

**DEPARTMENT OF MODERN LANGUAGES AND LITERATURES**  
**CRITERIA FOR MERIT EVALUATION**

The department uses a modified form of the College of Arts and Humanities Criteria.

This document is to be distributed to all full-time faculty yearly, one month prior to the due date for merit folders.

The four-point scale for each of the areas of Teaching, Professional Achievement, and Professional Service is as follows:

- 4 points...Record of excellence
- 3 points...Highly successful
- 2 points...Successful
- 1 point....Adequate
- 0 points...Less than adequate

Purpose:

This document presents the criteria for the merit evaluation of faculty of the Department of Modern Languages and Literatures as proposed by the Merit Evaluation Committee of said department (1997) and as modified by the Department head (2003). The document is meant to be perceived as a series of guidelines rather than of restrictions. If the candidate considers that certain activities that he or she has performed, while worth of consideration, do not fit within any specific category, he or she should add them in an addendum to the appropriate section, with explanation(s). The faculty member's annual written report of activities, which will be substantiated by appropriate documentation, will be weighed against the criteria and evaluated accordingly.

A. TEACHING EFFECTIVENESS

1. Student evaluation of teaching:

- a. Student responses in the AGood≅ or AExcellent≅ categories on the most general evaluative item over all (minimum of 4) classes within the evaluation period.
- b. Student response item #011 of the Student Opinion Survey of Course/Faculty.

AGood≅ or AExcellent≅

75%-	0.55 pts.
76%-	0.65 pts.
77%-	0.75 pts.
78%-	0.85 pts.
79%-	0.95 pts.
80%-	1.05 pts.
81%-	1.15 pts.
82%-	1.25 pts.
83%-	1.35 pts.
84%-	1.45 pts.
85%-	1.55 pts.
86%-	1.65 pts.
87%-	1.75 pts.
88%-	1.85 pts.
89%-	1.95 pts.
90%-	2.05 pts.
91%-	2.15 pts.
92%-	2.25 pts.
93%-	2.35 pts.
94%-	2.45 pts.
95%-	100% -2.5

- 2. Attendance at conferences, workshops on teaching or at seminars in appropriate content areas, i.e., activities related to acquisition of knowledge within his or her specific teaching field. .25 per event, limit 2 events. Documentation: proof of attendance.
- 3. Innovative development of new courses, i.e., additions to curriculum, special problems courses in area of specialization, service courses in cooperation with other departments. Maximum of 0.5 per course; maximum of 1.0 for the category. Documentation: Overview of course highlighting specific innovation(s).

4. Conducting arranged courses; supervising student independent study, research, practicum, presentations, thesis direction, etc.: 0.25 per activity, maximum in category 0.5. Documentation: Name of student and title of course or short description of activity.
5. Member of undergraduate Honors thesis, 0.25; Chair of undergraduate Honors thesis, 0.5. Member of Masters thesis committee, 0.5; Chair of Masters thesis committee, 1.0. Points are awarded only if the student completed the thesis in the year under review. Maximum in category, 1.5.
6. Innovative development of substantial new curriculum materials or teaching techniques, i.e., production or organization of slide/tape presentations or film/readings and testing on a cultural or literary unit: 0.25 per activity. Documentation: overview of materials developed highlighting innovations. Maximum in category, 0.5.
7. Use of computer technology to augment teaching – developing a web page to support a class, extensive use of Power Point presentations, etc. 0.25 per activity. Documentation: overview of materials developed highlighting innovations. Maximum in category, 0.5.
8. Participation in Learning Communities, 0.5 per class. Maximum for category, 1.0.
9. Two preparations per semester is the norm for full-time faculty. Each preparation beyond two will be credited as follows:
 

Intermediate-level course	-	0.25
Advanced-level course	-	0.5
Graduate-level course	-	0.75

Maximum for category, 1.0
10. Teaching-related honors: evaluated as follows:
 

Local	0.25
State	0.50
National	0.75
International	1.00
11. Coordinating a multi-section course without released time : 50. Maximum for the category, 1.0.
12. Organizing relevant cultural events: 0.25 per event. Maximum for the category, 0.5

## B. PROFESSIONAL ACHIEVEMENT

Points awarded for each of the following categories must be divided by the number of collaborators.

“International” refers to a conference or publication sponsored by an international organization, which enjoys international participation and an international audience.

Unless otherwise noted, points listed below assume that the presentation or publication is refereed, i.e. it went through a rigorous, formal, peer-review or professional review process.

1. Articles, book chapters, and creative works (comparable in scope to a scholarly article):

Regional:	0.75
National:	1.5
International :	2.25

2. Non-refereed or paid journal article, creative work, short story, etc.:

Local, state or regional :	0.25
National:	0.5
International:	0.75

3. Books are evaluated in the following manner:

A. Research-based monograph	-	4.0
B. Creative work*	-	3.0-4.0
C. Critical Edition/Anthology**	-	2.0-3.0
D. Textbook**	-	2.0-3.0

\*Depending upon the length of the publication

\*\*Upon the amount of text supplied by the author/editor

Revised editions of any books in this category are valued at one-third the original value

4. Book review:

A. Local (non-refereed)	0.1
B. Regional	0.25
C. National	0.5
D. International	0.75

5. Refereed presentation:

A. Local, state or graduate	-	0.25
B. Regional		0.50
C. National	-	0.75
D. International	-	1.25

6. Non-refereed presentation:

A. Local, state or graduate	-	0.1
B. Regional	-	0.2
C. National	-	0.3
D. International	-	0.5

Maximum 1.0 for this category.

7. Reading of original creative work will be evaluated by the same criteria as presentations of papers based on scholarly research (i.e. use B5 for refereed presentations and table B6 if non-refereed, with the 1.0 maximum for non-refereed presentations).

8. Writing grant proposal as principal investigator: .25

Major research grant proposal accepted by national or international foundation or federal agency: 2.00 - 3.00

Research proposal of smaller scale such as Faculty Research Council:

A. Local approval	-	.50
B. State approval	-	1.00
C. National approval	-	1.50

9. Honors awarded by professional associations for academic achievement:

A. Local	-	.50
B. State	-	.75
C. National	-	1.00
D. International	-	1.25

10. Developing an academic journal: maximum of 1.0 to 2.0 depending upon responsibilities.

11. Publication of translations:

Article		
Local, state, regional	-	0.25
National	-	0.50
International	-	0.75
Book		
		2.00 - 3.00 depending upon extent

12. Directing, presenting or formally participating in seminars and workshops:

A. Local or state	-	0.25
B. Regional or National	-	0.50
C. International	-	0.75

13. Panel coordination which includes research recognition in established national or international conferences, e.g., MLA: 0.5

14. Guest professor at renowned research institution: 1.00 - 3.00 depending upon documented prestige of appointment, and length of appointment (e.g. one term or an academic year)

15. Keynote speaker at academic event:

A. Local or state	-	0.5
B. Regional	-	0.75
C. National	-	1.0
D. International	-	1.5

16. Documented scholarly recognition of publication: maximum .25 each. Maximum for category, 1.0.

**C. PROFESSIONAL SERVICE**

1. Serving on an **active** university committee/council, e.g., Faculty Research Council, Curriculum Committee, Admissions Committee, etc. Describe the activities of the committee, and your responsibilities if an officer.

Officer	-	0.5 to 1.0
Member	-	0.25 to 0.75

2. Serving on an **active** college committee (Merit, Tenure, Promotion, etc.) or a Faculty Senate Committee. Describe the activities of the committee, and your responsibilities if

an officer.

Chair	-	0.25 to 0.75
Member	-	0.25 to 0.50

3. Serving as a chair or member of an **active** departmental committee. Describe the activities of the committee, and your responsibilities if committee chair.

Chair	-	0.25 to 0.5
Member	-	0.1 to 0.35

4. Serving as an officer of the Faculty Senate:

President:	1.0
Vice-President:	0.75
Secretary:	0.75
Executive Committee member (but not an officer):	0.5

5. Serving as faculty senator: 0.75

6. Actively sponsoring and advising a student organization: 0.25 to 0.50

7. Serving as officer in professional society: 1.00 - 3.00 depending on office and reach of organization, and the duties of the office.

8. Adjunct editorial staff of journal (describe activities): 0.25-0.5

9. Serving as consulting editor on a national/internationally distributed non-academic journal (describe responsibilities/activities): 0.5 to 1.0

10. Community service, i.e. performance of a professionally related activity for the benefit of the community, such as work activities related to public schools or educational organizations, professional consulting in the community, service grants, workshop, or organizing a cultural activity beneficial to the community as a whole 1.00/activity; maximum 3.00

N.B.: If you are being credited for item #10 under Teaching, you cannot claim credit for the same activity in this section.