DEPARTMENT OF KINESIOLOGY

ANNUAL EVALUATION GUIDELINES
(Approved by Faculty Vote on 11/12/10)

PROMOTION AND TENURE GUIDELINES
(Approved by Faculty Vote on 11/12/10)

REVIEW DATE FOR ANNUAL EVALUATION GUIDELINES *(WHICH INCLUDES THE
CHRONIC LOW ACHIEVEMENT STATEMENT AND THE PROFESSORIAL PERFORMANCE
AWARD): November 2015

REVIEW DATE FOR PROMOTION AND TENURE GUIDELINES*: November 2015

David Dzewaltowski, Department Head
Date signed: 11/13/10

Brian Spooner, Interim Dean
Date signed: 2010

April C. Mason, Provost and Senior Vice President
Date signed: 7/30/12

*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.
ANNUAL EVALUATION GUIDELINES

(Approved by Faculty Vote on November 3, 2006)
(Revised by Faculty Vote on November 12, 2010)

PROMOTION AND TENURE GUIDELINES

(Approved by Faculty Vote on November 3, 2006)
(Revised by Faculty Vote on November 12, 2010)

David Dzewaltowski, Head
Date signed: 11/13/2010

Brian Spooner, Interim Dean
Date signed: 2010

April C. Mason, Provost
Date signed: 7/30/2012
I. Department Mission Statement and Program Objectives

A. Mission Statement

Kinesiology integrates perspectives on physical activity drawn from a number of domains to form its own unique body of knowledge. This life science discipline emphasizes breadth and depth of content, scientific methodology, and rational intellectualism for lifelong learning, thinking, and action. The Department of Kinesiology mission is the study and application of physical activity for optimal health.

B. Program Objectives

At the center of the Department’s mission is life science, 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 life science 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 achieve the following programmatic objectives:

1. Kinesiology Curriculum Objectives

Contributions to the development and teaching excellence of high-quality undergraduate and graduate liberal arts courses that further understandings of physical activity 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 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 electronic search engines, library and/or laboratory.
- Develop and use innovative and high-technology instructional mediums.
- 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 PubMed.
   - 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 physical activity for an individual's physical and psychological health. Objectives should include, but are not limited to:

4.1 K-State 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 the 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 physical activity for an individual’s physical and psychological health, Faculty shall continue to:
- Conduct or participate in workshops, clinics, lectures, and seminars to inform public health physical activity policy and programs.
- 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 physical activity and psychological health, or which are otherwise related to Faculty expertise.
II. ANNUAL MERIT EVALUATION

The annual merit evaluation evaluates each faculty member’s contribution to the Department’s Mission and Program Objectives (See Part I). In developing the procedures for annual merit evaluation, reappointment, tenure, and promotion, guidelines provided in the Kansas State University University 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 Evaluation Form (Appendix A, 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). These activities fall under the service category. Activities contributing to the performance in each area listed in the Department Mission Statement and Program Objectives and Faculty Distribution of Effort and Evaluation Form.

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

I. Below Minimal-Acceptable Levels of Productivity
   Fallen below “minimum-acceptable levels of productivity”, with the “minimum-acceptable levels of productivity” referring to the minimum standards called for in the KSU University Handbook C31.5. This rating characterizes the faculty member who is not “getting the job done overall.” It would be expected that no faculty member receives this rating in any of the areas.

II. Minimum-Acceptable Level of Productivity
   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. Met Expectations
    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 Form are the type of activities one might expect a professional to do (Appendix A).

IV. Exceeds Expectations
    This rating characterizes the faculty member who “exceeds expectations” and performs significantly above and beyond what is expected in the area.
B. Annual Merit Evaluation Procedures
1. The procedures for merit evaluation are consistent with the guidelines and procedures of the Kansas State University Handbook sections C40-48.3. 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 (Appendix A, Form 1), which must include responsibilities in the three categories: (A) Teaching Effectiveness and Advising, (B) Research/Scholarly Activity, and (C) Service and reflect an appropriate distribution of time. As a starting point the Distribution of Effort should be assigned (A) Teaching Effectiveness and Advising: 40%, (B) Research/Scholarly Activity: 40% and (C) Public Service: 20%. In some cases, faculty members will be assigned additional research or 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 material for their merit evaluation. Faculty members are encouraged to self-evaluate themselves using the Distribution of Effort and Evaluation Form and submit supporting materials 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, presented 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 an evaluation on the Distribution of Effort and Evaluation Form for faulty member’s performance in each area of the areas of responsibility and overall. 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 Evaluation 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 year’s tentative Distribution of Effort 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 the types of assistance indicated in C30.3. of the Kansas State University University Handbook. Referral for 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 or distribution of effort, 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 University 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 salary increases 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 “meeting expectations” or higher will receive a percentage raise no less than one-half of the percentage 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. 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 at 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 University 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 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. These 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.

D. 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 III E Promotion to Professor.

Each candidate desiring consideration will prepare a dossier containing sufficient evidence to demonstrate that the above criteria have been met and submit this for consideration prior to October 1. This dossier will be examined by each of the tenured associate and full professors in the department, who will provide recommendations to the department head as to whether or not the criteria have been met no later than November 1. The Department Head in turn will provide written recommendation to the Dean of the College of Arts and Sciences regarding the faculty review, and his/her own recommendation.
III. PROMOTION, TENURE, MID-TENURE REVIEW AND REAPPOINTMENT

Each faculty member’s contribution to the Department’s Mission and Program Objectives (See Part I) 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 University 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 “met expectations” 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 toward 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 University Handbook (sections C50.1-C56). 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 by March 1 for faculty with two or more years of service. This shall include professional activities and service contributions.

2. At least fourteen days after receipt of the material requested in #1 and/or when the deadline arrives, the Department Head and the tenured 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 tenured faculty on reappointment of the faculty member.

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 review these materials and respond positively or negatively to the question of reappointment and provide written input concerning the candidate’s progress toward tenure.

4. The Department Head writes a recommendation on reappointment and a one-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 University Handbook (sections C90-116.2, C130-156.2). 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’s 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. Four external reviewers will be contacted. 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. At least two external reviewers will be identified from this list and additional reviewers 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 refereed 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. 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.
APPENDIX A. MERIT EVALUATION MATERIALS

Form 1- Distribution of Effort and Evaluation Form

Instructions for completing Kinesiology 4-page Merit Document

Preamble: This form is designed to be a flexible system to help align faculty activity with University/College/Department mission and objectives for self-evaluation and for Department Head evaluation. It is designed specifically without defined standards in a multitude of categories and, as such, helps reward more junior faculty who are excelling for their years-in-rank.

1. Percent allocations are negotiated with the Department Head at the beginning of the year and can be renegotiated at any time.
2. **Department Funded Research** reflects that % of time (i.e., of a standard 40% Teaching/40% Research/20% Service appointment) for which there are no extramural funds incoming. Thus, your salary is funding your research to the degree stated.
3. List accomplishments under each category. Adhere to a **2-page limit** for each category (**Teaching, Research, Service**). It is anticipated that most faculty will get by with 1 page per category.
4. It is not necessary to fill out all sections to either “Meet” or “Exceed” expectations. Stellar performance in some categories can outweigh deficits in others.
5. Please **attach a current c.v.** You may choose to red-line or otherwise highlight accomplishments for the year evaluated.
6. Please **attach** any other information to support your activity (e.g., student evaluations, publications, grants, etc.)
**DEPARTMENT DISTRIBUTION OF EFFORT AND EVALUATION FORM**

**Performance Categories** - Teaching, Research, Service, Other  
**Performance Standards** – 3 = Exceeded Expectations; 2 = Met Expectations; 1 = Below Expectations, But Has Met Minimal Level of Productivity; 0 = Not Met Minimal Level of Productivity.

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Department Head Signature/Date  ____________________________

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<th>Exceeded Expectations</th>
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<td>Demonstrates evidence of activity in each sub-category appropriate to years at Kansas State and Rank.</td>
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<tr>
<td>level sub-category as well as the following sub-categories.</td>
<td>A.  <em>Teaching Quantity</em></td>
</tr>
<tr>
<td></td>
<td>1. Teaching Load Exceeds Percentage Effort</td>
</tr>
<tr>
<td></td>
<td>B.  <em>Teaching Quality</em></td>
</tr>
<tr>
<td></td>
<td>1. Positive student evaluations.</td>
</tr>
<tr>
<td></td>
<td>2. Other evidence of overall teaching effectiveness</td>
</tr>
<tr>
<td></td>
<td>3. Student Awards</td>
</tr>
<tr>
<td></td>
<td>C.  <em>Innovations in Instruction</em></td>
</tr>
<tr>
<td></td>
<td>1. New courses developed, prepared or revised.</td>
</tr>
<tr>
<td></td>
<td>2. New course preparations</td>
</tr>
<tr>
<td></td>
<td>3. Major revision of established courses</td>
</tr>
<tr>
<td></td>
<td>4. Leadership in curriculum/ program development</td>
</tr>
<tr>
<td></td>
<td>D.  <em>Teaching Enhancement Activities</em></td>
</tr>
<tr>
<td></td>
<td>1. Attends training designed to enhance teaching</td>
</tr>
<tr>
<td></td>
<td>2. Uses new technology and methods</td>
</tr>
<tr>
<td></td>
<td>3. Outreach</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Research Effectiveness

<table>
<thead>
<tr>
<th>Exceeded Expectations</th>
<th>Met Expectations Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrates evidence of activity appropriate to years at Kansas State and Rank in each met expectations level sub-category as well as the following sub-categories.</td>
<td>Demonstrates evidence of activity in each sub-category appropriate to years at Kansas State and Rank.</td>
</tr>
<tr>
<td><strong>A. Research Outcomes</strong></td>
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</tr>
<tr>
<td>1. Peer-Reviewed Presentations</td>
<td>1. Peer-Reviewed Presentations</td>
</tr>
<tr>
<td>2. Peer-Reviewed Publications</td>
<td>o At least one peer-reviewed presentation at international, national, regional, or state meetings.</td>
</tr>
<tr>
<td>3. Publications addressing an original hypothesis (e.g., books, book chapters) not based upon original data.</td>
<td>2. Peer-Reviewed Publications</td>
</tr>
<tr>
<td>4. Other Data-Based Research Publications</td>
<td>o One peer-reviewed publication</td>
</tr>
<tr>
<td><strong>B. Dissemination of Research Findings</strong></td>
<td><strong>B. Dissemination of Research Findings</strong></td>
</tr>
<tr>
<td>1. Presentations</td>
<td>1. Presentations</td>
</tr>
<tr>
<td><strong>C. Development of Research Capacity</strong></td>
<td><strong>C. Development of Research Capacity</strong></td>
</tr>
<tr>
<td>1. Receipt of Grants</td>
<td>1. Submission of Grant Proposals</td>
</tr>
<tr>
<td>2. Submission of Grant Proposals</td>
<td>2. Laboratory Development</td>
</tr>
<tr>
<td>3. Community Development</td>
<td>3. Community Development</td>
</tr>
<tr>
<td>4. Ongoing</td>
<td></td>
</tr>
<tr>
<td>Exceeded Expectations</td>
<td>Met Expectations Level</td>
</tr>
<tr>
<td>------------------------</td>
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</tr>
<tr>
<td>Demonstrates evidence of activity appropriate to years at Kansas State and Rank in each met expectations level sub-category as well as the following sub-categories.</td>
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</tr>
</tbody>
</table>

A. Funded Service
B. University and Departmental Service
C. Professional Service
D. Academic Coordinator Duties