Health and Human Performance non-tenure track (NTT) Faculty Activity Report

**INSTRUCTIONS**

Faculty complete each section relevant to their workload.

STEP 1: Begin with MEETS EXPECTATIONS level—fill out completely.

STEP 2: If you have additional activities, add to ABOVE EXPECTATIONS.

STEP 3: If you still have additional activities, add to FAR EXCEEDS EXPECTATIONS.

In each step add brief explanations as indicated.

Any activities that do not fit within the classifications that you want the committee to consider should be added in the comment box(es).

The self-score is for members self-assessment/information only and the NTT APR committee will derive their scores independent of members' score.

**NOTES**

The scale for the NTT APR is as follows:

* Far exceeds expectations = 4
* Above expectations = 3
* Meets expectations = 2
* Below expectations = 1

In the case of leaves of absence, teaching/service will be based on the assigned workload which does not include the time for the leave.

If an NTT faculty member’s research effort is zero percent effort and the faculty does, for any reason, secure grants/research funding please include in teaching section.

**RESEARCH** Percent effort: \_\_\_\_\_

Listed below are the type and expected number of research/scholarship activities that each HHP NTT faculty member by academic rank is expected to have completed during the previous 12-month evaluation period in order to receive, at a minimum, the corresponding numerical score. In addition, the evaluation process will factor in the terms of the (%) Effort Faculty Expectations Agreement for the 12-month period under evaluation.

Minimum criteria to receive an annual numerical score of “***2”*** or above (i.e., consistent with expectations of the department and university) (\*based on 10% effort). At least 1 from the list below.

|  |  |
| --- | --- |
|  |  1 publication (to a professional organization or an academic journal)  |
|  |  1 national, regional, or internal research presentation |
|  |  Small internal grant submission (up to $10K) |
|  |  Co-PI on federal grant (submission or ongoing) |
|  |  Co-PI on large internal/small external grant (submission or ongoing) |
|  |  Other (must include supportive comments) |
|  |  Substitution Activity Approved by Department Chair |

Minimum criteria to receive an annual numerical score of “***3”*** or above (i.e. above expectations of the department and university). At least 1 from the list below in addition to meeting criteria for a numerical score of “**2**.”

|  |  |
| --- | --- |
|  |  Submit or re-submit large external grant  |
|  |  Large internal grant submission (over $10K, e.g., GEAR/CITE) |
|  |  Small external grant submission (up to $50K) |
|  |  2 publications (to a professional organization or an academic journal) |
|  |  PI/co-PI on on-going grant (large internal, any external) |
|  |  Other (must include supportive comments) |

Minimum criteria to receive an annual numerical score of “***4”*** (i.e., excellence considering expectations of the department and university). At least 1 from the list below in addition to meeting criteria for a numerical score of “**3**.”

|  |  |
| --- | --- |
|  |  Large external grant scored/funded (over $50K)  |
|  |  3 publications (to a professional organization or an academic journal) |
|  |  Scholarly book |
|  |  Other (must include supportive comments) |

BELOW EXPECTATIONS

|  |  |
| --- | --- |
|  | Meets none of the above |

**Comments:**

Research section score (circle):

* Far exceeds expectations = 4
* Above expectations = 3
* Meets expectations = 2
* Below expectations = 1

**SERVICE**  Percent effort:\_\_\_\_\_\_

Please describe the workload of each committee (total hours per week or per semester) along with a brief description of the work of the committee in the comments. The expectation is that each faculty member is committing to approximately 5-8 hours per week in service to meet expectations. Efforts for additional credit toward service must be clearly explained for consideration of a higher score.

Minimum criteria to receive an annual numerical score of “***2”*** or above (i.e., consistent with expectations of the department and university). **Checking** **at least 3 of the items below is considered meeting expectations and must be completed before consideration of a higher score (“A” or “B” may be counted more than once if serving on multiple committees).** (\*based on 20% effort)

|  |  |
| --- | --- |
|  |  A. Elected/appointed department committee assignment\*  |
|  |  B. 1 external committee assignment (college/university/professional/community)\* |
|  |  C. 1 student or professional activity outside of assignment workload (e.g., student club, info sessions, participation in student-led activities, program marketing) \* |
|  |  D. Maintained yearly accreditation and/or program standards if applicable |
|  |  E. Delivered lectures, workshops to local or regional community (e.g., non-academic) groups or audiences (one day of presenting), participated in interviews with the public\* |
|  |  F. Other (must include supportive comments)  |

\* These must include a description of the time/work commitment (e.g., # hours, outcomes/deliverables, if applicable).

Minimum criteria to receive an annual numerical score of “***3”*** or above (i.e., above expectations of the department and university). At least 1 from the list below in addition to meeting criteria for a numerical score of “**2**.”

|  |  |
| --- | --- |
|  |  Implemented substantial change/improvement to departmental processes or committee productivity (provide explanation)\*  |
|  |  2 college/university committees or leadership for 1\* |
|  |  2 professional and/or community committees or leadership for 1\* |
|  |  2 combination of college/university/professional/community committees or leadership for 1\* |
|  |  Maintained cyclic accreditation/program standards (e.g., site visit, self-study development, program review)\* |
|  |  Delivered lectures or workshops to local or regional community (e.g., non-academic) groups or audiences (two plus days of presenting)\* |
|  |  Additional service activities/responsibility beyond your assigned workload (provide details in the comment box below including hours and related activities)\* |
|  |  Other (must include supportive comments) |

 \* These must include a description of the time/work commitment (e.g., # hours, outcomes/deliverables, if applicable).

Minimum criteria to receive an annual numerical score of “***4”*** (i.e., excellence considering expectations of the department and university). At least 1 from the list below in addition to meeting criteria for a numerical score of “**3**.”

|  |  |
| --- | --- |
|  |  3 college/university committees or leadership for 2\* |
|  |  3 professional and/or community committees or leadership for 2\* |
|  |  3 combination of college/university/professional/community committees or leadership for 2\* |
|  |  Received service excellence award from university, association, or community group |
|  |  Received career achievement award from local or regional professional association |
|  |  Named Fellow (or equivalent) of professional association/society |
|  |  Other (must include supportive comments) |

 \* These must include a description of the time/work commitment (e.g., # hours, outcomes/deliverables, if applicable).

BELOW EXPECTATIONS

|  |  |
| --- | --- |
|  | Meets none of the above |

**Comments:**

Service section score (circle):

* Far exceeds expectations = 4
* Above expectations = 3
* Meets expectations = 2
* Below expectations = 1

**TEACHING** Percent effort: \_\_\_\_\_

Minimum criteria to receive an annual numerical score of “***2”*** or above (i.e., consistent with expectations of the department and university) (\*based on 80% effort).

|  |  |
| --- | --- |
|  | Teaching assigned courses |
|  | Student teaching evaluations generally note a positive experience |
|  | Majority of Student Teaching Evaluation Scores within 1 S.D. of college or department means (whichever one is lower) |
|  | Maintaining up to date course materials (e.g., syllabi, new textbook editions, lecture slides and recordings, etc.). Provide description in comment box. |

Minimum criteria to receive an annual numerical score of “***3”*** or above (i.e. above expectations of the department and university) includes earning 8 points or more based on activities with assigned point values listed below.

Minimum criteria to receive an annual numerical score of “***4”*** (i.e. excellence considering expectations of the department and university) includes earning 15 points or more based on activities with assigned point values listed below.

Value: 1 point each

|  |  |
| --- | --- |
|  |  Mentoring 1 - 3 students (this includes multiple meetings with student over the course of the semester or year to support their research, career path, etc. – must include student names and nature of mentoring in comment box)  |
|  |  Honor student (1 student) |
|  |  Participated in 1 – 2 guest lectures/invitations to speak in classes outside of your assigned teaching load (teaching in a higher education institution)\* |
|  |  Attended continuing education focused on DEI, teaching techniques, improving online learning, simulation, etc.\* |
|  |  Other (must include supportive comments)  |

 \* These must include a description of the time/work commitment (e.g., # hours, outcomes/deliverables, if applicable).

Value: 2 points each

|  |  |
| --- | --- |
|  |  Mentored 4 - 5 students (this includes multiple meetings with student over the course of the semester or year to support their research, career path, etc. – must include student names and nature of mentoring in comment section below) |
|  |  Honor students (2 students) |
|  |  Teaching award finalist (internal or external) |
|  | Contributed to a textbook/course material development\* |
|  |  Completed a course overhaul/major course adjustment (this includes implementing a new set of materials/textbook, major curriculum change, etc. - must include description in comment box)\* |
|  |  Coursework beyond normal duties such as writing intensive course, high external class workload, or course overload (describe in comment box)\* |
|  |  Participated in community engagement teaching/service learning\* |
|  |  Participated in 3 – 5 guest lectures/invitations to speak in classes outside of your assigned teaching load (teaching in a higher education institution)\* |
|  |  Other (must include supportive comments) |

\* Must include a description of the time/work commitment (e.g., # hours, # pages/papers reviewed, # additional accommodations/student support services, additional time meeting with students, lab sections, examples of materials developed or syllabus changes, etc.)

Value: 3 points each

|  |  |
| --- | --- |
|  | Honor students (3 students) |
|  |  Mentored 6+ students (this includes multiple meetings with student over the course of the semester or year to support their research, career path, etc. – must include student names and nature of mentoring in comment section below) |
|  |  Teaching award recipient (internal or external) |
|  |  Grant (internal or external) |
|  |  Developed textbook/course material\* |
|  |  New course development (new to curriculum)\* |
|  |  Other (must include supportive comments) |

\* Must include a description of the time/work commitment (e.g., # hours, example of materials developed, etc.)

**Comments:**

Total Teaching Points = \_\_\_\_

Far exceeds expectations = 15+ points

Above expectations = 8+ points

Teaching section score (circle):

* Far exceeds expectations = 4
* Above expectations = 3
* Meets expectations = 2
* Below expectations = 1

**SUMMARY of NTT APR Score:**

Include scores from each section above with the percent effort.

Research score: \_\_\_\_\_\_\_\_ X percent effort \_\_\_\_\_\_ = \_\_\_\_\_\_

Service score: \_\_\_\_\_\_\_\_ X percent effort \_\_\_\_\_\_ = \_\_\_\_\_\_

Teaching score: \_\_\_\_\_\_\_\_ X percent effort \_\_\_\_\_\_ = \_\_\_\_\_\_

 TOTAL = \_\_\_\_\_\_

Snapshot of course evaluations

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |  |   |  |
| Term | Course | # of students enrolled in the course | Overall teaching effectiveness of instructor | Dept | SD | Overall quality of the course | Dept | SD |
| Spring 20XX |  |  |  |  |  |  |  |  |
|   |   |   |   |   |   |   |   |   |
| Summer 20XX |  |  |  |  |  |  |  |  |
|   |   |   |   |   |   |   |   |   |
| Fall 20XX |  |  |  |  |  |  |  |  |

Add rows as needed.

ATTACH CV after the document.