

Annual Report and  
Merit Evaluation Guidelines  
For the Faculty in the  
Department of Communication Sciences and Disorders

Summer and Fall 2008 & Spring 2009

Faculty Name: \_\_\_\_\_

ASSESSMENT OF MERITORIUS PERFORMANCE

TEACHING

Item	Weight	3 points	2 points	1 point
• Distinguished teaching award	20	Professional Group or University	College	
• Student evaluation (Per course)	5	Outstanding: 4.5 and > for all	Exceptional: 4.0 to 4.5	Meritorious: 3.5 to 4.0

- Directed dissertation                      5 per student                      3<sup>rd</sup> year                      2<sup>nd</sup> year                      1<sup>st</sup> year
- Directed masters thesis                      4 per student                      2<sup>nd</sup> year                      1<sup>st</sup> year
- Directed Honors Thesis                      4 per student                      Senior year

(Committee members for the above three categories may also receive 1/3 of the allotted points allotted to a chair of the committee)

- Other teaching                      3 per course                      Doctoral seminar                      Readings and research                      Independent study
- Other teaching contributions                      3 per contribution
- Efforts to improve teaching\*                      2 per contribution                      Teaching Analysis Poll                      Center for Faculty innovation                      Peer mentoring
- Mentoring junior colleagues                      5 per contribution
- New course preparation                      10 per contribution                      2 courses                      1 course
  
- Teaching contribution                      5 per contribution  
(To non-assigned classes)
  
- Activity not covered above                      1-20 points. Can be used multiple times in one year.

\*Examples include:

Curriculum revision	Interdisciplinary or cross-disciplinary instruction or supervision
Mentoring or peer-teaching/evaluation	Development of novel instructional or supervision materials
Laboratory development or revision of laboratory instruction	Evidence of outstanding teaching





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|-------------------------------------|--|---------------------|--|-----------------------|
| • Professional Committee Membership | 3  | International/Nat'l | State  | Local, Regional       |
| • JMU Committee Membership          | 2  | University          | College  | Department            |
| • Grant Reviewer                    | 10   | Federal Grants      | State or Private Grants                          | University or College |
| • Publication Reviewer              | 3  | Journal Article     | Position or Technical Paper, Textbook or Chapter | State Guidelines      |
| • Univ. or Dept. Administration     | 5  | Outstanding         | Exceptional                                      | Meritorious           |
| • PhD Advisory committee            | 5  | Chair               |  | member                |
| • Advising                          | 5  | Senior              | Junior/Sophomore Graduate-Masters                | <i>Freshman</i>       |
| • Consultations                     | 3  | International/Nat'l | State  | Local                 |
| • Activity not covered above        | 1-20 points. Can be used multiple times in one year. |                     |  |                       |

Note: Many of these activities can be moved into scholarship.

\_\_\_\_\_ **Total Points**

\_\_\_\_\_ **Total Weight**

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Teaching Points (Weight\_\_\_\_): \_\_\_\_\_

Summary Statement:

Scholarship Points (Weight\_\_\_\_): \_\_\_\_\_

Summary Statement:

Service Points (Weight \_\_\_): \_\_\_\_\_

Summary Statement:

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Recommendation:

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Department Head Signature    Date

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Faculty Signature                      Date