Evaluation of Faculty – Counseling Psychology and Community Services

Faculty are evaluated annually in two ways: merit evaluations (related to salary allocation decisions) and annual performance evaluations (which differ depending on tenure status).

Merit evaluations:

Merit evaluations account for quality of performance across four areas of faculty activities/performance: Teaching, Scholarship, Service, Impact. (see attached merit evaluation form). Each faculty member needs to account for his/her performance in these areas at the end of each academic year as part of our salary distribution model.

Annual performance evaluations:

Consistent with university policy, pre-tenure faculty are evaluated in three areas of activity: teaching (which includes advising), scholarship (which includes research supervision) and service (department/college/university/profession). In some instances, faculty also have an administrative role, which is evaluated separately.

Each area is rated on a 3-point scale -- Excellent, Adequate, Inadequate – again per UND policy. During the last year, we had 1 pre-tenure faculty member in the Counseling programs. That individual's evaluations were as follows:

Teaching: Excellent Scholarship: Adequate Service: Excellent

Faculty who have been awarded tenure are evaluated more informally on an annual basis and have a formal evaluation every 3 years. Informal evaluation consists of a meeting with the Department Chair, during which a discussion is held about the faculty member's continuing performance in Teaching, Scholarship, Service and Administration. Together the Department Chair and faculty member identify areas of strength and goals for the next year. The Department Chair writes a letter summarizing the meeting, which is submitted to the Dean of the College of Education and Human Development for review. During the last academic year, 4 post-tenure graduate faculty were reviewed in this fashion, and all received letters confirming that they were making relevant and appropriate contributions to the graduate programs in the department.

Every 3rd year, tenured faculty will go through a more formal evaluation process. This is a new University system policy, and the first of these formal post-tenure reviews is scheduled to occur during the 2007-08 year, so outcome information is not yet available.

A fifth member of the graduate faculty was completing a final year of employment following a negative tenure vote, and so was not evaluated during the 2006-07 academic year.

UND Department of Counseling

Annual Merit Point Documentation

Academic Year_____ Name____ _____

TEACHING

Courses (Spring & Fall, not Summer) [8 points per 3 credit course] + evaluation points [0-6 bonus evaluation points per class[1]] (3 credit course=8, 2 credits = 5, 1 credit = 3)

Semester	Course No.	Base Points	Bonus[1]	Total

Total Course Points ____

Chair completed dissertations (list below) [5 per dissertation] ____
Chair completed theses/Independent Study (list below) [3 per thesis/IS] ____
Member of completed thesis/dissertation committees (list below) [1 per] ____
Graduate Level Clinical Supervision or Sup of Sup (1 per, 3 max) ____
Undergrad Internship supervisor (list below) [1 per] ____
Unusual teaching contribution (describe below) [2-6] ____

TEACHING SUBTOTAL _____

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[1]Bonus points awarded per scale:

Mean Rating	UG Course	Grad Course
Below 3.6	0	0
3.6-3.79	1	0
3.8-3.99	2	1
4.0-4.19	3	1
4.2-4.39	4	2
4.4-4.59	5	4
4.6+	6	6

SCHOLARSHIP

Points awarded only for publications, presentations, etc. during the calendar year.

List works by author, year, journal or conference.[2]

Conference presentations/posters [3 per regional, 4 per national] ___

Submission to Peer Review Journal [4 per] ___

Publications in open journal or significant Newsletter [4 per] ___

Publications in peer-reviewed journal [17 per] ___

Chapters [15 per] ___

Edited book [30 per] ___

Book [40 per] ___

Grants: Internal Award (excluding travel) [6 per] ___

Grants: External Award [20 per][3] ___

SCHOLARSHIP SUBTOTAL _____

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[2]Credit for multiple authorship in all scholarly works accrues as follows:

Students don not "count" in authorship points

First or sole faculty author	=	100%
Second faculty author	=	50%
Third faculty author	=	33%
Nth faculty author	=	100/N%

[3]Grants are counted in two places – as scholarly contributions in the year that it is awarded and then as department welfare (with points for applying for grants and for student support provided) each year that the grant is in effect. See next page. Grants must require formal proposal. Credit is applicable only in one year – the year of the award. That is, continuation years are not credited, though competitive renewals are. Same authorship as above.

SERVICE/DEPT. WELFARE

New course preparation (new for you) [2] ___
(exclude summer seminars)

New course developed (addition to curriculum) [6] ___

Department Committee: Member [1], Chair [2] ___

Grants[4]

Applications submitted:	Internal [1]	___
	External [4]	___
Awards:	Internal [6]	___
	External [6]	___
Students Supported:		

College or University Committees [limit 10 points]

- Faculty Senate, Graduate Council, Member [1], Chair [4] ___
- Other University Committees, Member [1] ___
- College Committees, Member [1] ___

Volunteer activities related to the discipline [limit 10 points] ___

- Elected officer of professional organization:
  - National [5]
  - Regional, or division/section [3]

- Other professional service [1-5]
  List

Program Director [20][5] ___

SERVICE SUBTOTAL ___

[4]Multiple authorship same as with scholarship.

[5]This credit corresponds to what might be earned through courses.

IMPACT

Journal Editor [14] ___
Associate Editor [7] ___
Masthead Reviewer [5] ___
Advisory Panel [1] ___

Ad hoc reviews [1 per 3, limit 5 points] ___

Conference Program Work

- Planning Committee [2] ___
- Review Abstracts [1 per 30, limit 5 points] ___
- Review Papers [1 per 5, limit 5 points] ___

Grant Reviewer

- Study selection of federal funding agency [1 per 3, limit 5 points] ___
- Review of individual proposals by mail [1 per 3, limit 5 points] ___

Elected Fellow of APA, APS, etc. [5] ___

Licensure/Certification in ND [2] ___

Cited in major professional publication or major newspaper [2] ___

Other Honors/Awards [5-10] ___

IMPACT SUBTOTAL ___

GRAND TOTAL ___