

# Section 1: Teaching and Instruction (40-75%)

<p><b>1.1. Demonstrate a thorough knowledge and understanding of the content relevant to the discipline in which s/he teaches. (Weight 25%, Evaluated 60% chair, 40% peers). Examples of <b>content expertise</b> may include, but are not limited to:</b></p> <p>1.1.1. keeping information current            1.1.2. participating in program review            1.1.3. maintaining licensure</p>			
1. Exceptional Performance	2. Professional Level Performance	3. Improvement Needed	4. Unprofessional Performance
<p>Faculty member must meet <b>both</b> the following criteria:</p> <ol style="list-style-type: none"> <li>Syllabus is in the approved University format and reflects appropriate resources for the course.</li> <li>Syllabus contains information regarding professional standards, competencies, learning outcomes, and/or course objectives.</li> </ol> <p><b>In addition, the faculty member must document an average of 2 of the following items each year*:</b></p> <ol style="list-style-type: none"> <li><b>additional valid/current license or certification beyond that required by position</b></li> <li><b>completed workshop in content area or teaching</b></li> <li><b>holding a terminal degree</b></li> <li><b>participate in program review</b></li> <li><b>other professional artifacts demonstrating appropriate content expertise</b></li> </ol>	<p>Faculty member must meet <b>both</b> the following criteria:</p> <ol style="list-style-type: none"> <li>Syllabus is in the approved University format and reflects appropriate resources for the course.</li> <li>Syllabus contains information regarding professional standards, competencies, learning outcomes, and/or course objectives.</li> </ol> <p><b>In addition, the faculty member must document an average of 1 of the following items each year:</b></p> <ol style="list-style-type: none"> <li><b>additional valid/current license or certification beyond that required by position</b></li> <li><b>completed workshop in content area or teaching</b></li> <li><b>holding a terminal degree</b></li> <li><b>participate in program review</b></li> <li><b>other professional artifacts demonstrating appropriate content expertise</b></li> </ol>	<p>Faculty member must meet <b>both</b> the following criteria:</p> <ol style="list-style-type: none"> <li>Syllabus is in the approved University format and reflects appropriate resources for the course.</li> <li>Syllabus contains information regarding professional standards, competencies, learning outcomes, and/or course objectives.</li> </ol>	<p><b>Faculty member does not meet the conditions for evaluation score "3 Improvement Needed."</b></p>

\*The same type of item can count multiple times. For example, attending 2 different workshops or publishing 2 different articles could each count for the 2 items for a year.

## Section 1: Teaching and Instruction continued

**1.2.** Consistently deliver instruction for his/her classes in a manner that is effective and stimulating.  
(Weight 25%, Evaluated 100% student evaluations)

1.2.1. Using class time effectively

1.2.2. Using effective instructional techniques

1.2.3. Stimulating student interest and achievement

*\*\*\* Evaluated by students via course evaluations in fall semester*

# Section 1: Teaching and Instruction continued

<p><b>1.3. Consistently design instruction for his/her classes in a manner that is effective and stimulating.</b>  <i>(Weight 25%, Evaluated 40% chair, 35% students, 25% peers)</i> Examples of <b>instructional design</b> may include, but are not limited to:</p>			
<p>1.3.1. Developing new course materials            1.3.2. Developing new courses            1.3.3. Designing effective instructional tools</p>		<p>1.3.4. Evaluating student learning            1.3.5. Selecting textbooks</p>	
1. Exceptional Performance	2. Professional Level Performance	3. Improvement Needed	4. Unprofessional Performance
<p>Faculty member must meet <b>both</b> the following criteria:</p> <ol style="list-style-type: none"> <li>Syllabus is in the approved University format and reflects appropriate resources for the course.</li> <li>Syllabus contains information regarding professional standards, competencies, learning outcomes, and/or course objectives.</li> </ol> <p><b>In addition, the faculty member must document an average of 2 of the following items each year*:</b></p> <ol style="list-style-type: none"> <li>creation of new course or significant new course materials (examples may include but not limited to: changes in modalities, new course themes, significant change in pedagogy, etc.)</li> <li>use of a variety of relevant instructional tools (examples may include, but not limited to: lecture, group projects, audio/visual presentation, use of relevant technology in classroom)</li> <li>use of multiple relevant assessment strategies (examples include, but not limited to: exams &amp; quizzes, projects, performance, oral presentations, class participation)</li> <li>Service Learning incorporated into coursework.</li> <li><b>other professional artifacts demonstrating appropriate instructional design</b></li> </ol>	<p>Faculty member must meet <b>both</b> the following criteria:</p> <ol style="list-style-type: none"> <li>Syllabus is in the approved University format and reflects appropriate resources for the course.</li> <li>Syllabus contains information regarding professional standards, competencies, learning outcomes, and/or course objectives.</li> </ol> <p><b>In addition, the faculty member must document an average of 1 of the following items each year:</b></p> <ol style="list-style-type: none"> <li>creation of new course or significant new course materials (examples may include but not limited to: changes in modalities, new course themes, significant change in pedagogy, etc.)</li> <li>use of a variety of relevant instructional tools (examples may include, but not limited to: lecture, group projects, audio/visual presentation, use of relevant technology in classroom)</li> <li>use of multiple relevant assessment strategies (examples include, but not limited to: exams &amp; quizzes, projects, performance, oral presentations, class participation)</li> <li>Service Learning incorporated into coursework.</li> <li><b>other professional artifacts demonstrating appropriate instructional design</b></li> </ol>	<p>Faculty member must meet <b>both</b> the following criteria:</p> <ol style="list-style-type: none"> <li>Syllabus is in the approved University format and reflects appropriate resources for the course.</li> <li>Syllabus contains information regarding professional standards, competencies, learning outcomes, and/or course objectives.</li> </ol>	<p><b>Faculty member does not meet the conditions for evaluation score "3 Improvement Needed."</b></p>

\*The same type of item can count multiple times. For example, developing 2 new courses could count for the 2 items for a year.

# Section 1: Teaching and Instruction continued

<p><b>1.4. Effectively manage the classes that s/he teaches.</b>  <i>(Weight 15%, Evaluated 40% chair, 60 % students)</i> Examples of <b>course management</b> may include, but are not limited to:</p>			
<p>1.4.1. Supervising clinical and internship experiences            1.4.2. Managing activities, materials, and tools for courses            1.4.3. Coordinating tutor sessions            1.4.4. Grading and returning papers in a timely manner            1.4.5. Guiding and assisting student research</p>		<p>1.4.6. Directing laboratory and field experiences            1.4.7. Directing/coaching competitive teams and performance ensembles            1.4.8. Maintaining appropriate supplies and equipment for teaching and research</p>	
1. Exceptional Performance	2. Professional Level Performance	3. Improvement Needed	4. Unprofessional Performance
<p>Faculty member must meet <b>both</b> the following criteria:</p> <ol style="list-style-type: none"> <li>Administer materials, and tools for courses (including electronically delivered, online, and off-site courses).</li> <li>Grade and return papers in a timely manner (as evidenced by data from course and instructor evaluation).</li> </ol> <p><b>In addition, the faculty member must document an average of 2 of the following items each year:</b></p> <ol style="list-style-type: none"> <li>supervising clinical and internship experiences</li> <li>coordinating tutor sessions</li> <li>guiding and assisting student research</li> <li>directing laboratory and/or field experiences</li> <li>directing/coaching competitive teams and performance ensembles</li> <li>maintaining appropriate supplies and equipment for teaching and research</li> <li>supervising Service Learning activities</li> <li>incorporating relevant use of technology in course management and delivery</li> <li>other professional artifacts demonstrating appropriate course management</li> </ol>	<p>Faculty member must meet <b>both</b> the following criteria:</p> <ol style="list-style-type: none"> <li>Administer materials, and tools for courses (including electronically delivered, online, and off-site courses).</li> <li>Grade and return papers in a timely manner (as evidenced by data from course and instructor evaluation).</li> </ol> <p><b>In addition, the faculty member must document an average of 1 of the following items each year:</b></p> <ol style="list-style-type: none"> <li>supervising clinical and internship experiences</li> <li>coordinating tutor sessions</li> <li>guiding and assisting student research</li> <li>directing laboratory and/or field experiences</li> <li>directing/coaching competitive teams and performance ensembles</li> <li>maintaining appropriate supplies and equipment for teaching and research</li> <li>supervising Service Learning activities</li> <li>incorporating relevant use of technology in course management and delivery</li> <li>other professional artifacts demonstrating appropriate course management</li> </ol>	<p>Faculty member must meet <b>both</b> the following criteria:</p> <ol style="list-style-type: none"> <li>Administer materials, and tools for courses (including electronically delivered, online, and off-site courses).</li> <li>Grade and return papers in a timely manner (as evidenced by data from course and instructor evaluation).</li> </ol>	<p><b>Faculty member does not meet the conditions for evaluation score “3 Improvement Needed.”</b></p>

# Section 1: Teaching and Instruction continued

<p><b>1.5. Effectively manage the enrollment of the classes that s/he teaches.</b>  <i>(Weight 10%, Evaluated 100% chair)</i> Examples of <b>enrollment management</b> may include, but are not limited to:</p>			
<p>1.5.1. Recruiting            1.5.2. Advising students            1.5.3. Serving on graduate committees</p>		<p>1.5.4. Keeping current on professional licensing regulations            1.5.5. Assisting students' placement in jobs or graduate school</p>	
1. Exceptional Performance	2. Professional Level Performance	3. Improvement Needed	4. Unprofessional Performance
<p>Faculty member must meet both the following criteria:</p> <ol style="list-style-type: none"> <li>1. Advises students in a number equal to that of other faculty in the same discipline.</li> <li>2. Utilizes relevant technology in delivery of courses (examples: ITV, online, Blackboard, etc.).</li> </ol> <p>In addition, the faculty member must document an average of 2 of the following items each year*:</p> <ol style="list-style-type: none"> <li>1. attending an activity/event related to enrollment (examples include, but not limited to: advising, recruiting, student retention, job/career placement, content area licensure)</li> <li>2. service on graduate committees in a number equal to that of other faculty in the same discipline (if applicable)</li> <li>3. personal contact with potential students</li> <li>4. assisting students with placement in jobs or graduate school</li> <li>5. <b>other professional artifacts demonstrating appropriate enrollment management</b></li> </ol>	<p>Faculty member must meet both the following criteria:</p> <ol style="list-style-type: none"> <li>1. Advises students in a number equal to that of other faculty in the same discipline.</li> <li>2. Utilizes relevant technology in delivery of courses (examples: ITV, online, Blackboard, etc.).</li> </ol> <p>In addition, the faculty member must document an average of 1 of the following items each year:</p> <ol style="list-style-type: none"> <li>1. attending an activity/event related to enrollment (examples include, but not limited to: advising, recruiting, student retention, job/career placement, content area licensure)</li> <li>2. service on graduate committees in a number equal to that of other faculty in the same discipline (if applicable)</li> <li>3. personal contact with potential students</li> <li>4. assisting students with placement in jobs or graduate school</li> <li>5. <b>other professional artifacts demonstrating appropriate enrollment management</b></li> </ol>	<p>Faculty member must meet both the following criteria:</p> <ol style="list-style-type: none"> <li>1. Advises students in a number equal to that of other faculty in the same discipline.</li> <li>2. Utilizes relevant technology in delivery of courses (examples: ITV, online, Blackboard, etc.).</li> </ol>	<p>Faculty member does not meet the conditions for evaluation score "3 Improvement Needed."</p>

\*The same type of item can count multiple times. For example, attending 2 professional development activities on enrollment could count for the 2 items for a year.

## Section 2: Professional Development (5-25%)

In the area of <b>Professional Development</b> the faculty member will perform the following: <i>(Evaluated 60% chair, 40% peers)</i>			
<b>2.1 Be involved in professional organizations</b> 2.1.1 Maintaining membership in professional organizations 2.1.2 Attending professional meetings 2.1.3 Holding office in professional organizations 2.1.4 Participate in University professional development activities.		<b>2.2 Continue his/her education.</b> 2.2.1 Progressing toward advanced degree 2.2.2 Attending seminars/conferences/workshops/Continuing Education Units (CEUs)	
1. Exceptional Performance	2. Professional Level Performance	3. Improvement Needed	4. Unprofessional Performance
Faculty member must meet the following criteria: 1. Attend/participate in at least one professional development seminar/activity. In addition, the faculty member must document an average of 3 of the following items each year*: 1. membership in 1 or more professional organizations in discipline (can only count once) 2. complete 4 or more hours of coursework toward an advanced degree** 3. complete 3-4 hours of dissertation research** 4. hold office or serve as conference chair/panel chair for a professional organization in discipline 5. attend an additional state, regional, or national professional development conference, meeting, or seminar 6. attend 2 or more additional University seminars or workshops 7. other professional artifacts demonstrating appropriate involvement in professional organizations or continuing education	Faculty member must meet the following criteria: 1. Attend/participate in at least one professional development seminar/activity. In addition, the faculty member must document an average of 2 of the following items each year: 1. membership in 1 or more professional organizations in discipline (can only count once) 2. complete 4 or more hours of coursework toward an advanced degree** 3. complete 3-4 hours of dissertation research** 4. hold office or serve as conference chair/panel chair for a professional organization in discipline 5. attend an additional state, regional, or national professional development conference, meeting, or seminar 6. attend 2 or more additional University seminars or workshops 7. other professional artifacts demonstrating appropriate involvement in professional organizations or continuing education	Faculty member must meet the following criteria: 1. Attend/participate in at least one professional development seminar/activity. In addition, the faculty member must document an average of 1 of the following items each year: 1. membership in 1 or more professional organizations in discipline (can only count once) 2. complete 4 or more hours of coursework toward an advanced degree** 3. complete 3-4 hours of dissertation research** 4. hold office or serve as conference chair/panel chair for a professional organization in discipline 5. attend an additional state, regional, or national professional development conference, meeting, or seminar 6. attend 2 or more additional University seminars or workshops 7. other professional artifacts demonstrating appropriate involvement in professional organizations or continuing education	Faculty member does not meet the conditions for evaluation score "3 Improvement Needed."

\*The same type of item (3-5) can count multiple times. For example, holding offices for 2 organizations could count for 2 items for a year.

\*\* Documentation of credit hours required for faculty who do not hold a terminal degree

**Note: Teacher Education Faculty must document 15 or more hours of continuing education annually**

## Section 3: Scholarly Activity/Creative Endeavors (5-25%)

In the area of Scholarly Activity/Creative Endeavors the faculty member will perform one or more of the following: <i>(Evaluated 60% chair, 40% peers)</i>			
<b>3.1. Present/Publish in Discipline:</b> 3.1.1. Publishing articles, books, and reviews 3.1.2. Making presentations at local, state, and national conferences 3.1.3. Developing scholarly web sites 3.1.4. Presenting concerts and theatrical productions		<b>3.2. Research:</b> 3.2.1 Conducting research projects <b>3.3. Professional recognition:</b> 3.3.1 Receiving awards and honors 3.3.2 Completing an advanced degree	
1. Exceptional Performance	2. Professional Level Performance	3. Improvement Needed	4. Unprofessional Performance
<p>The faculty member must document 1 of:</p> <ol style="list-style-type: none"> <li>I. Both items A and B</li> <li>II. One of A or B, and an average of 1 of items 1-8 for each year</li> <li>III. An average of 3 of items 1-8 for each year*</li> </ol> <p><i>(1- and 5-year portfolios see notes 1 and 2)</i></p> <p>A. publishing a book in his or her discipline <i>(during the past 3 years)</i></p> <p>B. completing terminal degree in discipline <i>during portfolio year(s)</i></p> <ol style="list-style-type: none"> <li>1. published article in refereed publication</li> <li>2. completion of 4 or more dissertation hours</li> <li>3. research/progress towards a publication</li> <li>4. presentation at national, state, regional, or local conference</li> <li>5. public presentation in his/her discipline beyond those required by job (public lecture, concert, theatrical production, professional development workshop, panel discussion, etc.)</li> <li>6. creation and maintenance of a discipline specific, scholarly website</li> <li>7. receiving a national award</li> <li>8. <b>other professional artifacts demonstrating appropriate scholarly activity</b></li> </ol>	<p>The faculty member must document 1 of:</p> <ol style="list-style-type: none"> <li>I. One of A or B</li> <li>II. An average of 2 of items 1-8 for each year*</li> </ol> <p><i>(1- and 5-year portfolios see notes 1 and 2)</i></p> <p>A. publishing a book in his or her discipline <i>(during the past 3 years)</i></p> <p>B. completing terminal degree in discipline <i>during portfolio year(s)</i></p> <ol style="list-style-type: none"> <li>1. published article in refereed publication</li> <li>2. completion of 4 or more dissertation hours</li> <li>3. research/progress towards a publication</li> <li>4. presentation at national, state, regional, or local conference</li> <li>5. public presentation in his/her discipline beyond those required by job (public lecture, concert, theatrical production, professional development workshop, panel discussion, etc.)</li> <li>6. creation and maintenance of a discipline specific, scholarly website</li> <li>7. receiving a national award</li> <li>8. <b>other professional artifacts demonstrating appropriate scholarly activity</b></li> </ol>	<p>The faculty member must document an average of 1 of items for each year</p> <ol style="list-style-type: none"> <li>1. published article in refereed publication</li> <li>2. completion of 4 or more dissertation hours</li> <li>3. research/progress towards a publication</li> <li>4. presentation at national, state, regional, or local conference</li> <li>5. public presentation in his/her discipline beyond those required by job (public lecture, concert, theatrical production, professional development workshop, panel discussion, etc.)</li> <li>6. creation and maintenance of a discipline specific, scholarly website</li> <li>7. receiving a national award</li> <li>8. <b>other professional artifacts demonstrating appropriate scholarly activity</b></li> </ol>	<p>Faculty member does not meet the conditions for evaluation score "3 Improvement Needed."</p>

\*The same type of item can count multiple times. For example, publishing 2 different articles could count for 2 items for a year.

## Section 4: Institutional Involvement (5-25%)

In the area of <b>Institutional Involvement</b> the faculty member will perform one or more of the following: <i>(Evaluated 60% chair, 40% peers)</i>			
<p><b>4.1. University committees:</b></p> <p>4.1.1. serving on university committees</p> <p>4.1.2. serving on Faculty Senate</p> <p><b>4.2. University events/projects:</b></p> <p>4.2.1. sponsoring campus events</p> <p>4.2.2. earning grants</p> <p>4.2.3. bringing speakers to campus</p> <p>4.2.4. acquiring and maintaining materials for special collections</p> <p>4.2.5. maintaining facilities</p>		<p><b>4.3. Institutional studies/reports:</b></p> <p>4.3.1. gathering information</p> <p>4.3.2. analyzing information</p> <p>4.3.3. writing reports</p> <p><b>4.4. University student organizations:</b></p> <p>4.4.1. serving as an adviser to a student organization</p> <p>4.4.2. serving as a sponsor for student activities</p>	
1. Exceptional Performance	2. Professional Level Performance	3. Improvement Needed	4. Unprofessional Performance
<p>Faculty member must meet the following criteria*:</p> <p>1. Serve on 1 or more university committees.</p> <p>In addition, the faculty member must document an average of 2 of the following items each year:</p> <p>1. serving as chair of a university committee</p> <p>2. serving on elected committees such as Faculty Senate, Teacher Education Committee, Appellate Committee, Grievance Committee, etc.</p> <p>3. representing NWOSU on state committees such as CEP, FAC, ORD, OKTE, etc.</p> <p>4. hosting/sponsoring/organizing campus/department/university event</p> <p>5. submitting a grant proposal</p> <p>6. sponsoring guest speaker on campus</p> <p>7. acquiring and maintaining materials for special collections</p> <p>8. maintaining special facilities</p> <p>9. contributing to institutional studies and reports</p> <p>10. serving as a sponsor for a student activity/organization</p> <p>11. serving on 3 or more university committees</p> <p>12. other artifacts demonstrating appropriate institutional involvement</p>	<p>Faculty member must meet the following criteria*:</p> <p>1. Serve on 1 or more university committees.</p> <p>In addition, the faculty member must document an average of 1 of the following items each year:</p> <p>1. serving as chair of a university committee</p> <p>2. serving on elected committees such as Faculty Senate, Teacher Education Committee, Appellate Committee, Grievance Committee, etc.</p> <p>3. representing NWOSU on state committees such as CEP, FAC, ORD, OKTE, etc.</p> <p>4. hosting/sponsoring/organizing campus/department/university event</p> <p>5. submitting a grant proposal</p> <p>6. sponsoring guest speaker on campus</p> <p>7. acquiring and maintaining materials for special collections</p> <p>8. maintaining special facilities</p> <p>9. contributing to institutional studies and reports</p> <p>10. serving as a sponsor for a student activity/organization</p> <p>11. serving on 3 or more university committees</p> <p>12. other artifacts demonstrating appropriate institutional involvement</p>	<p>Faculty member must meet the following criteria*:</p> <p>1. Serve on 1 or more university committees.</p>	<p>Faculty member does not meet the conditions for evaluation score “3 Improvement Needed.”</p>

\* First year faculty must participate in at least one major recruitment event such as Ranger Preview, Spring Showcase, etc. in place of committee service



## Section 5: Community Service (5 – 15%)

<p>In the area of <b>Community Service</b> the faculty member will perform one or more of the following: <i>(Evaluated 60% chair, 40% peers)</i></p>			
<p><b>5.1. Be involved in community service in his/her area of expertise:</b>            5.1.1. work with teachers in schools            5.1.2. serve as consultant to external entities            5.1.3. judge contest in area of expertise</p> <p><b>5.2. Be involved in community civic service:</b>            5.2.1. maintain active membership in civic club            5.2.2. serve as a volunteer for community programs</p>			
1. Exceptional Performance	2. Professional Level Performance	3. Improvement Needed	4. Unprofessional Performance
<p>The faculty member must document an average of 3 of the following items each year*:</p> <ol style="list-style-type: none"> <li>collaborative project with teachers in public schools</li> <li>consultation with external entities</li> <li>judging contest in area of expertise</li> <li>membership in a civic organization</li> <li>service as volunteer for community program</li> <li>directing or coordinating a service learning project</li> <li>participating in the annual scholarship drive</li> <li>holding office in a civic organization</li> <li>other artifacts demonstrating appropriate community service</li> </ol>	<p>The faculty member must document an average of 2 of the following items each year*:</p> <ol style="list-style-type: none"> <li>collaboration with teachers in public schools</li> <li>consultation with external entities</li> <li>judging contest in area of expertise</li> <li>membership in a civic organization</li> <li>service as volunteer for community program</li> <li>directing or coordinating a service learning project</li> <li>participating in the annual scholarship drive</li> <li>holding office in a civic organization</li> <li>other artifacts demonstrating appropriate community service</li> </ol>	<p>The faculty member must document an average of 1 of the following items each year:</p> <ol style="list-style-type: none"> <li>collaboration with teachers in public schools</li> <li>consultation with external entities</li> <li>judging contest in area of expertise</li> <li>membership in a civic organization</li> <li>service as volunteer for community program</li> <li>directing or coordinating a service learning project</li> <li>participating in the annual scholarship drive</li> <li>holding office in a civic organization</li> <li>other artifacts demonstrating appropriate community service</li> </ol>	<p>Faculty member does not meet the conditions for evaluation score “3 Improvement Needed.”</p>

\*The same type of item can count multiple times.

**Note: Teacher Education Faculty must have 10 or more hours annually.**