studies course and the actual **activities** which the student will experience in order to meet the objectives you have described. (Use a separate piece of paper if necessary). Present this form to your independent study project supervisor and ask them to sign and return it to the undergraduate or graduate coordinator for signature and filling.

\_\_\_\_\_  
Signature of Student/ Date

\_\_\_\_\_  
Signature of Supervisor/ Date

\_\_\_\_\_  
Undergraduate/Graduate Coordinator/ Date

# Special Studies Evaluation Form

## Department of Kinesiology

Student's Name \_\_\_\_\_

Semester \_\_\_\_\_

Supervising Professor \_\_\_\_\_

Supervisor \_\_\_\_\_

Location \_\_\_\_\_

KIN 430 \_\_\_\_\_ KIN 463 \_\_\_\_\_ KIN 498 \_\_\_\_\_ KIN 599 \_\_\_\_\_

KIN 799 \_\_\_\_\_ KIN 896 \_\_\_\_\_ KIN 897 \_\_\_\_\_

**Area of Evaluation**

Please complete this student evaluation upon the completion of the course or internship. Please be specific as to the student's strengths and weaknesses. This evaluation will be made available to the student after their grade has been assigned.

	Excellent	Good	Average	Poor	N/A
Attitude					
Technical Competence					
Thoroughness					
Efficiency					
Responsibilities					
Interaction with Others					
Improvement					

Written Comments:

Letter Grade Courses: 498, 599, 799.896

Credit/No Credit Courses: 430, 463

Letter Grade	A	B	C	D	F	Credit	No Credit
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Signature \_\_\_\_\_

Date \_\_\_\_\_

**FORM 3 - Standard Accidental Injury Report**

## **APPENDIX B. MERIT EVALUATION MATERIALS**

### **Faculty Evaluation Overview**

Form 1- Distribution of Effort and Statement of Objectives

Form 2 - Merit Raise VITA (not currently used) –See Form 9 Below

Form 3- Faculty Evaluation Checklist

Form 4- Faculty Evaluation Summary Form (not currently used)—See Form 9 Below

Form 5- Evaluation Checklist for Graduate Coordinator

Form 6- Evaluation checklist for Undergraduate Coordinator

Form 6A - Evaluation checklist for Undergraduate Advising Coordinator

Form 7- Evaluation Checklist for LIFE Program Coordinator

Form 8- Evaluation Checklist for Laboratory Coordinators

Form 9- Annual Merit Evaluation Worksheet

**FORM 1 – Distribution of Effort and Statement of Objectives**

**Faculty Member:** \_\_\_\_\_ **Year:** \_\_\_\_\_

I.	Distribution of Effort for Past Year	% of Effort
	A. Teaching Effectiveness and Advising	_____
	B. Professional Activity	_____
	C. Research	_____
	D. Other: _____	_____

II.	Proposed Distribution of Effort & Objectives	% of Effort
	A. Teaching Effectiveness and Advisement Objectives:	_____

	B. Professional Activity and Service Objectives:	_____
--	--	-------

	C. Research Objectives:	_____
--	-------------------------	-------

	D. Other: _____ Objectives:	_____
--	-----------------------------	-------

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**FORM 3 - Faculty Evaluation Checklist**

**Teaching Effectiveness and Advisement**

1. Achieves student ratings at least in the Middle Upper range of TEVAL report evaluations \_\_\_\_\_
2. Motivates students to excel \_\_\_\_\_
3. Uses student feedback appropriately, using student evaluations to improve teaching effectiveness \_\_\_\_\_
4. Course syllabus and handouts are appropriate and complete \_\_\_\_\_
5. Teaches material expressed in course outline \_\_\_\_\_
6. Plans and organizes classes in advance of delivery \_\_\_\_\_
7. Demonstrates a command of subject matter especially in in areas of specialization \_\_\_\_\_
8. Provides research opportunities for students through class assignments \_\_\_\_\_
9. Course outlines are on file and up-to-date \_\_\_\_\_
10. Class roll books are on e file within a week after the end of exams \_\_\_\_\_
11. Class roll books can be easily interpreted \_\_\_\_\_
12. Uses teaching resources effectively, especially current periodical literature on the subject matter and innovative instructional mediums \_\_\_\_\_
13. Uses tests as a learning devices, which require lower-level knowledge of the subject matter and higher-level analytical ability for application \_\_\_\_\_
14. Returns test and assignment material as promptly as possible \_\_\_\_\_
15. Is available to students \_\_\_\_\_
16. Develops new courses for Kinesiology curriculum \_\_\_\_\_
17. Ensures that students requiring additional assistance seek it through appropriate university facilities \_\_\_\_\_

18. Provides Independent Study courses for interested students \_\_\_\_\_
19. Encourages students to attend scholarly conferences \_\_\_\_\_

**Qualitative Undergraduate teaching performance evaluation:**

**III. Undergraduate Advising (when appropriate)**

1. Informs advisees of graduation requirements \_\_\_\_\_
2. Informs advisees on departmental and curricular matters \_\_\_\_\_
3. Keeps posted office hours and appointments with students \_\_\_\_\_
4. Communicates to student and secretarial staff any changes in office hours \_\_\_\_\_
5. Puts appropriate information into advisement folders \_\_\_\_\_
6. Advisement folders can be easily interpreted \_\_\_\_\_
7. Provides references to place students in graduate and professional schools \_\_\_\_\_
8. Seeks to motivate academic growth, maturity, and improvement in students \_\_\_\_\_
9. Recruits students into Kinesiology and works to retain them in the program \_\_\_\_\_
10. Is available to students \_\_\_\_\_

**Qualitative undergraduate advising performance evaluation:**

**IV. Graduate Teaching**

1. Is a member of the Graduate Faculty \_\_\_\_\_
2. Course outlines are on file and up-to-date \_\_\_\_\_
3. Class roll books are on file within a week after the end of exams \_\_\_\_\_
4. Class roll books can be easily interpreted \_\_\_\_\_
5. Course syllabus and handouts are appropriate and complete \_\_\_\_\_
6. Teaches material expressed in course outline \_\_\_\_\_

7. Plans and organizes graduate classes in seminar fashion \_\_\_\_\_
8. Provides research opportunities for students through class assignments \_\_\_\_\_
9. Uses teaching resources effectively, especially current periodical literature and innovative instructional mediums \_\_\_\_\_
10. Demonstrates a command of subject matter especially in areas of specialization \_\_\_\_\_
11. Uses tests as a learning devices, which require lower-level knowledge of the subject matter and higher-level analytical ability for application \_\_\_\_\_
12. Returns student materials as promptly as possible \_\_\_\_\_
13. Achieves student ratings in Graduate classes in the Middle to Upper range of TEVAL report evaluations \_\_\_\_\_
14. Seeks to motivate the academic and professional development of students, and to train them to be intellectually self-reliant, and self-motivate \_\_\_\_\_
15. Uses student feedback appropriately, using student evaluations to improve teaching effectiveness \_\_\_\_\_
16. Develops new courses for Kinesiology graduate curriculum \_\_\_\_\_
17. Provides Independent Study classes for interested students \_\_\_\_\_

**Qualitative graduate teaching performance evaluation:**

**V. Graduate Advising**

1. Number of advisees in Department  
 Thesis \_\_\_\_\_  
 Non-Thesis \_\_\_\_\_
2. Number of Graduate committees  
 Thesis \_\_\_\_\_  
 Non- Thesis \_\_\_\_\_
3. Participates in committees outside department  
 Masters \_\_\_\_\_  
 Doctoral \_\_\_\_\_
4. Participates in committees outside the university \_\_\_\_\_

5. Seeks to motivate the academic and professional development of students, and to train them to be intellectually self-reliant, and self-motivated

\_\_\_\_\_

6. Is available to students

\_\_\_\_\_

7. Ensures that students requiring additional assistance seek it through the Graduate Chair and appropriate

\_\_\_\_\_

8. Assists students in seeking funding for their research

\_\_\_\_\_

9. Encourages Graduate students to attend scholarly conferences, and assist them in publishing their research

\_\_\_\_\_

**Qualitative graduate advising performance evaluation:**

## FORM 5 – Evaluation Checklist for Graduate Coordinator

- \_\_\_ a. Serve as the department's official liaison with the Graduate School.
- \_\_\_ b. Appoint advisors and coordinate graduate advising.
- \_\_\_ c. Chair meetings of departmental graduate faculty.
- \_\_\_ d. Provide leadership for faculty development of innovative undergraduate and graduate programs of study.
- \_\_\_ e. Develop graduate program offerings and course schedules for the fall, spring, summer, and intersession sessions.
- \_\_\_ f. Administer OOE and other funds allocated by the department head.
- \_\_\_ g. Maintain an active file for course outlines for graduate courses in the main office.
- \_\_\_ h. Periodically evaluate content of graduate courses for balance and elimination of duplication.
- \_\_\_ i. Make decisions concerning graduate reports and theses.
- \_\_\_ j. Make decisions concerning irregular graduate programs of study.
- \_\_\_ k. Make recommendations concerning employment of graduate teaching assistants, including screening of applicants.
- \_\_\_ l. Maintain the departmental completed theses library.
- \_\_\_ m. Screen and recommend for admission graduate studies applicants.
- \_\_\_ n. Coordinate graduate program recruitment.
- \_\_\_ o. Revise the graduate brochure yearly.
- \_\_\_ p. Revise departmental graduate studies handbook yearly.
- \_\_\_ q. Recommend to the department head approval of programs of study.
- \_\_\_ r. Maintain a year by year file of graduate student and graduate teaching assistantship applications.
- \_\_\_ s. Maintain graduate program bulletin board.
- \_\_\_ t. Prepare all program accreditation reports and materials.
- \_\_\_ u. Coordinate graduate seminar program.
- \_\_\_ v. Pursue aggressively sources of external funding that will enhance the attainment of research and program goals.
- \_\_\_ w. Submit requests for new books to the acquisitions librarian.
- \_\_\_ x. Coordinate the planning and process of graduate program assessment.

## **FORM 6 – Evaluation Checklist for Undergraduate Coordinator**

- \_\_\_ a. Chair the undergraduate curriculum committee.
- \_\_\_ b. Administer funds allocated for instructional support of undergraduate major programs.
- \_\_\_ c. Assist in the preparation of periodic reports that document program and faculty productivity and effort.
- \_\_\_ d. Assist the department head in developing brochures, pamphlets, and other documents that describe undergraduate programs of study.
- \_\_\_ e. Review program offerings and course schedules for the fall, spring, summer, and intersession sessions.
- \_\_\_ f. Assist the department head in inter-departmental activities affecting the undergraduate programs.
- \_\_\_ g. Recommend course offerings and teaching assignments for the undergraduate major program.
- \_\_\_ h. Coordinate the maintenance of an active file of course outlines in the main office.
- \_\_\_ i. Periodically evaluate the content of courses in the undergraduate curriculum to maintain balance and avoid duplication.
- \_\_\_ j. Coordinate the content and maintenance of bulletin board for undergraduate programs.
- \_\_\_ k.. Monitor all correspondence of prospective undergraduate.
- \_\_\_ l. Author undergraduate program assessment materials for North Central Accreditation review.
- \_\_\_ m. Update appropriate sections of the KSU catalog and program information brochures.
- \_\_\_ n. Supervise and assist the undergraduate advising coordinator in the administration of his/her duties.
- \_\_\_ o. Assist the Department Head in evaluating undergraduate advising coordinator.
- \_\_\_ p. Marshal undergraduate students at commencement exercises.
- \_\_\_ q. Update the undergraduate student handbook.
- \_\_\_ r. Provide the Kinesiology webmaster with updated information on the undergraduate program.

## **Form 6A - Evaluation checklist for Undergraduate Advising Coordinator**

- \_\_\_ a. Train and supervise GTA's with academic advising assignments.
- \_\_\_ b. Develop and maintain a schedule of all advisors to include at least 6 hours of advising availability each weekday.
- \_\_\_ c. Coordinate with the College of Arts and Sciences and Office of New Student Services and the advising staff in ensuring that all prospective students are provided program orientation.
- \_\_\_ d. Assist the Undergraduate Coordinator in updating the student handbook and information on both the Kinesiology and academic advising websites.

- \_\_\_\_ e. Assist the undergraduate coordinator in maintenance, interpretation, and updating of the Degree Audit Report System (DARS).
- \_\_\_\_ f. Marshal undergraduate students at commencement exercises.
- \_\_\_\_ g. Maintain listings of all undergraduate majors by classification.
- \_\_\_\_ h. Update curriculum sequence and checklist files in the main office.

## **FORM 7 – Evaluation Checklist for Life Program Coordinator**

- \_\_\_ a. Interview and hire all personnel for fitness program.
- \_\_\_ b. Train and supervise weight room and gymnasium workers, fitness instructors, and babysitting personnel.
- \_\_\_ c. Schedule facilities including: weight room, fieldhouse, gymnasium, and gymnastics room.
- \_\_\_ d. Design and distribute monthly newsletter for fitness program participants.
- \_\_\_ e. Conduct monthly blood pressure checks and file and monitor information on participating persons.
- \_\_\_ f. Market fitness program and fitness testing services.
- \_\_\_ g. schedule participants for fitness testing services.
- \_\_\_ h. Organize red cross training for fitness program employees.
- \_\_\_ i. Maintain facilities equipment and supplies.
- \_\_\_ j. Coordinate annual training workshops for fitness program instructors.
- \_\_\_ k. Screen participant consent for exercise program forms. (ACSM Guidelines)
- \_\_\_ l. Educate new KSU faculty/staff members concerning Ahearn Adult Fitness Program opportunities. (Personnel training sessions)
- \_\_\_ m. Explore and pursue supplementary program funding opportunities.

## **FORM 8 – Evaluation Checklist for Laboratory Coordinators**

- \_\_\_ a. Develop and maintain equipment inventory.
- \_\_\_ b. Develop and update list of lab objectives.
- \_\_\_ c. Prepare and annual list of equipment needed to meet the teaching and research objectives of the lab by category.
- \_\_\_ d. Pursue aggressively all sources of funding for necessary lab equipment.
- \_\_\_ e. Supervise the day –to-day scheduling and maintenance of all lab equipment.

KANSAS STATE UNIVERSITY

DEPARTMENT OF KINESIOLOGY  
(Adapted from Texas A&M form)

ANNUAL MERIT EVALUATION WORKSHEET (FORM B-9)

Last Revised: April, 2006

YEAR:

NAME:

FACULTY LOAD DISTRIBUTION: Teaching      %      Research      %      Service      %

PROLOGUE

*Please read the following guidelines carefully before you start using this worksheet.*

- Faculty members are responsible for completing and submitting this form. Further, the A-1 form must be complete, filled out exactly as requested with the required accompanying support material for publications, etc. The review committees will not review any item that is not properly formatted or documented, i.e., no credit will be given.
- When completing this form, please do not alter the form's font type or font size. **Your response, however, should be given in bold to make it easier for the reviewers to read.**
- For eligibility for, and calculation of, merit, a rolling average of the most recent three years will be used.
- Administrative credit is to be subtracted from the "Minimum Credits to Satisfy Job Description" in the Summary section of this form, not added to the "Credits Obtained." This reduces the credit requirement in each of the areas of teaching, research, and service.
- The unit of currency used in this annual evaluation worksheet is the credit, with 30 credits being defined as the equivalent of teaching a single 3 credit-hour undergraduate course. Because a 3 credit-hour course meets a minimum of 45 hours per semester, and instructors are expected to put in at least one hour outside of class for every hour in class, 30 credits is the equivalent of 90 hours of work, or one credit is equal to three hours of work. Please use this ratio of one credit per three hours of work in justifying credits for each of the activities that you list in this worksheet for which there are not already predetermined credits.
- For scholarly products (*publications and presentations*), equal credit will be given for journal and other publications, and for presentations, irregardless of the order of authorship. List scholarly products by category, as shown at the end of the instructions.
- When listing scholarly products, be certain to place them in the appropriate category of teaching, research/scholarship, or service. The "Research/Scholarship" category is limited to products emanating from the faculty member's personal research agenda.
- Append a reprint or a copy of the first page of each published article. This will be helpful to the committee reviewing that section (i.e., teaching, research, service). Also, it will be displayed on a departmental bulletin board and will be kept in the departmental files with the current vitae. When the B-9 form is submitted, it will immediately be checked to see that there are copies for all publications. If not, the faculty member will be asked for the copy once.
- When requesting credit for manuscript reviews, the faculty member must list the journal and number of reviews for the year. Full credit is received for the first review of a given manuscript, and half credit for the second review of the same manuscript. No credits are awarded for additional reviews of the manuscript.
- There is a cap in the service category of 150 credits. This represents 50% of the minimal expectation of 300 credits (for those on 9 month contracts). For the overall benefit of the department, any faculty member in excess of 150 credits in the area of service should be focusing more of his or her efforts on teaching and/or research. There will be

notable exceptions to this rule on special occasions when a faculty member has a unique service opportunity. However, this must be negotiated in advance with the department head.

- There is a maximum cap of 10 credits for grant submissions for a given year, even if grants are submitted in more than one area (teaching, research, and service). A federal grant will be awarded 10 credits, a state grant, 5 credits, and a local (intramural) grant, 2 credits. Credit is allowed only for the principal investigator.
- For funded grants, 40 credits will be given for federal/national-level grants, 25 credits for state-level grants, and 10 credits for local-level grants. A faculty member can only receive these up-front credits for one grant per year, even if grants are received in different areas, i.e., teaching, research and service. Travel grants do not count, either at the extramural or intramural level.
- For awards, the maximum credit for each category, e.g., national/international, regional/state, etc., is intended for a “one of a kind” award. As an example, if you received the AAHPERD Honor Award, you would be given the full 60 credits, as there is only one award recipient each year. Keep this in mind as you justify credits in this category.
- When requesting credit for an activity in the “Other” category, a hard copy (e.g., an e-mail) verifying agreement by the department head must be turned in with the A-1 form. Without this agreement, credits will not be awarded. The “Other” category can be used when a faculty member spends considerably more time on a given product (e.g., book) than represented by the credit allotted to that product in its appropriate category. For development of new web-based professional information (i.e., curriculum, content of topics, etc.), faculty must negotiate credits with the department head and submit verification of negotiated credits; otherwise, credits will not be allowed.
- Use the following format for listing all publications (APS or other citation format acceptable if contains relevant elements):

**Journals:**

Smith, J.H., Evans, D.L., and Farley, T.C. (1998). The role of aspirin in the control of all department head-induced headaches. *Journal of Irreconcilable Results* 45: 334-337

**Books:**

Smith, J.H. and Farley, T.C. (1998). *The Professor in Today's University*. Philadelphia: Saunders.

**Edited Books:**

Smith, J.H. and Farley, T.C. (Eds.). (1998). *Ergogenic Aids in Sports*. Champaign, IL: Human Kinetics.

**Chapter in Edited Book:**

Jones, P.T. (1998) The use of amino acid supplements to enhance protein synthesis. In, J.H. Smith and T.C. Farley (Eds.), *Ergogenic Aids in Sports*. Champaign, IL: Human Kinetics.

**I. TEACHING**

**Semester Teaching Credits**

Fall  
Spring  
Summer

Total  
Credits

**Student Evaluations**

List the classes evaluated and the mean adjusted score for “Teacher Effectiveness” for each class

**Course                      Mean Score**

**Fall**

**Spring**

**Overall average**

Compute the credits to be received with the following formula:

$$\text{Credits} = (\text{Overall average} - 3.80) \times 45 = ( \quad - 3.80) \times 45 = \quad \text{Total Credits}$$

**Student Credit Hour (SCH) Production**

$$\text{Credits} = \text{total SCH} \times 0.10 = \quad \text{Total Credits}$$

**Graduate Committees (Note: List only students who graduated during the year and indicate “Chair” where appropriate.)**

1. Doctoral dissertation/record of study committee member (10 credits) or chair (20 credits)  
**Student(s)**

Total Credits

2. GCR on doctoral committee (5 credits)      Number:                      Total Credits

3. Masters thesis committee member (5 credits) or chair (10 credits)  
**Student(s)**

Total Credits

4. Masters non-thesis committee member (2.5 credits) or chair (5 credits)  
**Student(s)**

Total Credits

5. Graduate student academic advising – List all students for whom you served as chair or primary advisor *but who did not graduate or complete their degrees during the year* (1 credit/student)  
**Student(s)**

Total Credits

6. *Undergraduate student research advising – List all undergraduate students for whom you served as research advisor, who were part of a formal student research program, such as Howard Hughes, McNair, Developing Scholar, etc. (7.5 credit/student)*  
**Student(s)**

**Total Credits**

**Refereed original teaching article or refereed teaching review article** (*list according to citation format in the Prologue*) **same as RESEARCH A and SERVICE B**

1. National/international article - 90 credits

Total Credits

2. Regional/state article - 18 credits each.

Total Credits

**Teaching books/proceedings with national/international distribution** (*list according to citation format in the Prologue*) **same as RESEARCH B AND SERVICE C**

1. First-listed or sole-authored book - 60 credits

Total Credits

2. First-listed or sole editor of book – 30 credits

Total Credits

3. First listed or sole-authored book chapter or invited journal article – 20 credits

Total Credits

4. First-listed or sole-authored symposium proceedings – 15 credits

Total Credits

**Volunteer or invited teaching presentations/workshops** **same as RESEARCH C and SERVICE D**  
**List all authors of the presentation, title of presentation, host organization, and date and location of presentation. If an abstract was published, provide the citation.**

1. National/international presenter – 15 credits, 18 credits if accompanied by an abstract published in a national/international subscription teaching journal.

Total Credits

- 2. Regional/state presenter – 7 credits, 9 credits if accompanied by an abstract published in a subscription teaching/journal

Total Credits

- 3. Local presenter - 3 credits

Total Credits

- 4. Invited class lectures at KSU – 1 credit each

Total Credits

**Teaching grants and contracts *same as RESEARCH ?? and SERVICE E***

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

- 1. Grants and contracts awarded - In addition to the credits for grants described in the Prologue (40 up-front credits for federal, 25 for state, and 10 for local – up-front credits are only awarded for one grant irrespective of the category, i.e., if grants are obtained in both the teaching and research categories, only one counts), 1 credit is awarded for every \$2,500 of total (direct plus indirect costs) funding from all grant and contract sources for the year. Also, an additional 1 credit will be given for every \$1,000 dollars in the grant that is a direct “benefit” to the department (i.e., department share of salary savings and indirect costs, HLKN graduate student stipends) for the year. These categories should be individually listed as shown in the samples. When there are co-investigators, the credits are divided among the P.I. and co-investigators as negotiated among the investigators and department head. A sample format is provided on the departmental web site and in the department head’s office.

List awarded grants and contracts (please refer to the samples and follow the correct format - **You must show all calculations!**):

Total Credits

- 2. Grants and contracts submitted (awarded 10 credits for federal, 5 for state, and 2 for local up to maximum of 10 credits irrespective of categories, i.e., if you claim your 10 credits in teaching, you cannot receive more for submission of research or service grants) – Be sure to provide the dates of submission.

List:

Total Credits

**Editing and reviewing or teaching publications and grants *same as RESEARCH D and SERVICE F***

**VI. 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

Total Credits

b. Associate editor – 40 credits per journal

Total Credits

c. Invited manuscript review – 1 (indicate if it is a first or second review – half credits for 2<sup>nd</sup> review) – 6 credits each

Total Credits

d. Abstract reviewer for meeting - 12 credits for each meeting

Total Credits

e. Invited reviewer for book/monograph - 12 credits each

Total Credits

f. Newsletter editor - 12 credits each

Total Credits

g. Grant reviewer - 12 credits/grant as primary or secondary reviewer

Total Credits

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

Total Credits

**Total citations for all teaching publications, as documented in the Citation Index, during the past full calendar year (i.e., January 1 through December 31). There should be no duplication with citations credited in research or service.**

Allow 0.5 credits per citation up to a maximum of 80 citations (40 credits). Total Credits

**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. Note the restrictions discussed in the Prologue. *same as RESEARCH “F” and SERVICE H***

*Provide the appropriate details.*

1. National/international - 60 credits

Total Credits

2. Regional/state - 30 credits

Total Credits

3. University - 30 credits

Total Credits

4. College - 20 credits

Total Credits

5. Department - 10 credits

Total Credits

**L. New Course Development (year of approval) – 10 credits maximum**

Total Credits

**M. Other - Credits awarded require negotiation with the department head as indicated by a hard copy (e.g., e-mail) of verification.**

Total Credits

**Total Teaching Credits**

## II. RESEARCH/SCHOLARSHIP

### A. Refereed original research article or refereed research review article (*list according to citation format in the Prologue*)

1. National/international article - 90 credits

Total Credits

2. Regional/State - First-authored, sole-authored, or advisee-authored (with advisor as co-author): 18 credits.

Total Credits

### B. Research books/proceedings with national/international distribution (*list according to citation format in the Prologue*)

1. First-listed or sole-authored peer-reviewed book - 90 credits

Total Credits

2. First-listed or sole editor of book - 30 credits

Total Credits

3. First-listed or sole-authored book chapter or invited journal article - 20 credits

Total Credits

4. First-listed or sole-authored symposium proceedings - 15 credits

Total Credits

5. Books in progress, completed chapters (1 year only) - 15 credits

Total Credits

### C. Volunteer or invited research presentations

*List all authors of the presentation, title of presentation, host organization, and date and location of presentation. If an abstract was published, provide the journal citation.*

1. National/international invited symposium participant - 25 credits

Total Credits

2. National/international presenter (Poster/Free Communication) - 15 credits; 18 credits if accompanied by an abstract published in a national/international subscription research journal.

Total Credits

3. Regional/state presenter - 7 credits; 9 credits if accompanied by an abstract published in a subscription research journal

Total Credits

4. Local presenter - 3 credits

Total Credits

### **Research 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 - In addition to the credits for grants described in the Prologue (40 up-front credits for federal, 25 for state, and 10 for local – up-front credits are only awarded for one grant irrespective of the category, i.e., if grants are obtained in both the teaching and research categories, only one counts), 1 credit is awarded for every \$2,500 of total (direct plus indirect costs) funding from all grant and contract sources for the year. Also, an additional 1 credit will be given for every \$1,000 dollars in the grant that is a direct “benefit” to the department (i.e., department share of salary savings and indirect costs, HLKN graduate student stipends). These categories should be individually listed as shown in the samples. When there are co-investigators, the total award credit and total award funding credit is divided among the P.I. and co-investigators as negotiated among the investigators and department head. A sample format is provided on the departmental web site and in the department head’s office.

List (please refer to the samples and follow the correct format - **You must show all calculations!**):

Total Credits

2. Grants and contracts submitted (awarded 10 credits for federal, 5 for state, and 2 for local up to a maximum of 10 credits irrespective of categories, i.e., if you claim your 10 credits in teaching, you cannot receive more for submission of research or service grants) – Be sure to provide the dates of submission.

List:

Total Credits

### **D. Editing and reviewing of research publications and grants**

*Provide the details under the appropriate category.*

1. International/national
  - a. Editor/editor-in-chief - 60 credits

Total Credits

- b. Associate editor - 40 credits per journal

Total Credits

- c. Editorial Board – 25 credits per journal

Total Credits

- d. Invited manuscript reviewer – list date of review and journal (indicate if it is a first or second review half credits for 2<sup>nd</sup> review) - 6 credits each

Total Credits

- e. Abstract reviewer for meeting - 12 credits per meeting

Total Credits

- f. Invited reviewer for book/monograph - 12 credits each

Total Credits

- g. Newsletter editor - 12 credits each

Total Credits

- h. Grant reviewer - 12 credits/grant as primary or secondary reviewer

Total Credits

- 2. Regional/state (0.5 credit given for international/national activities – see above)

Total Credits

**E. Total citations for all research publications, as documented in the Citation Index, during the past full calendar year (January 1 through December 31 - no duplication with citations credited in teaching or service).**

Allow 0.5 credits per citation

Total Credits

**Research awards (credits x 0.20 for formal nominations). For students who receive research awards, supervising faculty member receives half of the credits listed for the appropriate category. (provide the appropriate details)**

- 1. National/international - 60 credits

Total Credits

2. Regional/state - 30 credits

Total Credits

3. University - 30 credits

Total Credits

4. College - 20 credits

Total Credits

5. Department - 10 credits

Total Credits

**F. Other - Credits awarded require negotiation with the department head as indicated by a hard copy (e.g., e-mail) of verification.**

Total Credits

**Total Research Credits**

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

Total Credits

b. Officer - 20 credits

Total Credits

c. Board membership - 15 credits

Total Credits

d. Committee membership - 10 credits (plus 5 credits if chair)

Total Credits

2. Regional/state (officers do not receive additional credits for committee service resulting from their office)

a. President - 40 credits

Total Credits

b. Officer - 18 credits

Total Credits

c. Board membership - 12 credits

Total Credits

d. Committee membership - 8 credits (plus 4 credits if chair)

Total Credits

B. Refereed original service article or refereed service review article (list according to citation format in the Prologue)

1. National/international article - 90 credits

Total Credits

2. Regional/State - First-authored, sole-authored, or advisee-authored (with advisor as co-author): 18 credits.

Total Credits

**C. Service books/proceedings with national/international distribution** (*list according to citation format in the Prologue*)

1. First-listed or sole-authored book - 60 credits

Total Credits

2. First-listed or sole editor of book - 30 credits

Total Credits

3. First-listed or sole-authored book chapter or invited journal article - 20 credits

Total Credits

4. First-listed or sole-authored symposium proceedings - 15 credits

Total Credits

**D. Volunteer or invited service presentations/workshops**

*List all authors of the presentation, title of presentation, host organization, and date and location of presentation. If an abstract is published, provide the journal citation*

1. National/international presenter - 15 credits; 18 credits if accompanied by an abstract published in a national/international subscription service journal.

Total Credits

2. Regional/state presenter - 7 credits; 9 credits if accompanied by an abstract published in a subscription service journal

Total Credits

3. Local presenter - 3 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 - In addition to the credits for grants described in the Prologue (40 up-front credits for federal, 25 for state, and 10 for local – up-front credits are only awarded for one grant irrespective of the category, i.e., if grants are obtained in both the teaching and service categories, only one counts), 1 credit is awarded for every \$2,500 of total (direct plus indirect costs) funding from all grant and contract sources for the year. Also, an additional 1 credit will be given for every \$1,000 dollars in the grant that is a direct “benefit” to the department (i.e., department share of salary savings and indirect costs, HLKN graduate student stipends). These categories should be individually listed as shown in the samples. When there are co-investigators, the total award credit and total award funding credit is divided among the P.I. and co-investigators as negotiated among the investigators and department head. A sample format is provided on the departmental web site and in the department head’s office.

List (please refer to the samples and follow the correct format - **You must show all calculations!**):

Total Credits

2. Grants and contracts submitted (awarded 10 credits for federal, 5 for state, and 2 for local up to a maximum of 10 credits irrespective of categories, i.e., if you claim your 10 credits in teaching, you cannot receive more for submission of research or service grants) – Be sure to provide the dates of submission.

List:

Total Credits

## F. Editing and reviewing of service publications and grants

Provide the details under the appropriate category.

1. International/national

- a. Editor/editor-in-chief - 60 credits

Total Credits

- b. Associate editor - 40 credits per journal

Total Credits

- c. Invited manuscript reviewer – list date of review and journal (indicate if it is a first or second review – half credits for 2<sup>nd</sup> review) - 6 credits each

Total Credits

d. Abstract reviewer for meeting - 12 credits per meeting

Total Credits

e. Invited reviewer for book/monograph - 12 credits each

Total Credits

f. Newsletter editor - 12 credits each

Total Credits

g. Grant reviewer - 12 credits/grant as primary or secondary reviewer

Total Credits

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

Total Credits

**G. Total citations for all service publications, as documented in the Citation Index, during the past full calendar year (January 1 through December 31 - no duplication with citations credited in teaching or research).**

Allow 0.5 credits per citation up to a maximum of 80 citations (40 credits).

Total Credits

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

*Provide the appropriate details.*

1. National/international - 60 credits

Total Credits

2. Regional/state - 30 credits

Total Credits

3. University - 30 credits

Total Credits

4. College - 20 credits

Total Credits

5. Department - 10 credits

Total Credits

**I. Community service based on professional expertise**

*Provide the appropriate details.*

1. Lectures to non-professional groups and agencies - 4 credits each

Total Credits

2. Consultant/advisor - 4 credits each

Total Credits

3. Committee member, officer, or board member for community agencies - 6 credits each

Total Credits

4. Written letter of recommendation for tenure and/or promotion for a faculty member at another institution – 5 credits each (do not list the individual or institution for whom the letter was written; just give the number written).

Total Credits

5. Invited chair of a free communications session – national – 3 credits; state – 2 credits; local – 1 credit

Total Credits

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

*Provide the appropriate details.*

1. Faculty Senate

- a. Speaker - 90 credits

Total Credits

- b. Officer - 60 credits

Total Credits

- c. Member - 30 credits (including the mandatory two committee assignments)

Total Credits

2. University committees

- a. Standing committees - 10 credits (plus 5 credits for chair)

Total Credits

- b. Ad hoc committees - 9 credits (plus 4.5 credits for chair)

Total Credits

3. College and department committees

- a. Standing committees - 8 credits (plus 4 credits for chair)

Total Credits

- b. Ad hoc committees - 7 credits (plus 3.5 credits for chair)

Total Credits

- c. Mentoring Team member – 5 credits

Total Credits

- d. Chair, Search Committee – 30 credits

Total Credits

**K. Club advisorships – 1-10 credits calculated as 1 credit per 3 hours spent advising**

Total Credits

**L. Other - Credits awarded require negotiation with the department head as indicated by a hard copy (e.g., e-mail) of verification.**

Total Credits

**Total Service Credits**

#### IV. ADMINISTRATION

Undergraduate chair – 20 % Distribution of Effort

Total Credits

Graduate chair – 20% Distribution of Effort

Total Credits

#### **Total Administration Credits**

**NOTE:** Total points for Undergraduate and Graduate Coordinators will be determined by taking total points in all other categories (i.e., Teaching, Research and Service), and dividing this by the fractional Distribution of Effort assigned to them. E.g., For Coordinator = 20% DOE, 80% would be assigned to Teaching, Research and Service.

Total points = points for TRS / 0.80 = Total Merit points

Alternatively, with prior negotiation and approval by department head, coordinator may choose to add 60 points to total points from TRS to determine total Merit points.

**SUMMARY**

	<u>MINIMUM CREDITS REQUIRED</u>	<u>JOB DESCRIPTION</u>		<u>CREDITS OBTAINED</u>	<u>DIFFERENCE</u>
<b>Total</b>	[REDACTED]				
<b>Adjustment* (subtract)</b>	[REDACTED]				
<b>Adjusted Total*</b>	[REDACTED]		<b>Total</b>	[REDACTED]	[REDACTED]
<b>Adjusted Teaching*</b>	[REDACTED]	[REDACTED]	<b>Teaching</b>	[REDACTED]	[REDACTED]
<b>Adjusted Research*</b>	[REDACTED]	[REDACTED]	<b>Research</b>	[REDACTED]	[REDACTED]
<b>Adjusted Service*</b>	[REDACTED]	[REDACTED]	<b>Service</b>	[REDACTED]	[REDACTED]

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\*For a full-time faculty member on a 9-month contract, the minimal required total is 300 credits, based on a full-time teaching load of 150 credits (e.g., five three-hour undergraduate sections) during each long semester. For faculty who are in less than full-time positions (e.g., 0.50 FTE), 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 150 credits). Accordingly, “adjusted teaching,” “adjusted research,” and “adjusted service” are calculated by multiplying the respective per cent times in the job description by the adjusted total.

**If the required minimum credits is less than 300, please explain here the reason for the difference:**