**Department of English**

**Professional Achievement Award**

**Department PAA Activities Document**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teaching/Primary Duties**  (minimum of **8** points required for PAA)

*Faculty must have received a rating (on the most recent retention, promotion, tenure, or four-year appraisal evaluation)*

*that meets tenure requirements in Teaching/Primary Duties in order to be eligible to apply for a PAA.*

*Assigned Duties (duties for which one receives ACEs)*

* 1 pt. earned for each ACE over 18 in an academic year **\_\_\_\_\_**

*Note: Teaching assignments over 18 ACEs and any non-teaching or other Primary Duties for which one receives ACEs will fall under this area.*

*Unassigned Duties (duties for which one doesn’t receive ACEs)*

* Departmental Independent Study/Readings - 1point per 6 sh hours completed \_\_\_\_\_
* Undergraduate research supervision of projects presented and completed (URD) – 1 point \_\_\_\_\_
* Honor’s thesis advised and completed – 1 point \_\_\_\_\_
* Student research advised and presented off campus – 1 point \_\_\_\_\_
* For serving on a graduate thesis or project - .5 point \_\_\_\_\_
* Graduate Thesis advised and completed – 3 points \_\_\_\_\_
* For serving on a doctoral dissertation committee – 1 points \_\_\_\_\_
* Development of an online course (in addition to ACEs) – 5 points \_\_\_\_\_
* FYE faculty who work with peer mentors receive .5 points for every two peer mentors supervised \_\_\_\_\_
* Development of an approved/fully delivered course (not online) – 1-3 points (based on time and effort) \_\_\_\_\_
* Graduate coordinator during summer when not on contract – 2 points \_\_\_\_\_
* First week’s substitution for an absent colleague in a course -- .5 points \_\_\_\_\_
* Professional Development: .5 points per 5 workshops \_\_\_\_\_
* Approved prior supervision of students in outreach program -- 1 pt.\_\_\_\_\_
* In class Honors -- .5 points per 2 student’s completion of projects \_\_\_\_\_
* Development and delivery of a service-learning project – 1 point \_\_\_\_\_
* Approved (prior) supervision of students in an outreach program not associated with a course – 1 point \_\_\_\_\_
* Major innovation in use of Technology – 1 point \_\_\_\_\_
* Enhanced Teaching Performance – 1 point\* \_\_\_\_\_

Total ……………………………………………………………………………………………………… \_\_\_\_\_

Note: If activities overlap, the faculty member shall receive points in only one area. Points are only awarded for unassigned duties if ACEs are not given.

PAA points for excellence in teaching will be based on the following overall average of courses taught per semester (minimum 3) or per year (minimum three).

\_\_\_\_\_\_

Average student evaluations (minimum 3): 4.0 .5pts.

4.25 1.0 pts.

**Scholarly/Professional Activities**  (minimum of **8** points required for PAA)

*Category A: Higher-level contributions (2.5 to 3.0 pts. each)*

* Publication of a book by a university press or scholarly and peer reviewed national publisher;

or a refereed/juried novel, story, essay, or poem collection; or film script – 3 points \_\_\_\_\_

* Publication of a peer-reviewed journal article in a national/equivalent venue – 3 points \_\_\_\_\_
* Publication of a college level textbook by recognized publisher – 3 points \_\_\_\_\_
* Publication of a chapter in a peer reviewed scholarly book – 3 pts \_\_\_\_\_
* Refereed publications produced in creative writing, journalism, advertising, or public relations, or

inclusion of photographic images in publications or a refereed/juried exhibition – 2.5 pts \_\_\_\_\_

* Editing a book (single author) – 3 pts. \_\_\_\_\_
* Competitive, major, Sponsored Projects approved external grant award: above $25,000 – 3 points;

$20,000 - $24,999 –2.5 points; \_\_\_\_\_

* An equivalent scholarly/professional activity \_\_\_\_\_

*Category B: Moderate-level contributions (1.5 to 2.0 pts. each)*

* Delivery of a peer reviewed presentation (international, national or regional) – 2 points \_\_\_\_\_
* Invited performance or peer-reviewed show wherein performance or artistic work is accepted – 2 points \_\_\_\_\_
* Delivering a keynote address at national/international conference – 2 points \_\_\_\_\_
* Published Notes – 2 points \_\_\_\_\_
* Editing for a print or virtual journal, newspaper, magazine, or professional newsletter – 2 points \_\_\_\_\_
* Competitive, major, Sponsored Projects approved external grant award: $15,000-$19,999 –

2 points; $10,000-$14,999 – 1.5 points \_\_\_\_\_

* Publication of a monograph, instructional material including CD ROM/Television

by a reputable publisher or professional organization – 1.5 points \_\_\_\_\_

* Publication of a peer reviewed journal article in a regional venue (does not include

conference proceedings) – 2 points \_\_\_\_\_

* Editor of a regional/national, peer-reviewed journal -- 2 points \_\_\_\_\_
* Editor of a regional/national, peer-reviewed electronic journal – 1.5 points \_\_\_\_\_
* Public readings of original work (refereed or juried (2 points for first reading of work) \_\_\_\_\_
* Outside program evaluator for other universities’ programs – 1.5 points \_\_\_\_\_
* On-going radio talk show/guest commentary or editorial, essay, poetry, fiction, or news content

On radio or publically available media – 1 point \_\_\_\_\_

* An equivalent professional or scholarly activity \_\_\_\_\_

*Category C: Lower- level contributions (.5 to 1.0 pt. each)*

* Publication in a peer reviewed state-level print or electronic journal/conference proceedings – 1 point \_\_\_\_\_
* Publication of a Book Review -- .5 point \_\_\_\_\_
* Delivery of a peer-reviewed, state-level conference paper – 1 point \_\_\_\_\_
* Editor of state/regional journal – 1 point \_\_\_\_\_
* Membership and major contribution on an editorial board -- .5 point \_\_\_\_\_
* Competitive, major, Sponsored Projects approved external grant award: $5,000-$9,999 – 1point;
* 4,999 and below– .5 points \_\_\_\_\_
* Submission of an unfunded Sponsored Projects approved, external grant --.5 point \_\_\_\_\_
* Awarded internal university level competitive grant – 1 point \_\_\_\_\_
* Summer stipend awarded – 1 point \_\_\_\_\_
* Chairperson or coordinator of local conference – 1 point \_\_\_\_\_
* Award of a competitive external grant or contract of less than $5,000 -- .5 points \_\_\_\_\_
* An equivalent professional or scholarly activity \_\_\_\_\_
* Invited textbook evaluation for publication - .5 points \_\_\_\_\_
* Discussant/respondent, organizer, panel member, workshop leader/ director .5-1 pts. \_\_\_\_\_
* Member of professional journal editorial board .5 -1pts. \_\_\_\_\_
* Reviewer of manuscripts for a professional journal .5-1 pts. \_\_\_\_\_
* Reviewer of professional conference proposals or grants .5-1 pts.  **\_\_\_\_\_**
* An equivalent professional or scholarly activity \_\_\_\_\_

Total ………………………………………………………………………………….…………………. \_\_\_\_\_

***Note: Refereed/juried novel, story, essay, or poem collection; or film script shall fall under the appropriate category and be awarded the corresponding points based on equivalency to publications stated above.***

Note: Scholarly/Professional Activity that is performed with others, such as a co-written publication, may be awarded pro-rated points. The faculty member shall propose the appropriate number of points and justify it to the DPC chair, department chair, and dean who will make the final determination.

**Service Activities** (minimum of **8** points required)

*Category A: (2.5 to 3.0 pts. each)*

* **Chair of a major University Council/Committee that meets one-to-two times per month   
  (examples: Graduate Council, CGE, etc.) -- 3 points \_\_\_\_\_**
* **Vice-Chair or Secretary of Faculty Senate or Vice-Chair of CAGAS -- 2.5 points \_\_\_\_\_**
* Significant leadership position in one’s professional organization – 3 points \_\_\_\_\_
* Equivalent service activity

*Category B: (1.5 to 2.0 pts. each)*

* Member of Faculty Senate -- **2 points \_\_\_\_\_**
* Member of a major University Council that meets at least one-to-two times a month   
  (Graduate Council, CAGAS, CCPI, UPC , or CGE) -- **2 points \_\_\_\_\_**
* **Chair of search committee – 2 points \_\_\_\_\_**
* Chair, Department Personnel Committee -- **3 points \_\_\_\_\_**
* **Chair, active department/college committee (meets at least one-to-two times a month) – 2 points \_\_\_\_\_**
* Organizer of professional workshops and conferences – 2 points \_\_\_\_\_
* Chair, major program review (if not receiving ACEs) – 2 points \_\_\_\_\_
* Equivalent service activity \_\_\_\_\_

*Category C: (.5 to 1.0 pt. each)*

* Member, UPI Negotiating Team or UPI Executive Committee (if not already

receiving ACEs -- **1 point \_\_\_\_\_**

* Member, Search Committee for University President or Provost/Academic Vice President --1 point \_\_\_\_\_
* Member of Faculty Senate ad-hoc committee if meets at least once a month for full year \_\_\_\_\_  
  (examples: Distance Learning ad-hoc committee, Foreign Language/Global Issues Committee,   
  GERC, Online Course Information Implementation Committee, etc.) -- 1 point \_\_\_\_\_
* Member of other standing Faculty Senate Committees/Councils (or University Committees) \_\_\_\_\_  
  that meet less regularly than one-or-two times a month (examples: WID, CIA, CCPU CIE, COC,   
  Committee on President and Provost Performance, etc.) --.5 point \_\_\_\_\_
* Chair of standing department committee (assessment, other) – 1 point \_\_\_\_\_
* Chair, College Personnel Committee – 1 point \_\_\_\_\_
* Grant review activities for national grants – 1 point \_\_\_\_\_
* Officially assigned and actively engaged as faculty mentor – 1 point \_\_\_\_\_
* Classroom Observations of Peer Teaching -- .5 per 5 observations \_\_\_\_\_
* Recruiting that requires effort throughout the entire year/CWF/J-day (if not receiving ACEs) – 1 point \_\_\_\_\_
* Advisor, student organization -- .5 point \_\_\_\_\_
* Member, standing/ active, time intensive department or college committee

that meets regularly -- .5 to 1point \_\_\_\_\_

* Non-juried presentation or workshop -- .5 point \_\_\_\_\_
* Coordinating Community outreach program (prior approval from dean/chair) -- .5-1 point \_\_\_\_\_
* Technology Coordinator for department (if ACEs not given) – 1 point \_\_\_\_\_
* Department web designer/creator (if ACEs not given) – 1 point \_\_\_\_\_
* Department web maintenance/updating (if ACEs not given) -- .5 points \_\_\_\_\_
* Judging writing contests -- .5 points \_\_\_\_\_
* Feature stories, creative writing and other original content in publically available media -- 1 point \_\_\_\_\_
* Equivalent service activity \_\_\_\_\_

Total……………………………………………………………………………………………………… \_\_\_\_\_

Note:

* All points listed are “per year” and should be pro-rated for semester activity
* Every department, college, and university committee cannot be listed and so “equivalent service activity” allows the faculty member to request points for such service. It is expected that chairs of committees receive credit however members should only receive points if the service was time intensive (ex. service on a grade appeal committee that doesn’t meet or meets once or twice a year should not result in the awarding of points).
* With the exception of the CPC chair, Curriculum College Committee chair, and Grade Appeals College Committee Chair, service activities that overlap shall receive points in only one area.

**Bonus Points**

*Points earned for activities listed in the Bonus Points category may be applied to meet the minimum number of points required in the appropriate area(s) of responsibility (teaching/primary duties, scholarly/professional activities, or service activities).* ***So, bonus points for activities performed in the appropriate area (as determined by the faculty member, department chair, and DPC chair) may be used to meet or exceed the 8-point requirement in any of the three areas of responsibility listed above.****These points may be awarded for an activity not listed under teaching/primary duties, scholarly/professional activities, or service activities, or they may be additional points given for extraordinary performance. Under Bonus Points a faculty member who receives ACEs may also receive points based on the level of responsibility or for a major contribution.*

Bonus points can be earned for exceptional performance in the following areas:

* Additional points for the publication of major book or exceptional artistic recognition – 1-5 points \_\_\_\_\_
* Additional points for the recipient of a major grant – 1-3 points \_\_\_\_\_
* Distinguished Faculty Lecturer -- 8 points \_\_\_\_\_
* University or College Excellence Award -- 4 points \_\_\_\_\_
* **Additional points for service wherein one receives ACEs (Chair, Faculty Senate;  Chair, CAGAS;     
  Chapter President, UPI; Chair, CCPI; Director, CITR;  Associate Director, Honors) -- 2 points \_\_\_\_\_**
* **Significant recognition, honor, award in any of the three areas -- .5-3 points \_\_\_\_\_**
* Other activity of comparable value – 1-3 points \_\_\_\_\_

Total…………………………………………………………………………………....………………… \_\_\_\_\_

**Overload Points**

Faculty may choose to count ACEs over 22 as “points” rather than overload.

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Total……………………………………………………………………………………………………… \_\_\_\_\_

**Total Points for year…………………………………………………………………………………… ­­\_\_\_\_\_**

**Total Points to Date:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Accumulated**  **In Past Years** | **This year** | **New**  **Totals** |
| **Teaching/Primary Duties** |  |  |  |
| **Scholarly/Professional Activities** |  |  |  |
| **Service Activities** |  |  |  |
| **Bonus Points** |  |  |  |
| **Overload Points** |  |  |  |

**Grand Total…………………………………………………………………………………………….. ­­\_\_\_\_\_**

**Department Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DPC Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**