

Professional Achievement Awards

Instructions

Timetable

All Unit A faculty members shall submit their (new) PAA Activities Document to department chairs and DPC Chairs on **September 21, 2009**.

Department Chairs and DPC Chairs are to complete their examination of documents and forward them to the Dean's Office by **October 30, 2009**.

Deans are to complete their examination of documents by **December 22, 2009**. All applicants who have earned the award should have their document sent to the provost office at this time.

Written appeals to the Provost of activities not accepted by examiners are to be submitted by **February 8, 2010**. The Provost shall respond to the appeals by **March 1, 2010**.

The University President shall send notification letters to those who have earned a PAA by **March 8, 2010**.

Evaluation Period/Years Eligible

The evaluation period for PAAs will be the academic year (first day of fall semester through the day proceeding the first day of the following fall semester). So, the evaluation period for the current PAA year is August 25, 2008 through August 23, 2009.

Faculty, after determining which group they belong to, shall fill out the PAA form per these instructions:

- a. Tenure-track faculty fill out all eligible activities for all three areas (Teaching/Primary Duties, Scholarly/Professional Activities, and Service) for the 08-09 academic year.
- b. Cycle C tenured faculty fill out all eligible activities for all three areas (Teaching/Primary Duties, Scholarly/Professional Activities, and Service) for the 08-09 academic year.
- c. Cycle D tenured faculty fill out all eligible activities for all three areas (Teaching/Primary Duties, Scholarly/Professional Activities, and Service) for the 08-09 academic year.
- d. Cycle A tenured faculty fill out all eligible activities for all three areas (Teaching/Primary Duties, Scholarly/Professional Activities, and Service) for the

08-09 academic year. If a faculty member applies for a PAA under the old system (Teaching plus one other category), only the unused category and any earned bonus points may be considered for the new PAA. **Cycle A faculty who earned a PAA last year are not eligible to apply for the old PAA. Cycle A faculty who accumulated enough points for a PAA this year must choose between the new and the old PAA.**

- e. Cycle B tenured faculty fill out all eligible activities for all three areas (Teaching/Primary Duties, Scholarly/Professional Activities, and Service) for the 08-09 academic year.

Procedures for Examining and Approving PAA Activities Documents

Department Chairs shall distribute the department's *PAA Activities Document* to faculty. Those faculty members who wish to participate shall fill out the form and turn it in by the date stipulated in the timetable with the appropriate minimal documentation. Those faculty members who choose not to participate in the PAA program must still turn in their activities for the year for their Annual Report, per Article 20.15.

After applicants turn in their PAA documents, the Chair, DPC Chair, and Dean (according to the timetable) examine the document (and minimal documentation) and make separate determinations as to whether the faculty member's participation met reasonable expectations for any individual performing the task. Each examiner will also determine if bonus points are applied appropriately. If faculty members submitted activities under the "equivalency" area, examiners need to make sure that the applicant states clearly on the form what the activity is and provides justification/documentation, to be awarded the point(s).

Examiners may request from the applicant further materials, explanation, or documentation of an activity listed, if necessary.

If there is disagreement between the DPC Chair and Department Chair, the PAA form will go to the Dean and the CPC Chair for resolution.

If all examiners agreed on the activities submitted and point values, or if the faculty member is in agreement with all examiners' alterations on his/her form, then the document is complete and no further action is necessary. The number of points in each area, and overall, should be transferred to the PAA document submitted next year. Evaluators are to sign the form, and the Dean's Office shall send a copy to the applicant, department, and Dean's Office.

Those faculty members who earned 8 or more points in each area, and 35 or more points overall, will have earned a Professional Achievement Award, and their salary increase will begin with their [September 1, 2010](#) paycheck. Evaluators are to sign the PAA form, and the Dean's Office shall forward it to the Provost's Office with copies going to the applicant, the department, and the Dean's Office.

Appeal Process

By mutual consent of administrative and UPI representatives, any faculty member who disagrees with examiners' alteration(s) on his/her PAA form will be allowed to submit an appeal to the Provost, who will make the final determination in those disputed cases. If a faculty member wishes to submit such an appeal, the faculty member should:

1. Send a written letter to the Provost, specifying the item(s) in dispute and the faculty member's justification, by February 8, 2010.
2. In developing the appeal letter, the faculty member has the option of directly asking any examiner for an explanation of the basis for his/her alteration of the PAA form.
3. If a faculty member wishes a written response from an evaluator, the faculty member should send a written request to the examiner by January 20, 2010. Examiners receiving written requests are expected to respond to the faculty member with an explanation by February 1, 2010.

Meeting the Professional Achievement Award Teaching Requirement (per Memorandum of Understanding)

While the PAA does not affect the RPT process, the individual faculty member must have received a determination through the evaluation process (on her or his most recent promotion or tenure evaluation) that the faculty member meets tenure requirements in the Teaching/Primary Duties area in order for that employee to be eligible to apply for a PAA.

For those faculty members applying for a PAA before tenure, they must submit documentation that demonstrates a performance level commensurate with that of Tenure in the Teaching/Primary Duties area. For faculty members applying for a PAA before tenure, the contents of the most recent retention portfolio will serve as documentation. Faculty members may provide additional documentation at the time they submit their final PAA document (after attaining 35 points), if they choose.

For tenured faculty members applying for a PAA four years or more after promotion, it is assumed that the faculty member has met tenure requirements for Teaching/Primary Duties for the purpose of the PAA, unless a faculty member has been assigned or is in the process of completing a Professional Improvement Plan to address identified weaknesses in Teaching/Primary Duties, as established under procedures in Article 20.12.d. or 20.12.e. Once the faculty member has successfully completed a Professional Improvement Plan, per procedures in 20.12.d., then she or he is eligible to be awarded a PAA.

This determination about a faculty member's Teaching/Primary Duties performance level, relative to Tenure requirements is necessary only in a year when the faculty member believes that she/he has met or exceeded the Points thresholds to earn the PAA.