

Annual Review - CY 2024

Faculty Name: _____

1. Complete point totals in the Teaching, Scholarship, and Service areas and place each total point calculation in its respective area in the box below.
2. Calculate your Point Distribution Workload Percentage (PDW%). Every tenure/tenure track faculty member’s default PDW% is 80% Teaching, 10% Scholarship, 10% Service, and 0% Administrative. The only change to this scenario is if a faculty member was given reassigned time in the Scholarship or Service areas, or has designated time reassigned for an administrative role (Administrative area will be addressed on the back page and automatically transferred to this area) . As done previously, if reassigned time was awarded during this annual review period for Scholarship or Service, the faculty member will move 5 percentage points for each one hour credit awarded from the Teaching area into the correct area.
(For example, if a faculty member received 3 hours of reassigned time in the Scholarship area, his/her PDW % would be Teaching 65%, Scholarship 25%, Service 10%).
These 3 areas must all combine to equal 100%.
3. Affiliate Faculty need only complete the Teaching and Administrative areas.
4. **Beginning CY2019**, points associated with evaluation of administrative duties will no longer be part of the teaching score. Instead, they will have their own line and weight in the total score and be reported in an Administrative section at the end of this document.

Area	Area Points	Calculated PDW%	Final Area Score
Teaching	_____ (Line 8)	X _____ (.80)	= _____
Scholarship	_____ (Line 33, 100 max)	X _____ (.10)	= _____
Service	_____ (Line 6 , 100 max)	X _____ (.10)	= _____
Must equal 1.00			

If you have administrative time, the part below is automatically filled from data you entered on the last page and is weighted in as part of your overall Annual Review Score.

Administrative	_____ (Automatic fill)	X _____ (.00)	= _____
Annual Review Score			_____

Faculty Member Signature:

Department Chair Total Calculated Score:

Classifications: Less than satisfactory Low satisfactory performance
Medium satisfactory performance HIGH satisfactory performance Exemplary performance

Chair Comments:

Chair Signature:

College Dean Total Calculated Score:

Classifications: Less than satisfactory Low satisfactory performance
Medium satisfactory performance HIGH satisfactory performance Exemplary performance

Dean Comments:

Dean Signature:

TEACHING EVALUATION

A. Teaching	Line #
LIFT Average Score - Enter the average of all LIFT scores received during the designated time frame.	(1)
LICEF Average Score - Enter the average of all LICEF scores received during the designated time frame (if score is added here, <u>Line 1b</u> must be completed)	(1a)
Clinical supervision as proportion of total teaching credits (.25, .33, .50, etc.)	(1b)
Assigned Peer Evaluation (APE) Score - Enter the average of all assigned peer reviews conducted during the designated time frame.	(2)
Selected Peer Evaluation (SPE) Score - Enter the average of all selected peer reviews conducted during the designated time frame. One required but faculty members may seek additional evaluations.	(3)
This score is a combination of student evaluations (LIFT and/or LICEF), assigned peer evaluation, and selected peer evaluations (at least one required):	(4)
B. Advising	
Advising Score (<i>if available</i>) - Enter the average score of all of your Advising Evaluations for the designated time frame:	_____ (7)
If you do not have an Advising Score, use this line:	_____ (7a)
If you do have an Advising Score, use this line:	_____ (7b)
Teaching Area Score – Transfer correct score from line 7a OR 7b above:	_____ (8)

Beginning CY 2023

Percentage breakdown of the comprehensive teaching evaluation on the annual review document is dependent upon whether the faculty member has advising scores.

Breakdown if the faculty member has advising scores:

- Student evaluations = 20%
- Assigned peer evaluation = 35%
- Selected peer evaluation(s) = 35%
- Advising evaluation = 10%

Breakdown if the faculty member does not have advising scores:

- Student evaluations = 30%
- Assigned peer evaluation = 35%
- Selected peer evaluation(s) = 35%

SCHOLARSHIP EVALUATION

1. Discovery

Purpose: Build New Knowledge

Clarification Note:

For Lines 10a-e, Lines 11a-d, Lines 19a-d, Lines 20a-d, and Lines 21a-d, points may be claimed only once, either upon official notification of acceptance or at the time of distribution by publisher.

Line#	Description	
(10) _____	Peer-reviewed article	No point max, P/W
(10a) _____	State: primary (or lead) author (20)	
(10b) _____	State: secondary author (15)	
(10c) _____	Regional, national, international: primary (or lead) author (40)	
(10d) _____	Regional, national, international: secondary author (30)	
(10e) _____	Submitted but not accepted (5) [max of 10 points applicable to T&P]	
(11) _____	Non-peer reviewed article	Point max = 25, NP/W
	For line 11, enter this sum _____ or 25, whichever is less.	
(11a) _____	State: primary (or lead) author (4)	
(11b) _____	State: secondary author (3)	
(11c) _____	Regional, national, international: primary (or lead) author (8)	
(11d) _____	Regional, national, international: Secondary author (6)	
(12) _____	Peer-reviewed abstract and/or presentation	No point max, P/NW
(12a) _____	Local or state (5)	
(12b) _____	Regional, national, international (10)	
(13) _____	Non-peer-reviewed presentation	Point max = 20, NP/NW
	For line 13 enter this sum _____ or 20, whichever is less.	
(13a) _____	Local or state (3)	
(13b) _____	Regional, national, international (7)	

Line 14 - Abstract has been combined with Line 12 as of August 2016 and should be claimed there from this point forward.

(15) _____	Continuing Education	Point max = 10, NP/NW
	For line 15, enter this sum _____ or 10, whichever is less.	
(15a) _____	Meeting, workshop, CMEs/CEUs (1 point per hour)	

- (16) _____ **Classes/Degree - Related to GVSU Employment** **Point max = 25**
 For line 16, enter this sum _____ or 25, whichever is less.
- (16a) _____ Per class (2) **Maximum on this line is (25-Line16b)** **NP/NW**
 (16b) _____ Degree completion (15) **P/W**

2. Integration

Purpose: Interpret the use of knowledge across or within disciplines

- | Line# | Description | Point max |
|---------------|--|----------------------------|
| (17) _____ | Grant writing internal - noncompetitive
<i>(Such as FTLC Travel Grant, CSCE Dissemination grant, mini grant)</i>
For line 17, enter this sum _____ or 5, whichever is less. | Point max = 5, NP/W |
| (17a) _____ | Submitted and _____ (1) | |
| (17.5) _____ | Grant writing internal - competitive
<i>(Such as Pew Technology Enhancement grant, Pew Scholar Teacher Grant, Catalyst Grant for Research and Creativity)</i> | No point max, P/W |
| (17.5a) _____ | Submitted and selected for funding (5); for years grant is active | |
| (17.5b) _____ | submitted and not selected for funding (2) | |
| (18) _____ | Grant writing external - competitive | No point max, P/W |
| (18a) _____ | Federal/National grant <i>(such as NIH, NSSF, HERSA, NASA grants)</i> submitted, and selected for funding (25) for each year grant is active | |
| (18b) _____ | Federal/National grant <i>(such as NIH, NSSF, HERSA, NASA grants)</i> submitted, and not selected for funding (5) maximum once per grant | |
| (18c) _____ | Foundation/Professional Organization/Non-Profit: grant submitted and selected for funding (15) for each year grant is active | |
| (18d) _____ | Foundation/Professional Organization/Non-Profit: grant submitted and not selected for funding (3) maximum of once per grant | |
| (19) _____ | Writing & publishing of textbook or notebook | No points max, P/W |
| (19a) _____ | Primary (or lead) author (80) | |
| (19b) _____ | Secondary author (60) | |
| (19c) _____ | Primary (or lead) author of revised (50) | |
| (19d) _____ | Secondary author of revised (3) | |
| (20) _____ | Writing a chapter in a textbook | No point max, P/W |
| (20a) _____ | Primary (or lead) author of chapter (30) | |
| (20b) _____ | Secondary author of chapter (23) | |
| (20c) _____ | Primary (or lead) author of revised chapter (19) | |
| (20d) _____ | Secondary author of revised chapter (15) | |

- (21)** _____ **Editor of textbook or journal** **No point max, P/W**
(21a) _____ Editor of textbook (50)
(21b) _____ Associate editor of a textbook (20)
(21c) _____ Editor of peer-reviewed journal (50)
(21d) _____ Associate editor of peer-reviewed journal (20)

Line 22 - Peer reviewer of scholarly writing is no longer considered scholarship as of August 2017 and should be counted as service in the appropriate area in the service section of this document.

- (23)** _____ **Peer Reviewed Implemented & Developed Workshop/Instructional Course within profession** **Point max = 40, P/W**
For line 23, enter this sum _____ or 40, whichever is less.
(23a) _____ Local/State (15)
(23b) _____ Regional, national, international (20)

- (23.5)** _____ **Non-Peer Reviewed Implemented & Developed Workshop/Instructional course within profession** **Point max = 20, NP/W**
For line 23.5, enter this sum _____ or 20, whichever is less.
(23.5a) _____ Local/State (3)
(23.5b) _____ Regional, national, international (7)

- (24)** _____ **Standardized Assessment Tool** **Point max = 50, P/W**
For line 24, enter this sum _____ or 50, whichever is less.
(24a) _____ Primary (or lead) author (20)
(24b) _____ Secondary author (15)

3. Application

Purpose: Aid society and professions

Line#	Description
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Line 25 - Professional consultant is no longer considered scholarship as of August 2016 and should be counted as service in the appropriate area in the service section of this document.

Line 26 - Editorial Boards is no longer considered scholarship as of August 2017 and should be counted as service in the appropriate area in the service section of this document.

Line 27 - Holding official positions resulting in scholarly outcomes is no longer considered scholarship as of August 2017 and should be counted as service in the appropriate area in the service section of this document.

- (28) _____ **Providing professional guidance to students resulting in external scholarly outcomes** **Point max = 20, tbd**
For line 28, enter this sum _____ or 20, whichever is less.
- (28a) _____ State (2)
(28b) _____ Regional (3)
(28c) _____ National (4)
(28d) _____ International (5)

4. Teaching

Purpose: Study teaching models and practices to achieve optimal learning

Line 29 - Curriculum development is no longer considered scholarship as of August 2016. It is considered to be part of teaching and has no specific points assigned to it.

Line 30 - Workbook/lab manual/monograph is no longer considered scholarship as of August 2016. It is considered to be part of teaching and has no specific points assigned to it.

Line 31 - Assessment is no longer considered scholarship as of August 2016 and should be counted as service in the appropriate area in the service section of this document.

Other

(32) _____ Other scholarly activity (point value and category to be determined)

Additional points may be allocated for particular scholarship item not included above provided it has been processed and approved as required.

Totals

(33) _____ **Total Points in all categories**
(33a) _____ **Total Points in P/W category**
(33b) _____ **Total Points in P/NW category**
(33c) _____ **Total Points in NP category**
(33d) _____ **Total Points in tbd category**

Key: P = peer reviewed/ NP = non-peer reviewed/ W = written artifact/ NW = non-written artifact

SERVICE EVALUATION

1. Service to Institution

GVSU FACULTY HANDBOOK

“Unit, college and university service includes, but is not limited to, participation in university governance, unit, college and university committees, curriculum development, work as an advisor to student organizations, and carrying out special assignments.”

Line#	Description
(34) _____	Program/Department, College, or University representative in community, state, national, or international sponsored activities related to your field (.5 points/hour)
(34a) _____	Community level - such as community IPE activities (add 2 points)
(34b) _____	State Level - such as state lobbying events (add 4 points)
(34c) _____	National level - such as national Special Olympics (add 6 points)
(34d) _____	International level - such as international service learning trips (add 8 points)
(35) _____	Program/Department, College, or University committee (inc. ad hoc committees, task force) (.5 points/hour)
(35a) _____	Committee member, Program/Department level (add 2 points)
(35b) _____	Chair, Program/Department level (add 4 points)
(35c) _____	Committee member, College level (add 4 points)
(35d) _____	Chair, College level (add 8 points)
(35e) _____	Committee member, University level (add 6 points)
(35f) _____	Chair, University level (add 12 points)
(36) _____	Program development for Program/Department, College or University (Such as major program curriculum revision or development; major revision or development of admissions policy) (.5 points/hour)
(36a) _____	Program/Department team member (add 2 points)
(36b) _____	Program/Department team leader (add 4 points)
(36c) _____	College team member (add 4 points)
(36d) _____	College team leader (add 8 points)
(36e) _____	University team member (add 6 points)
(36f) _____	University team leader (add 12 points)
(37) _____	Participation in Program/Department, College, or University activities/meetings as advisor, speaker, or representative (.5 points/hour)
(37a) _____	Department/Program level (add 2 points)
(37b) _____	College level (add 4 points)
(37c) _____	University level (add 6 points)
(38) _____	Academic Advising
(38a) _____	Academic Advising - 1 point per every 5 advisees (20 points maximum)
(38b) _____	Advising on honors projects, independent studies, or other special projects (.5 points/hour)

- (39) _____ **Additional points may be allocated for particular service item not included above provided it has processed and approved as required. (.5 points/hour)**
- (39a) _____ Local level (add 2 points)
- (39b) _____ State level (add 4 points)
- (39c) _____ National level (add 6 points)
- (39d) _____ International level (add 8 points)

2. Service to Community and Service to Profession

GVSU FACULTY HANDBOOK

“Community service and service to the profession involves the engagement of a faculty member’s professional expertise. Community service includes, but is not limited to, engaging in community outreach, acting as a board member in a community based organization, participating in public service programs, and work as a pro bono consultant on community projects when representing the university. Service to the profession includes leadership or committee roles in professional organizations. Each unit will determine the types of community/professional service most appropriate to its specific mission and program objectives.”

- | Line# | Description |
|-------|---|
| (40) | _____ Pro bono clinical or professional advising or professionally related community services (.5 points/hour) |
| (41) | _____ Paid clinical or advising services (10 points maximum) (.5 points/hour) |

Community service and service to the profession involves the engagement of a faculty member’s professional expertise.(.5 points/hour) Does not include meeting attendance. Engagement may include special projects; attending professional convention, conference, workshop, seminar or inservice; organizing or coordinating a professional conference, workshop, seminar or inservice (not presenting); being a committee member or; an officer or; a committee, task force, or board chair or; board member(For all of the following, where it states ‘add x points’, x is the amount of points you would add if you met that criteria for the whole year. If you met the criteria for less than the full year, you would add only a proportional amount.)

- (42) _____ Committee member, local organization level (add 2 point)
- (43) _____ Committee chair, local organization level (add 4 points)
- (44) _____ Committee member, state organization level (add 4 points)
- (45) _____ Committee chair, state organization level (add 6 points)
- (46) _____ Committee member, national organization level (add 6 points)
- (47) _____ Committee chair, national organization level (add 8 points)
- (48) _____ Committee member, international organization level (add 8 points)
- (49) _____ Committee chair, international organization level (add 10 points)

- (50) _____ Board Member, Local Organization level (add 2 points)
- (51) _____ Board Chair, Local Organization level (add 4 points)
- (52) _____ Board Member, State Organization level (add 4 points)
- (53) _____ Board Chair, State Organization level (add 6 points)
- (54) _____ Board Member, National Organization level (add 6 points)
- (55) _____ Board Chair, National Organization level (add 8 points)
- (56) _____ Board Member, International Organization level (add 8 points)
- (57) _____ Board Chair, International Organization level (add 10 points)

- (58) _____ Officer, Local Organization level (add 4 points)
- (59) _____ Officer, State Organization level (add 8 points)
- (60) _____ Officer, National Organization level (add 12 points)
- (61) _____ Officer, International Organization level (add 16 points)

- (62) _____ Attending convention, conference, workshop, seminar or inservice (add 2 pts)(non CME/CEU)

- (63) _____ **Organizing or coordinating (not presenting) a professional conference, workshop, seminar or in-service (.5 points/hour)**
- (63a) _____ Local level (add 2 points)
- (63b) _____ State level (add 4 points)
- (63c) _____ National level (add 6 points)
- (63d) _____ International level (add 8 points)

- (64) _____ **Government advisory panels including peer review panel for grants (.5 points/hour)**
- (64a) _____ Local level (add 4 points)
- (64b) _____ State level (add 6 points)
- (64c) _____ National level (add 8 points)

- (65) _____ **Serving as a site visitor for professional accreditation organization (10 points plus .5 points/hour served)**

- (66) _____ **Additional points may be allocated for particular service item not included above provided it has been processed and approved as required. (.5 points/hour)**
- (66a) _____ Local level (add 2 points)
- (66b) _____ State level (add 4 points)
- (66c) _____ National level (add 6 points)
- (66d) _____ International level (add 8 points)

Hour calculation includes all hours spent in actual meeting time and direct support of specific service.

- (67) _____ **Total Points in all categories**
- (68) _____ **Total Points in College/University Service**

ADMINISTRATIVE EVALUATION

Enter information related to evaluation of any assigned administrative duties (skip this section if you do not have administrative duties as part of your workload):

Enter the average score of all of your Administrative Evaluations covering reassigned time during the designated time frame.

Enter proportion of time assigned for these administrative duties (credits of administrative duties divided by total credits = .25, .33, .5, ...):

This administrative score will make up ___% of your Total Annual Review score :