

Department of English  
Year-End Evaluation Rubric (for 2013 evals)—Track III

Directions: This document contains 3 worksheets, as seen in the tabs at the bottom of the page—these instructions, a rubric to fill out, and a sample rubric filled out for a hypothetical faculty member. The weight of each activity in the rubric is determined by the faculty as a whole. Enter a total count for each type of item in Quantity (Column E). The spreadsheet will calculate subtotals, with a score of 5 being the maximum allowed in any one sub-area. The Service sub-area itself consists of 4 sub-sub-areas. Each one of those should be allotted a percentage, with the first three being between 20-60% and Community Service being between 0-20% (those four numbers should total 100). Under the Percentages column (Column G), enter the percentage you have allotted to each one of the three major areas of Research, Teaching, and Service (those three numbers should also total 100). The spreadsheet will calculate the final total.

Cells marked in YELLOW Require	
Area	
<b>TEACHING</b>	<b>Classes Taught</b>
	<b>Theses, Independent Studies, Exams</b>
	<b>Technical/Teaching Innovations</b>
	Other
	<b>Total Teaching</b>
	<b>Publications</b>

<b>RESEARCH</b>	
	<b>Other Activity</b>
	<b>Other</b>
	<b>Total Research</b>
	<b>Professional</b>

<b>SERVICE</b>	
	<b>Percentage Prof Service</b>
	<b>Sub-total Prof Service</b>
	<b>Department, College, University</b>
	<b>Percentage University Service</b>
	<b>Subtotal University Service</b>
	<b>Student Advising:</b> <i>Note: Choose ONE of A or B, and ONE of C or D.</i>
	 <i>Note: If advising reports are unavailable, ratings should be estimated based on oral feedback.</i>
<b>Percentage Advising Service</b>	
<b>Subtotal for Advising</b>	
<b>Community Service</b>	

	<b>Percentage Community Service</b>
	<b>Subtotal for Community</b>
	<i><b>Total Service</b></i>
<b>TOTAL SCORE</b>	

ire Entry by the Faculty Member				
Action/Activity	Weight	Qty	Score	Percent
400 (with graduate students)-500-600 level course taught	1		0	
100-400 level course taught	0.5		0	
1 dissertation directed to completion	0.5		0	
1 MA/Honors thesis directed to completion	0.25		0	
1 dissertation/thesis committee chaired (not completed)	0.125		0	
1 membership on a dissertation/thesis committee-completed	0.25		0	
1 independent study supervised (per study);	0.25		0	
New course assignment / creation. Major revision or rethinking of course to include new theories and technology.	0.25		0	
Distance Learning Certification (completed)	0.5		0	
Major teaching award or fellowship.	1		0	
Revised course content as evidenced by revised syllabus, book edition, or other documentation. Distance Learning Workshop	0.125		0	
Incorporated multiple writing assignments into 200 and 300-level courses; honors contract	0.125		0	
(Describe Here, if Applicable)			0	
<b>(Insert Teaching Percentage in Yellow Cell)</b>			<b>0</b>	
1 authored book published, national play performed	5		0	
1 edited collection/anthology published	2		0	
1 edited special issue of a journal, national invited performance, local/regional play performed	2		0	
PI or co-PI for national grant (larger than \$30,000)	2		0	
editor of a journal	1.5		0	
1 article/review essay/book chapter published (refereed), group of poems or story/essay in respected CW venue, a chapbook, curated exhibit, short film	1		0	
intramural or extramural funding for research activities;	1		0	

a book review; book preface/ introduction/ afterword; encyclopedia entry; short articles such as opinion pieces and articles in popular magazines; interviews; response to journal article; reprint; position paper for a national association; conference presentations; invited lecture at another college or university or similar forum; funding for a small grant; intramural or extramural funding for research activities; significant consultation work; a submitted research grant proposal; editorial work for a journal; single poems/short fiction/local activities, public reading of new work in creative writing;	0.5		0	
a book proposal or manuscript submitted for publication; an article submitted for publication in a journal or collection; an article accepted for publication; an accepted conference proposal; organization of a session for a conference; a campus or community presentation based on one's research; vetting a manuscript as a juror or referee for a journal or press; regional consultation work.	0.25		0	
If a significant portion of work was devoted to demonstrable, otherwise unrewarded progress on major scholarly or creative publication(s), up to 2 points may be awarded. Evidence includes book contracts signed or submission deadlines met; # pages written; research travel accomplished.	0.5		0	
Although meeting expectations for scholarly activity in track III is normally meant to lead to publication and/or public presentation of one's work, the reading involved in directing theses and dissertations and class preparations and participation in disciplinary conversations on blogs, wikis, and listservs, and in scholarly associations can be considered here in addition to scholarly activity for publication, especially when readings for dissertations and theses limits one's time on other research projects.	0.25		0	
(Describe Here)			0	
<b>(Insert Research Percentage in Yellow Cell)</b>			<b>0</b>	
officer in a national association/professional body;	3		0	
work on an important committee or task force;	2		0	
directing a conference;	2		0	
editing a newsletter or website;	1		0	
active on 1 or more editorial boards;	1		0	
refereeing book manuscripts or a series of grant applications;	0.5		0	
refereeing a journal article or conference presentations;	0.5		0	
reviewing another institution's candidate for tenure and promotion;	0.5		0	
officer in regional or local association;	2		0	
active on scholarly listservs, wikis, blogs	0.5		0	

chair a conference session	0.25		0
active association membership	0.25		0
(write in percentage between 20 and 60)			0
			<b>0</b>
Active officer of at least 1 university / department committee, with new initiatives;	3		0
Active officer of at least 1 university / department committee;	2		0
Major work accomplished on a committee or other university program (for example, English Day, the Louisiana Conference, assessment, workshops, student recruitment, bringing speakers to campus);	2		0
Active committee membership;	0.5		0
writes letters of recommendation and performs other routine service for students;	0.5		0
assists/mentors other faculty;	0.5		0
(write in percentage between 20 and 60)			0
			<b>0</b>
A. Active role in advising, student comments are uniformly favorable, indicating strong commitment to advising; OR below:	4		0
B. Most students comments are favorable;	3		0
C. High ratings on Junior Division advising report average (the number of responses to this survey is important in determining whether to consider this report for a merit evaluation);	1		0
D. Average ratings on Junior Division advising report average;	0.5		0
Active faculty advisor to student organization;	1.5		0
Faculty advisor to student organization;	1		0
Participation in UL student mentoring program;	1		0
Participates in department advising pool;	0.5		0
Occasionally advises students informally;	0.5		0
(write in percentage between 20% and 60%)			0
			<b>0</b>
Sustained major/active role in community service or charity; involved in ongoing projects (or several events a year);	3		0
membership on government-sponsored or community association boards or task forces;	2		0
planning and organizing a community event;	2		0
participate in community/charitable organization	1		0



school visits/working with teachers;	1		0	
speaker or creative writing reader or discussion leader at community event;	0.5		0	
participation in literary or scholastic rallies;	0.5		0	
giving a media interview;	0.5		0	
judging community writing contests;	0.5		0	
(write in percentage between 0 and 20)	0		0	
			0	
<b>(Insert Service Percentage in Yellow Cell)</b>			0	









Area

Publications

RESEARCH

Other Activity

Total Research

Classes Taught

Theses, Independent Studies,  
Exams

TEACHING

Technical/Teaching Innovations

Total Teaching

Professional

Percentage Prof Service

Sub-total Prof Service

Department, College, University

Percentage University Service  
Subtotal University Service

SERVICE

Student Advising

Percentage Advising Service  
Subtotal Advising

Community Service

Percentage Community Service  
Subtotal for Community Service  
Total for Service

**TOTAL SCORE**



Action/Activity	Weight	Qty	Score	Percent
1 authored book published	5		0	
1 edited collection/anthology published	2		0	
1 edited special issue of a journal	2		0	
PI or co-PI for national grant (larger than \$30,000)	2		0	
editor of a journal	1.5		0	
1 article/review essay published (refereed)	1	1	1	
intramural or extramural funding for research activities;	1		0	
a book review; book preface/ introduction/ afterword; encyclopedia entry; short articles such as opinion pieces and articles in popular magazines; interviews; response to journal article; reprint; position paper for a national association; conference presentations; invited lecture at another college or university or similar forum; funding for a small grant; intramural or extramural funding for research activities; significant consultation work; a submitted research grant proposal; editorial work for a journal;	0.5	4	2	
a book proposal or manuscript submitted for publication; an article submitted for publication in a journal or collection; an article accepted for publication; an accepted conference proposal; organization of a session for a conference; a campus or community presentation based on one's research; vetting a manuscript as a juror or referee for a journal or press; public reading of new work in creative writing; regional consultation work.	0.25	2	0.5	
If a significant portion of work was devoted to demonstrable, otherwise unrewarded progress on major scholarly or creative publication(s), up to 2 points may be awarded. Evidence includes book contracts signed or submission deadlines met; # pages written; research travel accomplished;	0.25	2	0.5	
Although meeting expectations for scholarly activity in track III is normally meant to lead to publication and/or public presentation of one's work, the reading involved in directing theses and dissertations and class preparations and participation in disciplinary conversations on blogs, wikis, and listservs, and in scholarly associations can be considered here in addition to scholarly activity for publication, especially when readings for dissertations and theses limits one's time on other research projects.	0.25		0	
Other (explain)			0	
			4	30
400 (with graduate students)-500-600 level course taught	1	2	2	
100-400 level course taught	0.5	3	1.5	

1 dissertation directed to completion	0.5	2	1
1 MA/Honors thesis directed to completion	0.25		0
1 dissertation committee chaired (not completed)	0.125	2	0.25
1 membership on a thesis/dissertation committee-completed	0.25	1	0.25
1 independent study supervised (per study)	0.25		0
New course assignment / creation. Major revision or rethinking of course to include new theories and technology.	0.25	1	0.25
Distance Learning Certification (completed)	0.5		0
Major teaching award or fellowship.	1		0
Revised course content as evidenced by revised syllabus, book edition, or other documentation. Distance Learning Workshop	0.125		0
Incorporated multiple writing assignments into 200 and 300-level courses.	0.125	1	0.125
Other (explain)			0
			5
			50
officer in a national association/professional body;	3		0
work on an important committee or task force;	2		0
directing a conference;	2		0
editing a newsletter or website;	1		0
active on 1 or more editorial boards;	1		0
refereeing book manuscripts or a series of grant applications;	0.5		0
refereeing a journal article or conference presentations;	0.5		0
reviewing another institution's candidate for tenure and promotion;	0.5	1	0.5
officer in regional or local association;	2	1	2
active on scholarly listservs, wikis, blogs	0.5	2	1
active association membership	0.25	2	0.5
(write in percentage between 20% and 60%)	20		
			4
Active officer of at least 1 university / department committee, with new initiatives;	3		0
Active officer of at least 1 university / department committee;	2	1	2
Major work accomplished on a committee or other university program (for example, English Day, the Louisiana Conference, assessment, workshops, student recruitment, bringing speakers to campus);	2	2	4
Active committee membership;	0.5	2	1
writes letters of recommendation and performs other routine service for students;	0.5	1	0.5

assists/mentors other faculty; (write in percentage between 20 and 60)	0.5 40	1	0.5	
			5	
Active role in advising, student comments are uniformly favorable, indicating strong commitment to advising;	4		0	
Most students comments are favorable;	3	1	3	
High ratings on Junior Division advising report average (the number of responses to this survey is important in determining whether to consider this report for a merit evaluation);	1		0	
Average ratings on Junior Division advising report average;	0.5	1	0.5	
Active faculty advisor to student organization;	1.5		0	
Faculty advisor to student organization;	1	1	1	
Participation in UL student mentoring program;	1		0	
Participates in department advising pool;	0.5	1	0.5	
Occasionally advises students informally; (write in percentage between 20 and 60)	0.5 40	1	0.5	
			5	
Sustained major/active role in community service or charity; involved in ongoing projects (or several events a year);	3 3		0 0	
membership on government-sponsored or community association boards or task forces;	2		0	
planning and organizing a community event;	2		0	
participate in community/charitable organization	1	2	2	
school visits/working with teachers;	1		0	
speaker or creative writing reader or discussion leader at community event;	0.5		0	
participation in literary or scholastic rallies;	0.5		0	
giving a media interview;	0.5		0	
judging community writing contests;	0.5		0	
(write in percentage between 0 and 20)	0			
			2	
			4.8	20
				4.66