

TEXAS A&M UNIVERSITY

DEPARTMENT OF HEALTH AND KINESIOLOGY ANNUAL EVALUATION WORKSHEET (A-1 FORM) TENURE-TRACK FACULTY

SPORT MANAGEMENT DIVISION

Last Revised: December 2010

YEAR:

NAME:

FACULTY LOAD DISTRIBUTION: Teaching % Research % Service %

PROLOGUE

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

- 1 Faculty members are responsible for completing and submitting this form by January 8, 2010. Forms received after this date will not be reviewed. 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.**
- 2 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.**
- 3 For eligibility for, and calculation of, merit, a rolling average of the most recent three years will be used.**
- 4 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.**
- 5 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.**
- 6 On the teaching credits form the Administrative Coordinator prepares for faculty members, it will indicate when faculty members get teaching credits in addition to their actual load. For example, assistant professors are relieved from teaching one class per year, but they are given the 30 credits for that class. Another example would be when faculty buy-out of classes, they are given the credit for those classes.**
- 7 Internship Coordinators will receive one course reduction per year. Program Coordinators will receive 30 credits on their A-1 form and will no longer be given the option of taking a course reduction for credits. Internship supervisors will be assigned to supervise 4 students per 1 credit hour load.**
- 8 For scholarly products (*publications and presentations*), the first author receives full credit. One-half of the credits assigned to the first author will be given to each of the co-authors. The same formula will apply for presentations. Students, post-doctoral fellows, and a faculty member's research staff are not counted as either first authors or co-authors; the student's advisor and/or senior investigator receives the appropriate credit. Please indicate if the student is directly under the supervision of the faculty member seeking credits. Colleagues, both within and outside HLKN, however, are counted as first authors and co-authors. **Also, for each publication and presentation, place in parentheses the following: credits requested for that product; status of the first author if you are not the first author (e.g., graduate student advisee, colleague); the Citation****

Index impact factor. Be sure to indicate your relationship to all the other authors and the number of credits requested for each article/presentation.

- 9 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.
- 10 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 A-1 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.
- 11 When requesting credit for manuscript reviews, the faculty member must list the journal, the dates of the reviews, and the impact factor for the journal. 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.
- 12 Impact factors should be determined according to the criteria set forth in II. (A) (1).
- 13 A federal grant submitted will be awarded 30 credits, a state grant 15 credits, and a local (intramural) grant, 7 4 credits. Credit is allowed only for the principal investigator. You cannot get credit for the same grant in both the “submitted” and “awarded” category. If a “submitted” grant is funded the following year, you can count it as an “awarded” grant on the following year’s A-1 form, but you must subtract the “submitted” credit given that specific grant the prior year.
- 14 For funded grants, 30 credits will be given for federal/national-level grants, 15 credits for state-level grants, and 10 credits for local-level grants. Additional points will be awarded according to the criteria set forth in II. (D) (1) Travel grants do not count, either at the extramural or intramural level.
- 15 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.
- 16 When requesting credit for an activity in the “Other” category, a hard copy (e.g., an e-mail) verifying agreement by the Division Chair 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 Division Chair and submit verification of negotiated credits; otherwise, credits will not be allowed. Credits awarded in “Other” shall be published without names each year. Recurring items in “Other” shall be considered by the Executive Committee for inclusion to the A-1 in subsequent years.
- 17 When requesting credits for work in Professional Organizations (i.e., Officer, Committee Membership, etc.), activity should be directly related to professional expertise and responsibilities in HLKN. Credits for professional organizations should be requested only when the activity is directly related to professional responsibilities.
- 18 Range of scores for each category will be published without names.
- 19 Use the following format for listing all publications:

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. **(90 credits requested; Smith is my advisee; Evans is a TAMU faculty colleague; Impact Factor 2.05)**

Books:

Smith, J.H. and Farley, T.C. (1998). *The Professor in Today’s University*. Philadelphia: Saunders. **(60 points requested; Smith is my advisee)**

Edited Books:

Smith, J.H. and Farley, T.C. (Eds.). (1998). *Ergogenic Aids in Sports*. Champaign, IL: Human Kinetics. **(30 credits requested; Smith is my advisee)**

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. **(20 credits requested; Smith is my advisee; Jones is a U. Texas colleague's post-doc)**

20. Section IV of the A1 form includes verification of compliance to all university human resource and safety training programs. Faculty members will be informed about the status of their training compliance each semester. Faculty members will not be able to receive merit pay unless they are in compliance with university training and safety programs at the time the A2 form is submitted. This section also provides additional merit to encourage faculty engagement in diversity and internationalization teaching, research, and/or service activities as well as multidisciplinary teaching, research, and/or service collaborations. List specific projects and/or programs that you are involved in each of these areas.

I. TEACHING

A. Semester Teaching Credits

(Note: information will be provided by the Administrative Coordinator)

Ten points will be awarded for each 1 academic credit hour course (e.g. a 3 hour course will generate 30 points). **The maximum number any faculty member may earn in this category is 180 points per year**, regardless of the number of classes taught. Both in-class and online classes shall be included.

Spring
Summer
Fall

Total Credits

B. Student Evaluations (Note: information will be provided by the HLKN Administrative Coordinator)

List the classes evaluated and the mean score for each class

Course Mean Score

Spring 2011

Fall 2010

Overall average

Compute the credits to be received with the following formula:

$$\text{Credits} = (\text{Overall average} - 4.00) \times 30 = (\quad - 4.00) \times 30 = \quad \text{Total Credits}$$

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

1. Doctoral dissertation/record of study committee member (15 credits) or chair (30 credits)
Student(s) Total Credits

2. Master's thesis committee member (10 credits) or chair (20 credits)
Student(s) Total Credits

3. Masters non-thesis committee member (2.5 credits) or chair (5 credits)
Student(s) Total Credits

4. 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* (Per student credit: 10 credits for PhD, 5 credits for Master’s Thesis, 2.5 credits for Masters Non-Thesis)

Student(s)

Total Credits

D. 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.

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 for every new course. A new course is defined as a new course number approved by the University.

Total Credits

M. Other - Credits awarded require negotiation with the Division Chair 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 -

A. 90 credits for publication in one of the following publications: *Journal of Sport Management*, *Sport Marketing Quarterly*, *Sport Management Review*, *Journal of Sport and Social Issues*, and *Sociology of Sport Journal*.

B. The following metrics are used for Social Science journals: Low Impact (30 credits): 5-year IF < .65, H < 6; Moderate Impact (60 credits): 5-year IF = .65-1.57; H = 7-17; High Impact (90 credits): 5-year IF ≥ 1.58; H ≥ 18.

Impact factor and H factor scores can be accessed through the ISI Web of Knowledge and Harzing's Publish or Perish Database. The Division Chair will also publish a list with the scores for sport-related journals.

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 book - 90 credits

Total Credits

2. First-listed or sole editor of book – 45 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

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 presenter - 15 credits

Total Credits

2. Regional/state presenter - 7 credits

Total Credits

D. 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 (**30** up-front credits for federal, **15** for state, and 10 for local), 1 credit is awarded for every \$ 1,000 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 in the department head’s office.

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

Total Credits

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

2. Grants and contracts submitted for substantially different projects (awarded **30** credits for federal, **15** for state, and **7** for local). Be sure to provide the dates of submission.

List:

Total Credits

E. Editing and reviewing of research publications and grants. (Credits obtained in Section E may not exceed one-third of Total Research Credit.)

Provide the details under the appropriate category.

1. International/National Publications
 - 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 2nd review) - 6 credits each

Total Credits

- d. Abstract reviewer for meeting - 6 credits per meeting

Total Credits

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

Total Credits

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

Total Credits

F. 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 up to a maximum of 80 citations (40 credits).

Total Credits

G. 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

H. Other - Credits awarded require negotiation with the Division Chair as indicated by a hard copy (e.g., e-mail) of verification. Any disagreement as to the credit to be awarded will be submitted to the Department Head, whose decision will be final.

Total Credits

Total Research Credits

III. SERVICE

Service points will be capped at a **maximum of 45 points**. However, points for Participation in professional organizations listed in paragraph A below will be allowed over and above the 45 point maximum, to encourage and reward service in professional organizations supporting the profession.

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 - 90 credits (president-elect or past president may be considered if merited)

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 or 3 credits if Co-Chair of National Committee); (plus 4 credits if Chair or 2 credits if Co-Chair of Regional/State Committee)

Total Credits

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

- 1. National/international article
 - A. 90 credits for publication in one of the following publications: *Journal of Sport Management*, *Sport Marketing Quarterly*, *Sport Management Review*, *Journal of Sport and Social Issues*, and *Sociology of Sport Journal*.
 - B. The following metrics are used for Social Science journals: Low Impact (30 credits): 5-year IF < .65, H < 6; Moderate Impact (60 credits): 5-year IF = .65-1.57; H = 7-17; High Impact (90 credits): 5-year IF ≥ 1.58; H ≥ 18.

1. Impact factor and H factor scores can be accessed through the ISI Web of Knowledge and Harzing's Publish or Perish Database. The Division Chair will also publish a list with the scores for sport-related journals.

Total Credits

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

Total Credits

C. Volunteer or invited service 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 presenter - 15 credits Total Credits
- 2. Regional/state presenter - 7 credits Total Credits

D. Editing and reviewing of research publications and grants. (*Credits obtained in Section E may not exceed one-third of Total Research Credit.*)

Provide the details under the appropriate category.

- 1. International/National Publications
 - Grant reviewer - 12 credits per grant competition as primary or secondary reviewer Total Credits
- 2. Regional/state (0.5 credit given for international/national activities – see above) Total Credits

E. 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 Total Credits
- 2. Regional/state presenter - 7 credits Total Credits
- 3. Local presenter – 4 credits. Total Credits

F. 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

G. Community service based on professional expertise

Provide the appropriate details.

1. Lectures to non-professional groups and agencies - 5 credits each (to include local research, teaching and service presentations)

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 Letters of Recommendation - *Written letters of recommendation for tenure and/or promotion for a faculty member at another institution (5 credits each). Provide number of letters written; do not list the individual or institution for whom the letter was written.*

Total Credits

5. Invited chair or moderator of a free communications session or panel – National = 3 credits; State = 2 credits; Local = 1 credit

Total Credits

H. 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

I. Club advising – 1-10 credits calculated as 1 credit per 3 hours spent advising

Total Credits

L. Other - Credits awarded require negotiation with the Division Chair as indicated by a hard copy (e.g., e-mail) of verification. Any disagreement as to the credit to be awarded will be submitted to the Department Head, whose decision will be final.

Total Credits

Total Service Credits

Name

IV. UNIVERSITY TRAINING AND ENGAGEMENT

- A. Compliance to all university required human resource training modules and laboratory safety inspections (required at time when A2 forms are signed in order to receive merit).

I verify that I have completed all university training programs and safety inspections and am currently in compliance with this university requirement.

- B. Engagement in diversity and/or internationalization teaching, research, and/or service activities (List examples. (5 points each, maximum 15 points).

Total Credits

- C. Engagement in multidisciplinary teaching, research, and/or service activities (List examples, 5 points each, maximum 15 points).

Total Credits

Total University Training & Engagement Credits

V. ADMINISTRATION

Division chair - 120 credits

Total Credits

Graduate chair - 120 credits

Total Credits

Program coordinator - 30 credits (Applied Exercise Physiology; Basic Exercise Physiology and Motor Behavior; Community Health and School Health; Sport Management; Teacher Certification)

Total Credits

Internship Site Coordinator – One Course reduction (Applied Exercise Physiology; Community Health; Sport Management)

Total Credits

Total Administration Credits

NOTE: Administrative credits are to be subtracted from your total minimum credits, reducing your liability. They are not added to your credits obtained.

SUMMARY

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

Additional Credit for Merit:

University Training and Engagement **Total**

*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 are less than 300, please explain here the reason for the difference:

**TEXAS A&M UNIVERSITY
DEPARTMENT OF HEALTH AND KINESIOLOGY**

**ANNUAL EVALUATION WORKSHEET (A-1 FORM)
CLINICAL / INSTRUCTIONAL PROFESSORS IN
HEALTH, KINESIOLOGY AND SPORT MANAGEMENT**

SPORT MANAGEMENT DIVISION

Last Revised: 8/2011

YEAR:

NAME:

FACULTY LOAD DISTRIBUTION: Teaching % Research % Service %

Each faculty member's job description will be negotiated with the Department Head during the fall semester of the preceding year. Any changes that occur in that description, e.g., class buy-out from a grant, would be renegotiated at the time of occurrence. *Please read the following guidelines carefully before you start using this worksheet.*

- Faculty members are responsible for completing and submitting this form by Tuesday, January 18, 2011.
- For calculation of merit, a rolling average of the past three years will be used.
- For scholarly products, the first author receives full credit. One-half of the credits assigned to the first author will be given to each of the co-authors. The same formula will apply for presentations. Co-authors will receive 50% credit of credits earned by the first, lead or corresponding author on publications and presentations.
- There will be a cap in the Service category of 100 credits. This represents >28% of the minimal expectation of 350 credits. For the overall benefit of the department, any faculty member in excess of 100 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 with the Department Head.
- There is a maximum cap of 30 credits for grant submissions for any one area (teaching, research, and service) or the sum of all three areas. You cannot get credit for the same grant in both the "submitted" and "awarded" category. If a "submitted" grant is funded the following year, you can count it as an "awarded" grant on the following year's A-1 form, but you must subtract the "submitted" credit given that specific grant the prior year.
- When 30 credits are awarded for one grant in one of the three areas of teaching, research or service, you cannot receive an additional 30 credits for other grants in either of the two remaining areas. If you have grants in more than one area, you must make the decision in which area you want your 30 credits.
- When requesting credit in Professional Organizations (i.e., officer, committee membership, etc.), activity should be directly related to professional expertise and responsibilities in HLKN. Credits for professional organizations should be requested only when the activity is directly related to professional responsibilities.
- Internship Coordinators will receive one course reduction per year. Program Coordinator's will receive 30 credits on their A-1 form and will no longer be given the option of taking a course reduction or credits. Internship supervisors will be assigned to supervise 4 students per 1 credit hour load.
- Please use the following format for listing all publications:

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

A. Semester Teaching Credits

Include total number of hours taught

Fall

Spring

Summer

B. Student Evaluations

Indicate the number of class evaluations each semester and the average score per semester

Course	Mean Score
Spring 2011	
Fall 2010	
Overall average	

Compute the credits to be received with the following formula:

Credits = (Overall average - 4.00) x 30: (- 4.00) x 30 =

C. Excess Student Credit Hour (SCH) Production (Note: provided by Division Chair)

Credits = (total SCH - 816) x 0.10: (- 816) x 0.10 =

D. Peer Evaluation (provide by Division Chair)

Credits = (Score - 4.00) x 30: (- 4.00) x 30 =

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

1. Doctoral dissertation/record of study committee member (15 credits) or chair (30 credits)
Student(s)

Total Credits

2. Master's thesis committee member (10 credits) or chair (20 credits)

Student(s)

Total Credits

3. Masters non-thesis committee member (2.5 credits) or chair (5 credits)

Student(s)

Total Credits

4. 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* (Per student credit: 10 credits for PhD, 5 credits for Master’s Thesis, 2.5 credits for Masters Non-Thesis)

Total Credits

F. Original teaching article or teaching review article (list according to citation format on page 1)

30 credits each (If in refereed journal 90 credits for impact factor of ≥ 1.50 ; 60 credits for impact factor of 0.50-1.49; 30 credits for impact factor of 0-0.49)

1. National/international article - First-authored, sole-authored, or advisee-authored (with advisor as co-author):

a.

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

a.

3. Manuscripts Submitted - First-authored, sole-authored, or advisee-authored (with advisor as co-author): 10 credits each.

a.

Total Credits

G. Teaching books/proceedings with national/international distribution (list according to citation format on page 1)

1. First- or sole-authored book - 60 credits
2. First-listed or sole editor of book - 30 credits
3. First- or sole-authored book chapter or invited journal article - 20 credits
4. First- or sole-authored symposium proceedings - 15 credits
5. Book revisions – 10 credits

6. First - or sole - authored book (local distribution) - 30 credits

Total Credits

H. Volunteer or invited teaching presentations/workshops

List all presenters, title of presentation, host organization, and date of presentation.

1. National/international presenter - 15 credits; 18 credits if accompanied by an abstract published in a national/international subscription teaching journal. *(National/international presentations include all invited research presentations at institutions, conferences, or other formats that occur outside the state of Texas to include invited research presentations at other universities or research institutions.)*
 - a.
2. Regional/state presenter - 7 credits; 9 credits if accompanied by an abstract published in a subscription teaching journal
 - a.
3. Local presenter (enhancement = one local presentation) - 3 credits
 - a.

Total Credits

I. Teaching 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 -
 - a. For the first extramural grant awarded: 30 credits; for the first intramural grant awarded: 10 credits
 - b. Additionally, 1 credit is awarded for every \$5,000 of total (direct plus indirect costs) funding from all grant and contract sources for the year; when there are co-investigators, the funding is divided among the P.I. and co-investigators as negotiated among the investigators and department head.

List:

2. Grants and contracts submitted (awarded 0.10 of the credits as calculated above in I.1 - see caps on page 1)

List:

Total Credits

J. Editing and reviewing of teaching publications and grants. (Credits obtained in Section J may not exceed one-third of Total Teaching Credit.)

Provide details under the appropriate category.

1. International/national
 - a. Editor/editor-in-chief - 60 credits
 - b. Associate editor - 40 credits per journal
 - c. Invited manuscript reviewer - 6 credits each
 - d. Abstract reviewer for meeting - 12 credits for each meeting
 - e. Invited reviewer for book/monograph - 12 credits each
 - f. Newsletter editor - 12 credits each
 - g. Grant reviewer - 12 credits/grant as primary or secondary reviewer
2. Regional/state (0.5 credit given for international/national activities)

Total Credits

K. 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.

Provide the appropriate details.

1. National/international - 60 credits
2. Regional/state - 30 credits

3. University - 30 credits

4. College - 20 credits

5. Department - 10 credits

Total Credits

L. Professional development *(Please list and justify the credits you assign each activity)*

(Calculate at 1 hour = 1 point unless other rates are approved in advance by the Division Chair. Maximum amount of points is 10 per event.)

1. Workshop attendance

2. Course Completion

3. Certification

4. Conference attendance (5 points)

Total Credits

M. New Course Development (year of approval) – 10 credits for every new course. A new course is defined as a new course number approved by the University.

Total Credits

N. Other - Credits awarded require negotiation with Division Chair.

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 -

- A. 90 credits for publication in one of the following publications: *Journal of Sport Management*, *Sport Marketing Quarterly*, *Sport Management Review*, *Journal of Sport and Social Issues*, and *Sociology of Sport Journal*.
- B. The following metrics are used for Social Science journals: Low Impact (30 credits): 5-year IF < .65, H < 6; Moderate Impact (60 credits): 5-year IF = .65-1.57; H = 7-17; High Impact (90 credits): 5-year IF ≥ 1.58; H ≥ 18.

Impact factor and H factor scores can be accessed through the ISI Web of Knowledge and Harzing's Publish or Perish Database. The Division Chair will also publish a list with the scores for sport-related journals.

Total Credits

1. 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 book - 90 credits

Total Credits

2. First-listed or sole editor of book – 45 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

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 presenter - 15 credits

Total Credits

2. Regional/state presenter - 7 credits

Total Credits

D. 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 (**30** up-front credits for federal, **15** for state, and 10 for local), 1 credit is awarded for every \$ 1,000 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 in the department head’s office.

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

Total Credits

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

2. Grants and contracts submitted for substantially different projects (awarded **30** credits for federal, **15** for state, and **7** for local). Be sure to provide the dates of submission.

List:

Total Credits

E. Editing and reviewing of research publications and grants. (Credits obtained in Section E may not exceed one-third of Total Research Credit.)

Provide the details under the appropriate category.

1. International/National Publications

- 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 2nd review) - 6 credits each

Total Credits

- d. Abstract reviewer for meeting - 6 credits per meeting

Total Credits

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

Total Credits

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

Total Credits

F. 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 up to a maximum of 80 citations (40 credits). Total Credits

G. 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)

- a. National/international - 60 credits

Total Credits

- b. Regional/state - 30 credits

Total Credits

- c. University - 30 credits

Total Credits

- d. College - 20 credits

Total Credits

- e. Department - 10 credits

Total Credits

H. Other - Credits awarded require negotiation with the Division Chair as indicated by a hard copy (e.g., e-mail) of verification. Any disagreement as to the credit to be awarded will be submitted to the Department Head, whose decision will be final.

Total Credits

Total Research Credits

III. SERVICE

Service points will be capped at a **maximum of 100 points**. However, points for Participation in professional organizations listed in paragraph A below will be allowed over and above the 100 point maximum, to encourage and reward service in professional organizations supporting the profession.

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
 - b. Officer - 20 credits
 - c. Board membership - 15 credits
 - d. Committee membership - 10 credits (plus 5 credits if chair)
2. Regional/state (officers do not receive additional credits for committee service resulting from their office)
 - a. President - 40 credits
 - b. Officer - 18 credits
 - c. Board membership - 12 credits
 - d. Committee membership - 8 credits (plus 4 credits if chair)

Total Credits

B. 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 -

- a. For the first extramural grant awarded: 30 credits; for the first intramural grant awarded: 10 credits
- b. Additionally, 1 credit is awarded for every \$5,000 of total (direct plus indirect costs) funding from all grant and contract sources for the year; when there are co-investigators, the funding is divided among the P.I. and co-investigators as negotiated among the investigators and department head.

List:

2. Grants and contracts submitted (awarded 0.10 of the credits as calculated above in D.1 - see caps on page 1)

List:

Total Credits

C. Community service based on professional expertise

Provide the appropriate details.

1. Lectures to non-professional groups and agencies - 4 credits each
2. Consultant/advisor - 4 credits each
3. Committee member, officer, or board member for community agencies - 6 credits each

Total Credits

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

Provide the appropriate details.

1. Faculty Senate
 - a. Speaker - 90 credits
 - b. Officer - 60 credits
 - c. Member (including committee assignments) - 30 credits

2. University committees
 - a. Standing committees - 10 credits (plus 5 credits for chair)
 - b. Ad hoc committees - 9 credits (plus 4.5 credits for chair)
3. College and department committees
 - a. Standing committees - 8 credits (plus 4 credits for chair)
 - b. Ad hoc committees - 7 credits (plus 3.5 credits for chair)

Total Credits

E. Student Organization Advisor

Large student organization – 10 credits >150

Medium student organization – 8 credits >50<150

Small student organization – 6 credits <50

Total Credits

F. Other - Credits awarded require negotiation with the Division Chair as indicated by a hard copy (e.g., e-mail) of verification. Any disagreement as to the credit to be awarded will be submitted to the Department Head, whose decision will be final.

Total Credits

Total Service Credits

Name

IV. UNIVERSITY TRAINING AND ENGAGEMENT

- A. Compliance to all university required human resource training modules and laboratory safety inspections (required at time when A2 forms are signed in order to receive merit).

I verify that I have completed all university training programs and safety inspections and am currently in compliance with this university requirement.

- B. Engagement in diversity and/or internationalization teaching, research, and/or service activities (List examples. 5 points each, maximum 15 points).

Total Credits

- C. Engagement in multidisciplinary teaching, research, and/or service activities (List examples, 5 points each, maximum 15 points).

Total Credits

Total University Training & Engagement Credits

Name

V. ADMINISTRATION

Assistant department head - 120 credits

Division chair - 90 credits

Graduate chair - 60 credits

Program coordinator - 40 credits

Total Administration Credits

SUMMARY

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

If the credits obtained in all three categories (teaching, research, and service) are equal to or exceed the minimum credits specified, then the faculty member is eligible to have a merit score calculated as per the following formula.

Merit Score = total credits obtained - total minimum credits required = - =

If the credits obtained in one or more of the three categories (teaching, research or service) are less than the minimum credits specified, the merit score for the year would be entered as a zero.

*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 are less than 300, please explain here the reason for the difference:

TEXAS A&M UNIVERSITY

DEPARTMENT OF HEALTH AND KINESIOLOGY

**ANNUAL EVALUATION WORKSHEET (A-1 FORM)
FOR PEAP**

LECTURERS AND INSTRUCTIONAL PROFESSORS

Last Revised: August 2011

YEAR: _____ **NAME:** _____

Faculty Load Distribution: Teaching _____% Research _____% Service _____%

Each faculty member's job description will be negotiated with the Department Head during the fall semester of the preceding year. Any changes that occur in that description, e.g., class buy-out from a grant, would be renegotiated at the time of occurrence. Please read the following guidelines carefully before you start using this worksheet.

- For calculation of merit, a rolling average of the past three years will be used.
- Work done on an hourly basis will be calculated at a rate of 1 hour = 3 credits, except where otherwise stated (III.I Other)
- For scholarly products, the first author receives full credit. One-half of the credits assigned to the first author will be given to each of the co-authors. The same formula will apply for presentations.
- Section IV of the A1 form includes verification of compliance to all university human resource and safety training programs. Faculty members will be informed about the status of their training compliance each semester. Faculty members will not be able to receive merit pay unless they are in compliance with university training and safety programs at the time the A2 form is submitted. This section also provides additional merit to encourage faculty engagement in diversity and internationalization teaching, research, and/or service activities as well as multidisciplinary teaching, research, and/or service collaborations. List specific projects and/or programs that you are involved in each of these areas.

E. Teaching books/proceedings with national/international distribution (*list according to citation format on page 1*)

1. First- or sole-authored book - 100 credits
2. First-listed or sole editor of book - 50 credits
3. First- or sole-authored book chapter or invited journal article - 40 credits
4. First- or sole-authored symposium proceedings - 15 credits
5. Book revisions – 20 credits
6. First - or sole - authored book (local distribution) - 30 credits

Total Credits

F. Teaching 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 -
 - a. For the first extramural grant awarded: 30 credits; for the first intramural grant awarded: 10 credits
 - b. Additionally, 1 credit is awarded for every \$5,000 of total (direct plus indirect costs) funding from all grant and contract sources for the year; when there are co-investigators, the funding is divided among the P.I. and co-investigators as negotiated among the investigators and department head.

List:

2. Grants and contracts submitted (*awarded 0.10 of the credits as calculated above in I.1 - see caps on page 1*)

List:

Total Credits

G. Editing and reviewing of teaching publications and grants

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
 - b. Associate editor - 40 credits per journal
 - c. Invited manuscript reviewer - 6 credits each
 - d. Abstract reviewer for meeting - 12 credits for each meeting
 - e. Invited reviewer for book/monograph - 12 credits each
 - f. Newsletter editor - 12 credits each
 - g. Grant reviewer - 12 credits/grant as primary or secondary reviewer
2. Regional/state (0.5 credit given for international/national activities)

Total Credits

H. 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.

Provide the appropriate details.

- a. National/international - 60 credits

b. Regional/state - 40 credits

c. University - 30 credits

d. College - 25 credits

e. Department - 20 credits

Total Credits

I. Professional Development *(Please list and justify the credits you assign each activity)*

(Calculate at 1 hour = 3 credits unless other rates are approved by the Chair)

1. Workshop attendance (including optional, but not required, in-services)
2. Course Completion
3. Certification (+5 credit bonus)

Total Credits

J. Course Preparation

1. New course (one hour) – 20 credits
2. Course revision or development of new teaching methods – 10 credits
3. Use of technology (Beyond common usage. For example, creating a website for class use or using eLearning. Emailing students through *Howdy* is not appropriate) – 10 credits

Total Credits

Total Teaching Credits _____

YEAR: _____

NAME: _____

II. RESEARCH/SCHOLARSHIP

(All research numbers will be negotiated with the Chair)

(Research points will be added to teaching points)

Total Research Credits _____

Total Teaching and Research Credits _____

Explain:

YEAR: _____

NAME: _____

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
 - b. Officer - 20 credits
 - c. Board membership - 15 credits
 - d. Committee membership - 10 credits (plus 5 credits if chair)
 - e. Membership – 2 credits

2. Regional/state (officers do not receive additional credits for committee service resulting from their office)
 - a. President - 40 credits
 - b. Officer - 18 credits
 - c. Board membership - 12 credits
 - d. Committee membership - 8 credits (plus 4 credits if chair)
 - e. Membership – 2 credits

Total Credits

B. Original service article or service review article (list according to citation format on page 1) 30 credits each (If in refereed journal 90 credits for impact factor of ≥ 1.50 ; 60 credits for impact factor of 0.50-1.49; 30 credits for impact factor of 0-0.49)

1. National/international article - First-authored, sole-authored, or advisee-authored (with advisor as co-author): 30 credits
2. Regional/State - First-authored, sole-authored, or advisee-authored (with advisor as co-author): 18 credits.
3. Manuscripts Submitted - First-authored, sole-authored, or advisee-authored (with advisor as co-author): 10 credits

Total Credits

C. Service books/proceedings with national/international distribution (list according to citation format on page 1)

1. First- or sole-authored book - 60 credits
2. First-listed or sole editor of book - 30 credits
3. First- or sole-authored book chapter or invited journal article - 20 credits
4. First- or sole-authored symposium proceedings - 15 credits
5. First or sole author (local distribution) 30 credits
6. Book revision – 10 credits

Total Credits

D. Volunteer or invited service presentations/workshops

1. List all presenters, title of presentation, host organization, and date of presentation.
 - a. National/international presenter – 20 credits each

 - b. Regional/state presenter - 10 credits

 - c. Local presenter - 5 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 -
 - a. For the first extramural grant awarded: 30 credits; for the first intramural grant awarded: 10 credits

 - b. Additionally, 1 credit is awarded for every \$5,000 of total (direct plus indirect costs) funding from all grant and contract sources for the year; when there are co-investigators, the funding is divided among the P.I. and co-investigators as negotiated among the investigators and department head.

List:

2. Grants and contracts submitted (awarded 0.10 of the credits as calculated above in D.1 - see caps on page 1)

List:

Total Credits

F. Editing and reviewing of service publications and grants

Provide the 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

- b. Associate editor - 40 credits per journal
 - c. Invited manuscript reviewer - 6 credits each
 - d. Abstract reviewer for meeting - 12 credits per meeting
 - e. Invited reviewer for book/monograph - 12 credits each
 - f. Newsletter editor - 12 credits each
 - g. Grant reviewer - 12 credits/grant as primary or secondary reviewer
2. Regional/state (0.5 credit given for international/national activities)

Total Credits

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

Provide the appropriate details.

- 1. Faculty Senate
 - a. Speaker - 90 credits
 - b. Officer - 60 credits
 - c. Member (including committee assignments) - 30 credits
- 2. University committees
 - a. Standing committees – 20 credits (plus 5 credits for chair)

- b. Ad hoc committees - 15 credits (plus 5 credits for chair)
3. College and department committees (Suggest rotation of chair position)
Chair will report time spent and assign points in excess of minimum credits if necessary.
- a. Standing committees - 10 credits (plus 5 credits for chair)
 - b. Ad hoc committees - 10 credits (plus 5 credits for chair)

Total Credits

H. Student Organization

- 1. Advising
 - a. Advising Large student organization – 40 credits >150
 - b. Advising Medium student organization – 30 credits >50<150
 - c. Advising Small student organization – 20 credits <50
- 2. Coaching
Coaching is separate from advising and should be calculated based on the levels defined in the "other" category below.

Total Credits

I. Other - Credits awarded require negotiation with the Division Chair . *Include only activities not documented in previous sections. For example, if you previously documented that you advise a student organization, in this section do not claim time spent meeting with students from that organization.*

Level 1: Activities specific to your teaching area(s) or area(s) of expertise – 3 credits/hour
For example: hosting tournaments, university-sponsored camps, guest speaker for class (not class coverage).

Level 2: Community service and activities related to *lifetime wellness, lifetime fitness, and*

lifetime activity – 2 credits/hour
For example: community-sponsored clinics/camps/meets.

Level 3: Community involvement – 1 credit/hour
For example: church-related service, service to non-profit organizations.

Total Credits

Total Service Credits _____

YEAR: _____

NAME _____

IV. UNIVERSITY TRAINING AND ENGAGEMENT

- A.** Compliance to all university required human resource training modules and laboratory safety inspections (required at time when A2 forms are signed in order to receive merit).

I verify that I have completed all university training programs and safety inspections and am currently in compliance with this university requirement.

- B.** Engagement in diversity and/or internationalization teaching, research, and/or service activities (List examples. 5 points each, maximum 15 points).

Total Credits

- C.** Engagement in multidisciplinary teaching, research, and/or service activities (List examples, 5 points each, maximum 15 points).

Total Credits

Total University Training & Engagement Credits

YEAR: _____

NAME: _____

V. ADMINISTRATION

Assistant department head - 175 credits

Division chair - 120 credits

Graduate chair - 120 credits

Chair of PEAP – 268 credits

Associate Chair of PEAP – 160 credits

Program coordinator – 53 credits

Section Leader – 15 pts per activity

(Subtract) **Total Administration Credits** _____

YEAR: _____

NAME: _____

A-1 POINT SUMMARY

Credits Required (see below)

Adjusted Minimum Credits = Minimum Credits Required - Administration Credits**

9 month= 300pts

10 1/2 month = 350 pts

11 1/2 month = 383 pts

12 month = 400 pts

		Credits Obtained	Minimum Credits Required	Difference
Adjusted minimum credits	Minimum Credits required - Administration Credits (if you have any)= Adjusted Minimum Credits and goes in Box A If you have no Administration Credits use the chart above based on your contract length and enter that number in Box A.		Box A	**
Adjusted Teaching	<u>Adjusted teaching</u> = adjusted minimum credits required times .80. From teaching credits obtained subtract adjusted teaching to get difference	Box B	Box C	Box D
		<u>Your Total Teaching points</u>	Box A x 0.8 =	Box B - Box C =
Adjusted Service	<u>Adjusted Service</u> = Adjusted minimum credits required times .20. From service credits obtained subtract adjusted service to get difference	Box E	Box F	Box G
		<u>Your Total Service Points</u>	Box A x 0.2 =	Box E - Box F =
Total Credits Obtained	<u>Total credits obtained</u> = add the numbers located in the "Difference" column	Box B + Box E = *		Box D + Box G =

If the credits obtained in both categories (teaching and service) are equal to or exceed the minimum credits specified, then the faculty member is eligible to have a merit score calculated as per the following formula.

Merit Score =	Total credits obtained - minimum credits required =	*	-	**	=
---------------	---	---	---	----	---

If the credits obtained in one or both categories (teaching or service) are less than the minimum credits specified, the merit score for the year would be entered as a zero.

*For a full-time faculty member on a 10.5-month contract, the minimal required total is 350 credits, based on a full-time teaching load of 150 credits during each long semester and 50 credits during the summer. For faculty who are on shorter contracts (e.g., 9 months), 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 200 credits). Faculty who are on 9-month contracts are expected to have a minimum of 300 credits.

If the required minimum credit is less than 350, please explain here the reason for the difference:

TEXAS A&M UNIVERSITY
DEPARTMENT OF HEALTH AND KINESIOLOGY
ANNUAL EVALUATION WORKSHEET (A-1 FORM)
KINESIOLOGY
TENURE-TRACK/TENURED FACULTY

REVISED AUGUST 2011

YEAR:

NAME:

FACULTY LOAD DISTRIBUTION: **Teaching** % **Research** % **Service** %

PROLOGUE

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

- 1 Faculty members are responsible for completing and submitting this form by January 18th, 2011. Forms received after this date will not be reviewed. 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.**
- 2 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.**
- 3 For eligibility for, and calculation of, merit, a rolling average of the most recent three years will be used.**
- 4 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.**
- 5 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.**
- 6 On the teaching credits form the Administrative Coordinator prepares for faculty members, it will indicate when faculty members get teaching credits in addition to their actual load. For example, assistant professors are relieved from teaching one class per year, but they are given the 30 credits for that class. Another example would be when faculty buy-out of classes, they are given the credit for those classes. Teaching credits allowed for online classes is capped at 50 students/class (equivalent to 45 credits); credits will be provided via the report prepared by the HLKN Administrative Coordinator. Documentation requirement for variable credit courses (485 and 685) must be met for faculty to receive credit.**
- 7 Internship coordinators will receive a course reduction per academic year for serving as internship coordinator for their division. The internship coordinator will meet with the Division Chair to discuss how they would like to assign the credit. Internship, student teaching and practicum supervisors will be assigned to supervise 4 students per 1 credit hour load. Program Coordinators will receive 30 credits per academic year.**
- 8 For scholarly products (publications and presentations), the first author receives full credit. One-half of the credits assigned to the first author are distributed equally among the co-authors. Students, post-doctoral fellows, and a faculty member's research staff are not counted as either first authors or co-authors; the student's advisor and/or senior investigator receives the appropriate credit. Please indicate if the student is directly under the supervision of the faculty member seeking credits. Colleagues, both within and outside HLKN, however, are counted as first authors and co-authors. **Also, for each publication and presentation, place in parentheses the following: credits requested for that product; status of the first author if you are not the first****

author (e.g., graduate student advisee, colleague); the Citation Index impact factor. Be sure to indicate your relationship to all the other authors and the number of credits requested for each article/presentation.

- 9 When listing scholarly products, be certain to place them in the appropriate category of teaching, research/scholarship, or service. The “Research/Scholarship” category (with the exception of citations) is limited to products emanating from the faculty member’s personal research agenda.
- 10 Append a reprint or a copy of the **first page** of each published article. This will be needed by the committee reviewing that section (i.e., teaching, research, service). Also, it may also be displayed on a departmental bulletin board and will be kept in the departmental files with the current vitae. When the A-1 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.
- 11 Impact factors should be taken from the recent editions of Science Citation Index or Social Science Citation Index, which are calculated using data from ISI Web of Knowledge and posted at http://hlknweb.tamu.edu/articles/department_services.
- 12 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.
- 13 When requesting credits for work in Professional Organizations (i.e., Officer, Committee Membership, etc.), activity should be directly related to professional expertise and responsibilities in HLKN. Credits for professional organizations should be requested only when the activity is directly related to professional responsibilities.
- 14 Credits above the teaching and/or service cap can be rolled over to the next year (1 year only).
- 15 Scores for each category will be published without names.
- 16 Use the following format for listing all publications:

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. **(90 credits requested; Smith is my advisee; Evans is a TAMU faculty colleague; Impact Factor 2.05)**

Books:

Smith, J.H. and Farley, T.C. (1998). *The Professor in Today’s University*. Philadelphia: Saunders. **(60 points requested; Smith is my advisee)**

Edited Books:

Smith, J.H. and Farley, T.C. (Eds.). (1998). *Ergogenic Aids in Sports*. Champaign, IL: Human Kinetics. **(30 credits requested; Smith is my advisee)**

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. **(20 credits requested; Smith is my advisee; Jones is a U. Texas colleague’s post-doc)**

- 17 Section IV of the A1 form includes verification of compliance to all university human resource and safety training programs. Faculty members will be informed about the status of their training compliance each semester. Faculty members will not be able to receive merit pay unless they are in compliance with university training and safety programs at the time the A2 form is submitted. This section also provides additional merit to encourage faculty engagement in diversity and internationalization teaching, research, and/or service activities as well as multidisciplinary teaching, research, and/or service collaborations. List specific projects and/or programs that you are involved in each of these areas.

I. TEACHING**A. Semester Teaching Credits****(Note: information will be provided by the Administrative Coordinator)**

Spring

Summer

Fall

Total Credits

B. Student Evaluations (Note: information will be provided by the HLKN Administrative Coordinator)

List the classes evaluated and the mean score for each class

Course	Mean Score
--------	------------

Spring 2011**Fall 2010****Overall average**

Compute the credits to be received with the following formula:

$$\text{Credits} = (\text{Overall average} - 4.00) \times 30 = (\quad - 4.00) \times 30 = \quad \text{Total Credits}$$
C. Student Credit Hour (SCH) Production (Note: provided by the Administrative Coordinator)

$$\text{Credits} = \text{total SCH} \times 0.10 = \quad \text{Total Credits}$$
D. Graduate Committees

1. Doctoral dissertation/record of study chair (10 credits) for each year enrolled
Student(s)

Total Credits

2. Masters thesis chair (5 credits) for each year enrolled
Student(s)

Total Credits

3. Masters non-thesis committee member (2.5 credits) or chair (5 credits) (**Note: List only students who graduated during the year and indicate “Chair” where appropriate.**)

Student(s)

Total Credits

E. Refereed original teaching article or refereed teaching review article (*list according to citation format in the Prologue*)

1. National/international article – 40 credits

Total Credits

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

Total Credits

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

1. First-listed or sole-authored book (1st edition) - 90 credits

Total Credits

2. First-listed or sole editor of book - 45 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

G. Volunteer or invited teaching presentations/workshops

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. (*National/international presentations include all invited research presentations at institutions, conferences, or other formats that occur outside the state of Texas to include invited research presentations at other universities or research institutions.*)

Total Credits

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

Total Credits

3. Invited class lectures at TAMU – 1 credit each

Total Credits

H. Teaching 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 (60 credits for federal, 30 for state, and 10 for local for each year the grant is active), .75 credit is awarded for every \$ 1,000 of total (direct plus indirect costs) funding from all grant and contract sources for the year. Also, an additional .75 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/post-doc stipends but not staff) 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!**). Travel grants do not count, either at the extramural or intramural level.

Total Credits

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

2. Grants and contracts submitted for substantially different projects (awarded **30** credits for federal (NSF-R01, R-21,T32, NIH, NASA, DOD, **20** credits for federal NIH R03, K01/K08, **20** for other national AHA, MDA, ADA, Private, **10** for state, and **4** for local). 50% credit for CoI. Be sure to provide the dates of submission.

List:

Total Credits

- I. **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.

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 for the 1st course; 5 additional credits awarded for each new course preparation over 1.

Total Credits

TOTAL TEACHING CREDITS

(minimum 3 pts and maximum 6 pts per 1% job description – i.e., 120 minimum and 240 maximum credits for 40% teaching)

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 -
180 credits for exceptionally high IF journal (greater than 98th percentile);
135 credits for very high IF journal (greater than 75th percentile but less than 90th);
90 credits for high IF journal (greater than 50th percentile but less than 75th);
60 credits for moderate IF journal (greater than 25th percentile but less than 50th);
30 credits for low IF journal (below 25th percentile).

Department Head will publish percentiles; actual impact factors (IF) will be determined by referring to the Science and Social Science Indexes as published by the ISI.

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*) (*Credits obtained in Section B may not exceed 180 credits.*)

1. First-listed or sole-authored book (1st edition) - 90 credits

Total Credits

2. First-listed or sole editor of book – 45 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

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. (Credits obtained in **Section D** may not exceed 150 credits.)*

1. National/international presenter - 15 credits; 18 credits if accompanied by an abstract published in a national/international subscription research journal. (*National/international presentations include all invited research presentations at institutions, conferences, or other formats that occur outside the state of Texas to include invited research presentations at other universities or research institutions.*)

Total Credits

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

Total Credits

D. 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 (60 credits for federal, 30 for state, and 10 for local for the first year the grant is active; 50% credit for each additional year the grant is active including 1 year no cost extension if applicable), .75 credit is awarded for every \$ 1,000 of total (direct plus indirect costs) funding from all grant and contract sources for the year. Also, an additional .75 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/post-doc stipends but not staff) 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 (please refer to the samples and follow the correct format - **You must show all calculations!**). Travel grants do not count, either at the extramural or intramural level.

Total Credits

List all investigators, title of the grant, granting agency, inclusive dates, and total amount for each grant. (Credits obtained in Section D4 may not exceed 75 credits.)

2. Grants and contracts submitted for substantially different projects (awarded 30 credits for federal (NSF-R01, R-21,T32, NIH, NASA, DOD, NSBRI **20** credits for federal NIH R03, K01/K08, 20 for other national AHA, MDA, ADA, Private, **10** for state, and **4** for local). 50% credit for CoI. Be sure to provide the dates of submission.

List:

Total Credits

E. Total citations for all publications, as documented in the Citation Index, during the past full calendar year (January 1 through December 31).

Allow 0.5 credits per citation up to a maximum of 180 citations (90 credits). Total Credits

F. Research awards (credits x 0.20 for formal nominations). For students who receive research awards, supervising faculty member receives 50% 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/College - 20 credits

Total Credits

4. Department - 10 credits

Total Credits

G. Editing Research publications

Provide the details under the appropriate category.

1. International/National Publications

a. Editor/editor-in-chief - 50 credits

Total Credits

b. Associate editor - 30 credits per journal

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 (president-elect or past president may be considered if merited)

Total Credits

b. Officer - 30 credits

Total Credits

c. Board membership - 15 credits

Total Credits

d. Committee membership - 8 credits (plus 4 credits if Chair or 2 credits if Co-Chair of National Committee);

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 - 20 credits

Total Credits

c. Board membership - 10 credits

Total Credits

d. Committee membership - 5 credits (plus 2 credits if chair)

Total Credits

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

- a. National/international article – 40 credits

Total Credits

- b. Regional/state article - First-authored, sole-authored, or advisee-authored (with advisor as co-author): 18 credits each.

Total Credits

C. Reviewing of all publications and grants

Provide the details under the appropriate category.

1. International/National Publications

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

Total Credits

- b. Abstract reviewer for meeting - 6 credits per meeting

Total Credits

- c. Invited reviewer for book/monograph - 6 credits each

Total Credits

- d. Newsletter editor - 6 credits each

Total Credits

- e. Grant reviewer - 6 credits/grant as primary or secondary reviewer

Total Credits

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

Total Credits

D. Service grants, contracts, services

List all List contributors (% effort), and total amount for each.

1. Award will be .75 credit will be given for every \$1,000 dollars in the grant, contract, or service that is a direct “benefit” to the department (i.e., department share of salary savings, HLKN graduate student/post-doc stipends, but not staff) for the year. These categories should be individually listed. When there are more than one contributor to the effort, the credits are divided among the contributors as negotiated.

List (please refer to the samples and follow the correct format - **You must show all calculations!**). Travel grants do not count, either at the extramural or intramural level.

Total Credits

E. 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

F. Community service based on professional expertise

Provide the appropriate details.

1. Lectures to non-professional groups and agencies - 5 credits each (to include local research, teaching and service presentations)

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 Letters of Recommendation

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

Total Credits

- b. Written letters of recommendation for student (0.5 credits per student; not per letter). Provide number of letters written; do not list the individual or institution for whom the letter was written.

Total Credits

- 5. Invited chair or moderator of a free communications session or panel – National = 3 credits; State = 2 credits; Local = 1 credit

Total Credits

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

Provide the appropriate details.

1. Faculty Senate

- a. Speaker - 60 credits

Total Credits

- b. Officer - 30 credits

Total Credits

- c. Member –20 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

TOTAL SERVICE CREDITS

(Minimum 3 pt and maximum 9 pts per 1% of job description- i.e., 30 minimum and 90 maximum credits for 10% service)

Name

IV. UNIVERSITY TRAINING AND ENGAGEMENT

A. Compliance to all university required human resource training modules and laboratory safety inspections (required at time when A2 forms are signed in order to receive merit).

I verify that I have completed all university training programs and safety inspections and am currently in compliance with this university requirement.

B. Engagement in diversity and/or internationalization teaching, research, and/or service activities (List examples).

C. Engagement in multidisciplinary teaching, research, and/or service activities (List examples).

Name

V. ADMINISTRATION

Division Chair - 120 credits

Total Credits

Graduate Chair - 120 credits

Total Credits

***Program Coordinator** - 30 credits (Applied Exercise Physiology; Basic Exercise Physiology and Motor Behavior; Community Health and School Health; Sport Management; Teacher Certification)

Total Credits

***Internship Site Coordinator** - will receive a course reduction per year (Applied Exercise Physiology; Community Health; Sport Management). *Note: Maximum student to faculty ratio for supervising student teacher's, internships, practicum is 4:1.*

*Credit may only be received for either Program Coordinator or Internship Site Coordinator; not both in the same year.

Director of departmental lab, center, institute; administrative assignments and credits will be negotiated with department head. *(typically includes adjustments in annual total credit requirements, teaching assignment and/or stipend).*

Total Credits

TOTAL ADMINISTRATION CREDITS

NOTE: Administrative credits are to be subtracted from your total minimum credits, reducing your liability. They are not added to your credits obtained.

Name

SUMMARY

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

Additional Credit for Merit:

University Training and Engagement	Total	
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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 are less than 300, please explain here the reason for the difference:

TEXAS A&M UNIVERSITY

DEPARTMENT OF HEALTH AND KINESIOLOGY
ANNUAL EVALUATION WORKSHEET (A-1 FORM)
KINESIOLOGY DIVISION
TEACHING FACULTY

Last Revised August 2011

YEAR:

NAME:

FACULTY LOAD DISTRIBUTION:

Teaching

%

Service

%

PROLOGUE

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

- 1 Faculty members are responsible for completing and submitting this form by January 18, 2011. Forms received after this date will not be reviewed. 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.
- 2 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.**
- 3 For eligibility for, and calculation of, merit, a rolling average of the most recent three years will be used.
- 4 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.
- 5 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.
- 6 On the teaching credits form the Administrative Coordinator prepares for faculty members, it will indicate when faculty members get teaching credits in addition to their actual load. For example, assistant professors are relieved from teaching one class per year, but they are given the 30 credits for that class. Another example would be when faculty buy-out of classes, they are given the credit for those classes. Teaching credits allowed for online classes is capped at 50 students/class (equivalent to 45 credits); credits will be provided via the report prepared by the HLKN Administrative Coordinator.
- 7 Internship coordinators will receive one 3 hour class reduction) per fall and spring semester (60 credits or two 3 hour course reduction equivalents total per academic year) for serving as internship coordinator for their division. The internship coordinator will meet with the Division Chair to discuss how they would like to assign the credit. Internship supervisors will be assigned to supervise 4 students per 1 credit hour load. Program Coordinators will receive 30 credits and will no longer be given the option of taking a course reduction or credits.
- 8 For scholarly products (*publications and presentations*), **all authors receive full credit.**
- 9 When listing scholarly products, be certain to place them in the appropriate category of teaching, or service.

- 10 Append a reprint or a copy of the **first page** of each published article. This will be helpful to the committee reviewing that section. Also, it will be displayed on a departmental bulletin board and will be kept in the departmental files with the current vitae. When the A-1 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.
- 11 When requesting credit for manuscript reviews, the faculty member must list the journal, the dates of the reviews, and the impact factor for the journal. 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.
- 12 Impact factors are not calculated for clinical and instructional faculty in the Kinesiology Division.
- 13 A federal grant submitted will be awarded 20 credits, a state grant 10 credits, and a local (intramural) grant, 4 credits.
- 14 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.
- 15 For presentations given more than once points are accrued for each presentation. Invited presentations which are presented multiple times at the same conference will be counted as separate presentations. For example:
Dr. Wendy Kohrt presents two lectures on "Physical Activity and Bone Health Across the Lifespan" to Texas A&M University faculty on November 30th. She presents the identical lecture to students at Texas A&M University on December 1st. She will receive points for both lectures.
- 16 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.
- 17 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. Credits awarded in "Other" shall be published without names each year. Recurring items in "Other" shall be considered by the Executive Committee for inclusion to the A-1 in subsequent years.
- 18 When requesting credits for work in Professional Organizations (i.e., Officer, Committee Membership, etc.), activity should be directly related to professional expertise and responsibilities in HLKN. Credits for professional organizations should be requested only when the activity is directly related to professional responsibilities.
- 19 Range of scores for each category will be published without names.
- 20 Use the following format for listing all publications:

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. **(90 credits requested; Smith is my advisee; Evans is a TAMU faculty colleague; Impact Factor 2.05)**

Books:

Smith, J.H. and Farley, T.C. (1998). *The Professor in Today's University*. Philadelphia: Saunders. **(60 points requested; Smith is my advisee)**

Edited Books:

Smith, J.H. and Farley, T.C. (Eds.). (1998). *Ergogenic Aids in Sports*. Champaign, IL: Human Kinetics. **(30 credits requested; Smith is my advisee)**

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. **(20 credits requested; Smith is my advisee; Jones is a U. Texas colleague's post-doc)**

21. Section IV of the A1 form includes verification of compliance to all university human resource and safety training programs. Faculty members will be informed about the status of their training compliance each semester. Faculty members will not be able to receive merit pay unless they are in compliance with university training and safety programs at the time the A2 form is submitted. This section also provides additional merit to encourage faculty engagement in diversity and internationalization teaching, research, and/or service activities as well as multidisciplinary teaching, research, and/or service collaborations. List specific projects and/or programs that you are involved in each of these areas.

1. Masters non-thesis committee member (2.5 credits) or chair (5 credits)

Total Credits
2. 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). **Faculty members will receive 5 credits/graduate student advised during their academic program and 10 credits the year they graduate. (QQQ: ???)**

Total Credits

G. Curriculum Development

1. Program development – creation of new program 40 pts for lead and 20 pts for support, with approval of program.

Total Credits
2. Revision of program with approval of revision – 20 pts.

Total Credits
3. New Course – 10 pts per course
Propose and get approved a new course

Total Credits
4. Course Revision/Preparation – 5 pts
Make extensive revisions to an existing course or teach the course the first time.

Total Credits
5. Incorporating Technology- 5 pts
Extensive technological additions to a course (on moodle, e-learning, etc)

Total Credits
6. Study Abroad Approval – 5 pts
Propose and acquire approval to teach a course as a study abroad course

Total Credits

H. Original teaching article or review article (*list according to citation format in the Prologue*)

1. Refereed

- A. National/international article – 90 credits each

Total Credits
- B. Regional/state article - 25 credits each

Total Credits
- C. Newsletter/Local article – 10 credits each

Total Credits

2. Non Refereed – 20

Total Credits

I. Books/proceedings with national/international distribution (list according to citation format in the Prologue)

1. Book author - 100 credits

Total Credits

2. Book Editor - 50 credits

Total Credits

3. Book chapter or symposium proceedings - 25 credits

Total Credits

J. Volunteer or invited presentations/workshops

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 – 20 credits, *(National/international presentations include all invited research presentations at institutions, conferences, or other formats that occur outside the state of Texas to include invited research presentations at other universities or research institutions.)*

Total Credits

2. Regional/state presenter – 10 credit

Total Credits

3. Local – 5 points

Total Credits

4. Invited class lectures at TAMU – 1 credit each

Total Credits

K. Honors/Writing Courses

1. Teaching Credits – 10 pts/section

Teach a course section that is an approved W/C or Honors section

Total Credits

2. Writing/Honors Course Approval – 3 pts/course

Total Credits

3. Honors Student in Regular Section – 1 pt/student

Total Credits

L. Student Mentoring

1. Study Abroad Supervision – 5 pts/trip

Total Credits

2. Professional Conference Supervision 3 pts/conference

Total Credits

3. Presentation Mentoring 1 pt/presentation

Total Credits

4. Other

Total Credits

M. Faculty Professional Development

1. Attendance at a professional conference – 2 pts

Total Credits

2. Participation in workshop/seminar to enhance teaching – 1 pt/3 hrs

Total Credits

3. Certification (ACSM, Virtual Instructor, etc.) – 3 pts

Total Credits

4. Continuing Education Credits – 1pt/3 hrs

Total Credits

N. Awards (credits x 0.20 for formal nominations). For students who receive awards, supervising faculty member receives half of the credits listed for the appropriate category. Note the restrictions discussed in the Prologue.

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

O. 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. 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 - 90 credits (president-elect or past president may be considered if merited)

Total Credits
 - b. Officer - 20 credits

Total Credits
 - c. Board membership - 15 credits

Total Credits
 - d. Committee membership - 10 credits (+ 5 credits if Chair or 3 credits if Co-Chair/Officer of National Committee)

Total Credits
2. Regional/state (officers do not receive additional credits for committee service resulting from their office)
 - a. President - 60 credits

Total Credits
 - b. Officer - 18 credits

Total Credits
 - c. Board membership - 12 credits

Total Credits
 - d. Committee membership - 8 credits (+ 4 credits if Chair or 2 credits if Co-Chair/Officer of Regional/State Committee)

Total Credits

B. Community service based on professional expertise

1. Lectures to non-professional groups and agencies - 5 credits each
(to include local research, teaching and service presentations)

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 Letters of Recommendation
 - a. Written letters of recommendation for tenure and/or promotion for a faculty member at another institution – 5 credits each

Total Credits

- b. Written letters of recommendation for faculty awards or students (job, scholarship, etc)— 0.5 credits per student; not per letter

Total Credits

- 5. Invited chair or moderator of a free communications session or panel
National = 3 credits; State = 2 credits; Local = 1 credit

Total Credits

- 6. Service provided at a professional event – 1 pt. minimum or 1 pt./3hrs equivalent

Total Credits

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

- 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. Club Advisor

- 1. Large Student Organization (>100 members) – 15 credits

Total Credits

- 2. Medium Student Organization (30-100 members) – 10 credits

Total Credits

- 3. Small Student Organization (<30 members) – 5 credits

Total Credits

E. Service Related 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) , 1 credit is awarded for every \$ 1,000 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!**):

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

2. Grants and contracts submitted for substantially different projects (awarded **20** credits for federal, **10** for state, and **4** for local). Be sure to provide the dates of submission.
List:

Total Credits

F. Original service-related article or review article (*list according to citation format in the Prologue*)

1. Refereed

- a. National/international article – 90 credits each

Total Credits

- b. Regional/state article - 25 credits each

Total Credits

- c. Newsletter/Local article – 10 credits each

Total Credits

2. Non Refereed – 20 credits each

Total Credits

G. Service –Related Books/proceedings with national/international distribution (*list according to citation format in the Prologue*)

- a. Book author - 100 credits

Total Credits

- b. Book Editor - 50 credits

Total Credits

c. Book chapter or symposium proceedings - 25 credits

Total Credits

H. Editing and reviewing publications and grants

1. International/National Publications

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

Total Credits

b. Associate editor – 40 credits per journal

Total Credits

c. Invited manuscript review – list date of review, journal name and impact factor (indicate if it is a first or second review – half credits for 2nd review) – 6 credits each

Total Credits

d. Abstract reviewer for meeting - 6 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

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

1. National/International – 60

Total Credits

2. Regional/state – 30

Total Credits

3. University – 30

Total Credits

4. College – 20

Total Credits

QQQ: Department?

J. 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

NAME:

III. UNIVERSITY TRAINING AND ENGAGEMENT

- A.** Compliance to all university required human resource training modules and laboratory safety inspections (required at time when A2 forms are signed in order to receive merit).

I verify that I have completed all university training programs and safety inspections and am currently in compliance with this university requirement.

- B.** Engagement in diversity and/or internationalization teaching, and/or service activities (List examples. 5 points each, maximum 15 points).

Total Credits

- C.** Engagement in multidisciplinary teaching, and/or service activities (List examples, 5 points each, maximum 15 points).

Total Credits

IV. ADMINISTRATION

1. **Division chair** - 120 credits
2. **Graduate chair** - 120 credits
3. ***Program Coordinator** - 30 credits (Applied Exercise Physiology; Basic Exercise Physiology and Motor Behavior; Community Health and School Health; Sport Management; Teacher Certification)
4. ***Internship Site Coordinator** - Course reduction (Applied Exercise Physiology; Community Health; Sport Management) Note: Maximum allowable credit for Internship Coordinators is 4 credits to 1 student.
5. **Director of departmental lab, center, institute;** administrative assignments and credits will be negotiated with department head. *(typically includes adjustments in annual total credit requirements, teaching assignment and/or stipend).*

*Credit may only be received for either Program Coordinator or Internship Site Coordinator; not both in the same year.

NOTE: Administrative credits are to be subtracted from your total minimum credits, reducing your liability. They are not added to your credits obtained.

SUMMARY

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

Additional Credit for Merit:

University Training and Engagement	Total	
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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 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 are less than 300, please explain here the reason for the difference:

doctoral fellows, and a faculty member's research staff are not counted as either first authors or co-authors; the student's advisor and/or senior investigator receives the appropriate credit. **Please indicate if the student is directly under the supervision of the faculty member seeking credits.** Colleagues, both within and outside HLKN, however, are counted as first authors and co-authors. **Also, for each publication and presentation, place in parentheses the following: credits requested for that product; status of the first author if you are not the first author (e.g., graduate student advisee, colleague); the Citation Index impact factor. Be sure to indicate your relationship to all the other authors and the number of credits requested for each article/presentation.**

- 9 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.
- 10 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 A-1 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.
- 11 When requesting credit for manuscript reviews, the faculty member must list the journal, the dates of the reviews, and the impact factor for the journal. 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.
- 12 Impact factors should be taken from the most recent editions of Science Citation Index or Social Science Citation Index, which are available on the ISI Web of Knowledge website <http://isi9.isiknowledge.com>. On rare occasion, Impact Factors may be established by faculty approval (see Department Head for criteria). Impact assessment, other than those established by the Science Citation Index and the Social Science Citation Index, must be approved by faculty division, Graduate Faculty, Executive Committee, and Department Head (respectively).
- 13 A federal grant submitted will be awarded 20 credits, a state grant 10 credits, and a local (intramural) grant, 4 credits. If applicable, Co-Investigator and Co-Principal Investigator can make the case for more than 50% of the credits; given appropriate evidence/support is provided.
- 14 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. Travel grants do not count, either at the extramural or intramural level.
- 15 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.
- 16 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. Credits awarded in "Other" shall be published without names each year. Recurring items in "Other" shall be considered by the Executive Committee for inclusion to the A-1 in subsequent years.
- 17 When requesting credits for work in Professional Organizations (i.e., Officer, Committee Membership, etc.), activity should be directly related to professional expertise and responsibilities in HLKN. Credits for professional organizations should be requested only when the activity is directly related to professional responsibilities.
- 18 Range of scores for each category will be published without names.
- 19 Use the following format for listing all publications:

TEXAS A&M UNIVERSITY

DEPARTMENT OF HEALTH AND KINESIOLOGY
DIVISION OF HEALTH EDUCATION
TENURE-TRACK

ANNUAL EVALUATION WORKSHEET (A-1 FORM)

Last Revised August 2011

YEAR:

NAME:

FACULTY LOAD DISTRIBUTION: Teaching % Research % Service %

PROLOGUE

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

- 1 **Faculty members are responsible for completing and submitting this form by January 18, 2011. Forms received after this date will not be reviewed. 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.**
- 2 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.**
- 3 For eligibility for, and calculation of, merit, a rolling average of the most recent three years will be used.
- 4 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.
- 5 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.
- 6 On the teaching credits form the Administrative Coordinator prepares for faculty members, it will indicate when faculty members get teaching credits in addition to their actual load. For example, assistant professors are relieved from teaching one class per year, but they are given the 30 credits for that class. Another example would be when faculty buy-out of classes, they are given the credit for those classes. Teaching credits allowed for online classes is capped at 50 students/class (equivalent to 45 credits); credits will be provided via the report prepared by the HLKN Administrative Coordinator.
- 7 Internship Coordinators will receive a course reduction per academic year for serving as Internship Coordinator for their division. The internship Coordinator will meet with the Division Chair to discuss how they would like to assign the credit. Internship, student teaching and practicum supervisors will be assigned to supervise 4 students per 1 credit hour load. Program Coordinators will receive 30 credits per academic year.
- 8 For scholarly products (*publications and presentations*), the first author receives full credit, co-authors will receive 50% of credits earned by the first, lead or corresponding author on publications and presentations. Students, post-

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. **(90 credits requested; Smith is my advisee; Evans is a TAMU faculty colleague; Impact Factor 2.05)**

Books:

Smith, J.H. and Farley, T.C. (1998). *The Professor in Today's University*. Philadelphia: Saunders. **(60 points requested; Smith is my advisee)**

Edited Books:

Smith, J.H. and Farley, T.C. (Eds.). (1998). *Ergogenic Aids in Sports*. Champaign, IL: Human Kinetics. **(30 credits requested; Smith is my advisee)**

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. **(20 credits requested; Smith is my advisee; Jones is a U. Texas colleague's post-doc)**

20. Section IV of the A1 form includes verification of compliance to all university human resource and safety training programs. Faculty members will be informed about the status of their training compliance each semester. Faculty members will not be able to receive merit pay unless they are in compliance with university training and safety programs at the time the A2 form is submitted. This section also provides additional merit to encourage faculty engagement in diversity and internationalization teaching, research, and/or service activities as well as multidisciplinary teaching, research, and/or service collaborations. List specific projects and/or programs that you are involved in each of these areas.

I. TEACHING

A. Semester Teaching Credits

(Note: information will be provided by the Administrative Coordinator)

Spring	
Summer	
Fall	Total Credits

B. Student Evaluations (Note: information will be provided by the HLKN Administrative Coordinator)

List the classes evaluated and the mean score for each class

Course	Mean Score
---------------	-------------------

Spring 2011

Fall 2010

Overall average

Compute the credits to be received with the following formula:

$$\text{Credits} = (\text{Overall average} - 4.00) \times 30 = (\quad - 4.00) \times 30 = \quad \text{Total Credits}$$

C. Student Credit Hour (SCH) Production (Note: provided by the Administrative Coordinator)

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

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

Total Credits

3. Masters non-thesis committee member (2.5 credits) or chair (5 credits)

Student(s)

Total Credits

4. 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* (5 credit/student; 10 credits the year they graduate)

Student(s)

Total Credits

E. Refereed original teaching article or refereed teaching review article (*list according to citation format in the Prologue*)

1. National/international article -
180 credits for exceptionally high IF journal (greater than 90th percentile);
135 credits for very high IF journal (greater than 75th percentile but less than 90th);
90 credits for high IF journal (greater than 50th percentile but less than 75th);
60 credits for moderate IF journal (greater than 25th percentile but less than 50th);
30 credits for low IF journal (below 25th percentile).

*If a publication appears in a non-indexed journal (no impact factor available), it is the faculty member's responsibility to **make the case** for the number of points he/she wishes to claim for that article (based on journal's readership volume, impact on the field, and other categories).*

If a journal is listed in both the Science and Social Science Index, faculty may use the highest available ranking. Faculty should specify which database they have consulted.

Department Head will publish percentiles; actual impact factors (IF) will be determined by referring to the Science and Social Science Indexes as published by the ISI.

Total Credits

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

Total Credits

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

1. Book author or co-author - 150 credits

Total Credits

2. First-listed or sole editor of book - 100 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

G. Volunteer or invited teaching presentations/workshops

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. (*National/international presentations include all invited research presentations at institutions, conferences, or other formats that occur outside the state of Texas to include invited research presentations at other universities or research institutions.*)

Total Credits

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

Total Credits

- 3. Invited lectures at TAMU – 1 credit each

- a. Class lectures

Total Credits

- b. Presentations to student groups/organizations

Total Credits

H. Teaching 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) , 1 credit is awarded for every \$ 1,000 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

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

- 2. Grants and contracts submitted for substantially different projects (awarded **20** credits for federal, **10** for state, and **4** for local). Be sure to provide the dates of submission.

List:

Total Credits

I. Editing and reviewing teaching publications and grants. (*Credits obtained in section I may not exceed one-third of Total Teaching Credit.*)

Provide details under the appropriate category.

1. International/National Publications

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

Total Credits

- b. Associate editor – 40 credits per journal

Total Credits

- c. Invited manuscript review – list date of review, journal name and impact factor (indicate if it is a first or second review – half credits for 2nd review) – 6 credits each

Total Credits

- d. Abstract reviewer for meeting - 6 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

J. 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

K. 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.

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 for each new course development. Credits will be awarded only for courses that will be part of the catalogue and have demonstrated need.

Total Credits

M. Mentoring of students (30 credits maximum).

In order to obtain 30 credits, faculty member must provide justification, furnishing: (1) name of mentee, (2) academic classification (UG or GR, masters or doctoral), (3) approximate number of hours estimated spent with each mentee, (4) type of mentoring (i.e., research, course-related, developmental), (5) notable “products” resulting from mentoring (i.e., presentations, publications, grant submissions). *“Note: official office hours are not to be counted, nor is time spent answering questions from students who are not being mentored by the faculty member (in other words, casual, sporadic interactions with students are not to be counted as part of the mentoring category).”*

Total Credits

N. 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 -
 - 180 credits for exceptionally high IF journal (greater than 90th percentile);
 - 135 credits for very high IF journal (greater than 75th percentile but less than 90th);
 - 90 credits for high IF journal (greater than 50th percentile but less than 75th);
 - 60 credits for moderate IF journal (greater than 25th percentile but less than 50th);
 - 30 credits for low IF journal (below 25th percentile).

*If a publication appears in a non-indexed journal (no impact factor available), it is the faculty member's responsibility to **make the case** for the number of points he/she wishes to claim for that article (based on journal's readership volume, impact on the field, and other categories).*

If a journal is listed in both the Science and Social Science Index, faculty may use the highest available ranking. Faculty should specify which database they have consulted.

Department Head will publish percentiles; actual impact factors (IF) will be determined by referring to the Science and Social Science Indexes as published by the ISI.

Total Credits

- a. 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. Book author or co-author - 150 credits

Total Credits

- 2. First-listed or sole editor of book – 100 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

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 presenter - 15 credits; 18 credits if accompanied by an abstract published in a national/international subscription research journal. (*National/international presentations include all invited research presentations at institutions, conferences, or other formats that occur outside the state of Texas to include invited research presentations at other universities or research institutions.*)

Total Credits

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

Total Credits

D. 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), 1 credit is awarded for every \$ 1,000 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 in the department head’s office.

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

Total Credits

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

3. Grants and contracts submitted for substantially different projects (awarded **20** credits for federal, **10** for state, and **4** for local). Be sure to provide the dates of submission.

List:

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 up to a maximum of 80 citations (40 credits).

Total Credits

F. 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

G. 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 - 90 credits (president-elect or past president may be considered if merited)

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 or 3 credits if Co-Chair of National Committee); (plus 4 credits if Chair or 2 credits if Co-Chair of Regional/State Committee)

Total Credits

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

a. President - 60 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 -

- 180 credits for exceptionally high IF journal (greater than 90th percentile);
- 135 credits for very high IF journal (greater than 75th percentile but less than 90th);
- 90 credits for high IF journal (greater than 50th percentile but less than 75th);
- 60 credits for moderate IF journal (greater than 25th percentile but less than 50th);
- 30 credits for low IF journal (below 25th percentile).

*If a publication appears in a non-indexed journal (no impact factor available), it is the faculty member's responsibility to **make the case** for the number of points he/she wishes to claim for that article (based on journal's readership volume, impact on the field, and other categories).*

If a journal is listed in both the Science and Social Science Index, faculty may use the highest available ranking. Faculty should specify which database they have consulted.

Department Head will publish percentiles; actual impact factors (IF) will be determined by referring to the Science and Social Science Indexes as published by the ISI.

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. Book author or co-author - 150 credits

Total Credits

2. First-listed or sole editor of book - 100 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. (*National/international presentations include all invited research presentations at institutions, conferences, or other formats that occur outside the state of Texas to include invited research presentations at other universities or research institutions.*)

Total Credits

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

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), 1 credit is awarded for every \$ 1,000 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

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

2. Grants and contracts submitted for substantially different projects (awarded **20** credits for federal, **10** for state, **and 4** for local). Be sure to provide the dates of submission.

List:

Total Credits

F. Editing and reviewing of research publications and grants.

Provide the details under the appropriate category.

1. International/National Publications

- 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 2nd review) - 6 credits each

Total Credits

d. Abstract reviewer for meeting - 6 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

Federal = 12 credits x grant

Total Credits

State = 9 credits x grant

Total Credits

Local = 6 credits x grant

Total Credits

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

Total Credits

G. Editing and reviewing of service publications and grants. (*Credits obtained in Section F may not exceed one-third of Total Service Credit.*)

Provide the details under the appropriate category.

1. International/National Publications

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 2nd review) - 6 credits each

Total Credits

d. Abstract reviewer for meeting - 6 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

H. 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

I. 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

J. Community service based on professional expertise. (*Services in this section for which points are claimed should not be part of a funded project or a consulting task.*)

Provide the appropriate details.

1. Service to schools (5 credits each) (i.e., delivery of in-service training; assistance with program evaluation; training of teachers; assistance with after-school program development and evaluation).

CAVEAT: *Services in this section for which points are claimed should not be part of a funded project or consulting task.*

Total Credits

2. Lectures to non-professional groups and agencies - 5 credits each (to include local research, teaching and service presentations)

Total Credits

3. Consultant/advisor - 4 credits each

Total Credits

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

Total Credits

5. Written Letters of Recommendation

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

Total Credits

- b. Written letters of recommendation for student (0.5 credits per student; not per letter). Provide number of letters written; do not list the individual or institution for whom the letter was written.

Total Credits

6. Invited chair or moderator of a free communications session or panel – National = 3 credits; State = 2 credits; Local = 1 credit

Total Credits

K. 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

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

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 Service Credits

Name

IV. UNIVERSITY TRAINING AND ENGAGEMENT

- A. Compliance to all university required human resource training modules and laboratory safety inspections (required at time when A2 forms are signed in order to receive merit).

I verify that I have completed all university training programs and safety inspections and am currently in compliance with this university requirement.

- B. Engagement in diversity and/or internationalization teaching, research, and/or service activities (List examples. 5 points each, maximum 15 points).

Total Credits

- C. Engagement in multidisciplinary teaching, research, and/or service activities (List examples, 5 points each, maximum 15 points).

Total Credits

Total University Training & Engagement Credits

Name

V. ADMINISTRATION

Division chair - 120 credits

Total Credits

Graduate chair - 120 credits

Total Credits

Program Coordinator - 30 credits (Applied Exercise Physiology; Basic Exercise Physiology and Motor Behavior; Community Health and School Health; Sport Management; Teacher Certification)

Total Credits

Internship Site Coordinator - one course reduction (Applied Exercise Physiology; Community Health; Sport Management). Student to faculty ratio for supervising student teachers, internships and practicum is 4 credits to 1 student.

Total Credits

Director of departmental lab, center, institute; administrative assignments and credits will be negotiated with department head. (*typically includes adjustments in annual total credit requirements, teaching assignment and/or stipend*).

Total Credits

Total Administration Credits

NOTE: Administrative credits are to be subtracted from your total minimum credits, reducing your liability. They are not added to your credits obtained.

SUMMARY

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

Additional Credit for Merit:

University Training and Engagement **Total**

*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 are less than 300, please explain here the reason for the difference:

the first author if you are not the first author (e.g., graduate student advisee, colleague); the Citation Index impact factor. Be sure to indicate your relationship to all the other authors and the number of credits requested for each article/presentation.

- 9 All scholarly products will be listed in the research/scholarship category.
- 10 Append a reprint or a copy of the **first page** of each published article. This will be helpful to the committee reviewing that section. Also, it will be displayed on a departmental bulletin board and will be kept in the departmental files with the current vitae. When the A-1 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.
- 11 When requesting credit for manuscript reviews, the faculty member must list the journal, the dates of the reviews, and the impact factor for the journal. 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.
- 12 Impact factors are not calculated for clinical and instructional faculty in the Health Division. See 'Refereed original article or refereed review article' in the 'Research/Scholarship' category for point distribution.
- 13 A federal grant submitted will be awarded 20 credits, a state grant 10 credits, and a local (intramural) grant, 4 credits.
- 14 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.
- 15 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.
- 16 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. Credits awarded in "Other" shall be published without names each year. Recurring items in "Other" shall be considered by the Executive Committee for inclusion to the A-1 in subsequent years.
- 17 When requesting credits for work in Professional Organizations (i.e., Officer, Committee Membership, etc.), activity should be directly related to professional expertise and responsibilities in HLKN. Credits for professional organizations should be requested only when the activity is directly related to professional responsibilities.
- 18 Range of scores for each category will be published without names.
- 19 Use the following format for listing all publications:

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. **(90 credits requested; Smith is my advisee; Evans is a TAMU faculty colleague; Impact Factor 2.05)**

Books:

Smith, J.H. and Farley, T.C. (1998). *The Professor in Today's University*. Philadelphia: Saunders. **(60 points requested; Smith is my advisee)**

Edited Books:

Smith, J.H. and Farley, T.C. (Eds.). (1998). *Ergogenic Aids in Sports*. Champaign, IL: Human Kinetics. **(30 credits requested; Smith is my advisee)**

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. **(20 credits requested; Smith is my advisee; Jones is a U. Texas colleague's post-doc)**

Presentations:

Jones, P.T. (2004, December) Academic Integrity in the Classroom, Texas Association for Health, Physical Education, Recreation and Dance Annual Convention, Arlington, Texas

20. Section IV of the A1 form includes verification of compliance to all university human resource and safety training programs. Faculty members will be informed about the status of their training compliance each semester. Faculty members will not be able to receive merit pay unless they are in compliance with university training and safety programs at the time the A2 form is submitted. This section also provides additional merit to encourage faculty engagement in diversity and internationalization teaching, research, and/or service activities as well as multidisciplinary teaching, research, and/or service collaborations. List specific projects and/or programs that you are involved in each of these areas.

I. ENGAGEMENT OF STUDENTS

A. Semester Teaching Credits (Note: information will be provided by the Administrative Coordinator)

- Spring
- Summer
- Fall

B. Student Evaluations (Note: information will be provided by the HLKN Administrative Coordinator)

List the classes evaluated and the mean score for each class

Course	Mean Score
--------	------------

Spring 2011

Fall 2010

Overall average

Compute the credits to be received with the following formula:

$$\text{Credits} = (\text{Overall average} - 4.00) \times 30$$

C. Student Credit Hour (SCH) Production (Note: provided by the Administrative Coordinator)

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

Total Credits

D. Excessive Student Credit Hour Production

$$\text{Credits} = \text{SCH} - 720 \times .05$$

Total Credits

E. Teaching evaluation (instruments to be developed)

1. Syllabus Analysis

Total Credits

2. Peer Evaluation of Teaching

Total Credits

3. Self Evaluation

Total Credits

F. 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)
Total Credits
2. Master’s thesis committee member (5 credits) or chair (10 credits)
Total Credits
3. Masters non-thesis committee member (2.5 credits) or chair (5 credits)
Total Credits
4. 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)
Total Credits

G. Curriculum Development

1. New Course – 10 pts per course
Propose and get approved a new course
Total Credits
2. Course Revision/Preparation – 5 pts
Make extensive revisions to an existing course or teach the course the first time.
Total Credits
3. Incorporating Technology- 5 pts
Extensive technological additions to a course (on moodle, e-learning, etc)
Total Credits
4. Study Abroad Approval – 5 pts
Propose and acquire approval to teach a course as a study abroad course
Total Credits

H. Honors/Writing Courses

1. Teaching Credits – 10 pts/section
Teach a course section that is an approved W/C or Honors section
Total Credits
2. Writing/Honors Course Approval – 3 pts/course
Total Credits
3. Honors Student in Regular Section – 1 pt/student
Total Credits

I. Student Mentoring

1. Study Abroad Supervision – 5 pts/trip
Total Credits
2. Professional Conference Supervision 3 pts/conference
Total Credits

3. Presentation Mentoring 1 pt/presentation – Faculty mentoring of students who present at state/regional/national conferences.

Total Credits

4. Other

Total Credits

J. Faculty Professional Development

1. Attendance at a professional conference – 2 pts

Total Credits

2. Participation in workshop/seminar to enhance teaching – 1 pt/3 hrs

Total Credits

3. Certification (CHES, Virtual Instructor, etc.) – 3 pts

Total Credits

K. Awards (credits x 0.20 for formal nominations). For students who receive awards, supervising faculty member receives half of the credits listed for the appropriate category. Note the restrictions discussed in the Prologue.

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

Total Credits

TOTAL CREDITS - SECTION I

Name

II. ENGAGEMENT WITH PROFESSION/UNIVERSITY/COMMUNITY

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 - 90 credits (president-elect or past president may be considered if merited)
Total Credits
 - b. Officer - 20 credits
Total Credits
 - c. Board membership - 15 credits
Total Credits
 - d. Committee membership - 10 credits (+ 5 credits if Chair or 3 credits if Co-Chair/Officer of National Committee)
Total Credits
 - e. Member - 1 credit
Total Credits
2. Regional/state (officers do not receive additional credits for committee service resulting from their office)
 - a. President - 60 credits
Total Credits
 - b. Officer - 18 credits
Total Credits
 - c. Board membership - 12 credits
Total Credits
 - d. Committee membership - 8 credits (+ 4 credits if Chair or 2 credits if Co-Chair/Officer of Regional/State Committee)
Total Credits
 - e. Member - 1 credit
Total Credits

B. Community service based on professional expertise

1. Lectures to non-professional groups and agencies - 5 credits each
(to include local research, teaching and service presentations)
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 Letters of Recommendation
 - a. Written letters of recommendation for tenure and/or promotion for a faculty member at another institution – 5 credits each
Total Credits
 - b. Written letters of recommendation for faculty awards or students (job, scholarship, etc)— 0.5 credits per student; not per letter
Total Credits
- 5. Invited chair or moderator of a free communications session or panel –
National = 3 credits; State = 2 credits; Local = 1 credit
Total Credits

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

- 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. Club Advisor

- 1. Large Student Organization (>100 members) – 15 credits
Total Credits

2. Medium Student Organization (30-100 members) – 10 credits

Total Credits

3. Small Student Organization (<30 members) – 5 credits

Total Credits

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

Total Credits

TOTAL CREDITS – SECTION II

III. RESEARCH/SCHOLARSHIP

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

1. National/international article – 50 credits each

Total Credits

2. Regional/state article - 25 credits each

Total Credits

3. Newsletter/Local article – 10 credits each

Total Credits

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

1. Book author - 100 credits

Total Credits

2. Book Editor - 50 credits

Total Credits

3. Book chapter or symposium proceedings - 25 credits

Total Credits

C. Volunteer or invited presentations/workshops

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 – 20 credits, (*National/international presentations include all invited research presentations at institutions, conferences, or other formats that occur outside the state of Texas to include invited research presentations at other universities or research institutions.*)

Total Credits

2. Regional/state presenter – 10 credits

Total Credits

3. Invited class lectures at TAMU – 1 credit each

Total Credits

D. 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) , 1 credit is awarded for every \$ 1,000 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

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

2. Grants and contracts submitted for substantially different projects (awarded **20** credits for federal, **10** for state, and **4** for local). Be sure to provide the dates of submission.

List:

Total Credits

E. Editing and reviewing publications and grants

1. International/National Publications

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

Total Credits

- b. Associate editor – 40 credits per journal

Total Credits

- c. Invited manuscript review – list date of review, journal name and impact factor (indicate if it is a first or second review – half credits for 2nd review) – 6 credits each

Total Credits

- d. Abstract reviewer for meeting - 6 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)

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

Total Credits

- b. Associate editor – 40 credits per journal

Total Credits

- c. Invited manuscript review – list date of review, journal name and impact factor (indicate if it is a first or second review – half credits for 2nd review) – 6 credits each

Total Credits

- d. Abstract reviewer for meeting - 6 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

F. 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

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

Total Credits

TOTAL CREDITS - SECTION III

IV. UNIVERSITY TRAINING AND ENGAGEMENT

- A. Compliance to all university required human resource training modules and laboratory safety inspections (required at time when A2 forms are signed in order to receive merit).

I verify that I have completed all university training programs and safety inspections and am currently in compliance with this university requirement.

- B. Engagement in diversity and/or internationalization teaching, research, and/or service activities (List examples. 5 points each, maximum 15 points).

Total Credits

- C. Engagement in multidisciplinary teaching, research, and/or service activities (List examples, 5 points each, maximum 15 points).

Total Credits

TOTAL CREDITS - SECTION IV

V. ADMINISTRATION

1. Division chair - 120 credits Total Credits

2. Graduate chair - 120 credits Total Credits

3. Program coordinator - 30 credits (*Applied Exercise Physiology; Basic Exercise Physiology and Motor Behavior; Community Health and School Health; Sport Management; Teacher Certification*) Total Credits

4. Internship Site Coordinator - course reduction (*Applied Exercise Physiology; Community Health; Sport Management*)
Note: Maximum allowable credit for Internship Coordinators is 4 credits to 1 student. Total Credits

5. Director of departmental lab, center, institute; administrative assignments and credits will be negotiated with department head. (*typically includes adjustments in annual total credit requirements, teaching assignment and/or stipend*). Total Credits

NOTE: Administrative credits are to be subtracted from your total minimum credits, reducing your liability. They are not added to your credits obtained.

TOTAL CREDITS - SECTION V

SUMMARY

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

Additional Credit for Merit:

University Training and Engagement	Total	
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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 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 are less than 300, please explain here the reason for the difference: