

CRITERIA FOR SUSTAINED PERFORMANCE EVALUATION
DEPARTMENT OF COMMUNICATION SCIENCES & DISORDERS
September 1, 2017

As mandated by the provost's office on October 3, 2016, each unit must establish guidelines and criteria for Sustained Performance Evaluation (SPE) to promote active engagement in the activities of the academy that effectively demonstrate competence and excellence. During the 2016-2017 academic year, the full professors in the Department of Communication Sciences and Disorders (CSD) met and determined the following guidelines and criteria to present to the department faculty for approval.

Evaluation File

The CSD department SPE evaluation will be conducted by reviewing a file based on the provost's recommendation. Specifically, that means the file will contain:

- a current *curriculum vita* that clearly highlights accomplishments in teaching, scholarship, and service during the period under review,
- copies of the faculty member's last seven annual assignments and annual evaluations,
- a copy of the report of the previous SPE, if available,
- a copy of the published performance expectations from the faculty member's academic unit, and
- a brief (2 page) narrative from the faculty member.

Committee

The department SPE committee will be made up of those faculty members who have achieved the rank of full professor or who have been at the rank of associate professor for at least 7 years (and are thus subject to SPE themselves), provided there are at least 2 people qualified to serve. In the event that there are not 2 faculty members who meet these qualifications, associate professors who have been at their current rank for less than 7 years can serve.

Records will be kept in the CoE personnel file.

Criteria

The SPE will be based on the areas of scholarship, instruction, and service. Candidates must present evidence of accomplishment in all 3 areas. For each area, there are expected criteria and possible indicators that the criteria were met. It is important that candidates understand that the indicators are merely guidelines. Evidence of one or more indicators does not necessarily meet SPE expectations. The determination that the candidate meets (1.5% raise) or exceeds (3% raise) expectations is made by the committee.

In order to provide the committee with flexibility in determining whether faculty meet, exceed, or fail to meet criteria, those terms will be broadly defined as follows:

Meets expectations – performance consistently meets most criteria, and may exceed some criteria, for scholarship, instruction and service. Overall quality of performance is good.

Exceeds expectations – performance consistently exceeds most criteria, and may far exceed some criteria, due to exceptional or high quality/quantity of work in the areas of scholarship, instruction, teaching. Overall quality of performance is excellent.

Fails to meet expectations – performance does not consistently meet most criteria, although some criteria may be met, for scholarship, instruction, and service. Overall quality of performance is poor.

-Scholarship

Candidates must present a record of ongoing scholarship during the previous 7 years. “Scholarship” will be defined in terms of research/scholarship demands that were placed on the individual when he or she was first hired.

Criteria: Consistent record of ongoing research.

Possible indicators:

- Publications on a continuous basis. This can include a book, research articles, book chapters, or other publications the committee deems appropriate.
- Research in progress (e.g., longitudinal research or a book not yet completed)
- Professional presentations, in person or on line
- Approved grants and grants submitted for approval.
- Honors or awards for scholarship
- Creation of computer software, or therapy material for assessment/clinical populations
- Development of instructional materials
- An average rating of 3 or better for Scholarship on annual evaluations

-Instruction

Candidates must provide evidence that they have met their instructional demands over the evaluation period.

Criteria:

- A record of effective teaching,
- Appropriate (in both quality and quantity) advising of students

Possible indicators:

- Above average SPOT evaluations
- Strong peer evaluations
- Nomination for or reception of teaching awards
- Anecdotal information (e.g., a narrative record of teaching effectiveness)
- Develop or revise course or program (including preparation of materials for the college curriculum committee)
- Supervision of student clinicians
- Supervise a directed independent study above the regular assignment.
- Prepare and teach at least three different courses within one school year
- Present evidence of innovation in teaching

- New course preparation
- Initiate/develop new or special topics course
- Service on master's/doctoral committee(s)
- Invited workshops
- Initiate or develop a new academic or clinical program
- Enhance the teaching of other faculty
- An average rating of 3 or better for Teaching on annual evaluations

-Service

Candidates must present evidence of service within and outside the university.

Criteria:

Service to the department, college, university, community, and/or profession.

Possible indicators:

- Membership in an international, national, regional or state professional organization.
- Member of a state or community board, executive committee, task force, agency, commission, foundation, or council
- Committee member for an international, national, regional, or state conference, workshop, symposia or meeting
- Regional or state service to schools and school districts or other agencies such as hospitals, wellness centers, and clinics
- Producer, director, and/or participant in a radio or television show
- Peer reviewer for professional journal, grants, abstracts or books
- Active participation in a local chapter of a professional organization or support group
- Participant in a local, non-profit organization or service club
- Consultant to professional organization or business
- Member of the advisory committee for a district, school, hospital, or other health related organization
- Member of a university, college, or department task force or committee
- Member of University Senate
- Faculty sponsor or faculty advisor for student organizational activities and/or student associations
- Administrative role(s) within the university
- Serving on an editorial board of a professional journal, newsletter, or bulletin
- Serving as reading editor for a professional organization or publishing company
- An average rating of 3 or better for Service on annual evaluations