

**COLLEGE OF BUSINESS  
FACULTY MERIT EVALUATION**

**Faculty Member:**

**Department:**

**Date Submitted:**

**Instructions:** Fill in the appropriate number for each of the following items. Provide short explanation or title, etc. for each item claimed.

Then select the weighted percentages for Teaching, Scholarly Activities, and Service (B91 - B93).

The spreadsheet will automatically update the totals. The final rating will be determined when the Dean fills in his/her evaluation.

Category	Total:			Explanation
<b>I. Teaching</b>				
<b>A. Student evaluations of teaching - Spring</b>				From "Overall, I would rate this instructor" from spring summary of all student assessments. <b>For new faculty, duplicate fall evaluations for spring.</b>
Student evaluations of teaching - Fall				From "Overall, I would rate this instructor" from fall summary of all student assessments.
<b>B. Number of sections taught during calendar year.</b>				At 14 day count, sections with 40 - 99 students count as 1.5, courses with 100 or more students count as 2. If you have been asked to teach a large section in lieu of two courses that section counts as 2. <b>Summer courses and courses taught off load for extra pay are not counted. A single distance learning courses sent to multiple locations counts as one section</b>
<b>C. Number of course preparations during calendar year.</b>				One internet and separate face-to-face version of the same class count as two preps
<b>D. Number of new courses taught during the calendar year</b>				Number of courses faculty member has not taught within the previous two academic years at any university
<b>E. Number of course developments during the calendar year</b>				Includes new courses never taught before, the first time a course is put online, or the first time a course is taught via compressed video; developments of new teaching approaches or methods, or substantially new material taught; does NOT include change of text or edition. Must specify courses.
<b>F. Number of advanced sections, i.e. 3000 or 4000-level courses taught during the year.</b>				All course sections numbered 3000 or higher; distance learning classes count only once
<b>G. Teaching honors or awards</b>				Recognition by university, state, national or international organizations (points approved by Dean)
<b>H. Dean's Evaluation</b>		up to 20 pts :		Points will be based on classroom visits, observed or self-reported activities & other academic improvement criteria such as listed in the NSU or COB Faculty Handbooks
<b>Total Teaching:</b>			<b>0</b>	
<b>II. Scholarly and Professional Activities</b>	<b>Point value each instance</b>	<b>Number of instances</b>	<b>Total</b>	
<b>A. Accepted Publications in peer-reviewed journals</b>				Includes articles published during the year or those "in press" (the Dean may require first page or proof of acceptance)
Journal articles (peer reviewed)	60		0	List each and indicate when published (provide copy of first page)
<b>B. Accepted Publications in refereed Professional Proceedings</b>				
Proceedings	30		0	List each and indicate when published (provide copy of first page)
<b>C. Submissions *</b>				An article may count once for submission and once for publication/acceptance even if both occur the same year. Same article may not be both journal and proceedings submission
Journals	20		0	List each and indicate when submitted and/or published*
Proceedings	10		0	List each and indicate when submitted and/or published*
* Points for no more than two submissions				

<b>D. Presentations at Professional Meetings</b>				For all authors of a presented paper, but if attending can request points under O. below.
Presentation	20		0	Points given for presentation only if not published in proceedings
<b>E. Books</b>				
Publication of complete book, or book chapter	1 pt per page(Max 60)			List each and indicate when published
Workbook or Supplemental teaching aide	15		0	
<b>F. Grants, scholarships, fellowships</b>				
National/Regional/State				List each and indicate year(s) of grant
Submission	15		0	
Funded	1 point per \$500 funded		0	
Administering grant (Principal Investigator only)	30		0	List each and indicate year(s) of grant and co-investigators
CURIA/NEF grant submitted and funded	10		0	List each and indicate year(s) of grant
<b>G. Attendance Professional conferences</b>	10		0	May receive points for attendance even if a paper is not presented
<b>H. Professional development through workshops/seminars/symposia/webinars</b>	10		0	Includes, but not limited to, university professional training workshops, e. g., Blackboard; but does not include mandatory faculty in-service meetings on such topics as FERPA, sexual harrassment, PERC, etc. or routine faculty meetings
<b>I. Consulting</b>	10		0	10 points per activity--name of client, dates and type of activity must be provided
<b>J. Referee for grants, books, articles</b>	10		0	Includes textbook reviews and journal article reviews
<b>K. Campus lectures</b>	5		0	For example, speaking in another's class regarding your area of expertise
<b>L. Guiding Student Research</b>	10		0	Guiding a student thesis; does not include helping a student write a term paper in your class
<b>M. Paper reviewer Professional conference</b>	10 pts each conference		0	Reviewing papers for a conference
<b>N. Research Honors or Awards</b>			0	From university, state, national or international organizations (points approved by Dean)
<b>O. Other (must explain)</b>			0	Activities not listed but points approved by the Dean after faculty justification
<b>P. Dean's Evaluation</b>		up to 20 pts:		Points will be based on general scholarly activity and its value
	<b>Total Scholarly:</b>		0	
<b>III. University and Public Service</b>	<b>Points each instance</b>	<b>Number of instances</b>	<b>Total</b>	
<b>A. NSU Committees</b>				10 pts awarded per committee, 5 pts extra for serving as chair, and 10 pts extra if the committee meets 6 or more times per year (proof of attendance or list of meetings may be required)
Membership	10		0	
Serving as chair	5		0	
Meets 6 times a year or more	10		0	
<b>B. Recruiting</b>				
Events	15		0	e. g., junior day, senior day, star calling and other official recruiting events
Individual and group up to ten	10		0	e. g., speaking engagements with high school students or faculty
<b>C. Putting on an event for College/University</b>				e. g., putting on a seminar, cyber camp or doing a lot of work towards Walter Porter Forum
All events	20		0	
<b>D. Supervising students to a conference or competition</b>	30		0	e. g., taking students to regional or national event and being active in their supervision
<b>E. Activities with civic groups and other organizations</b>				Does not include simple membership in a civic group, but could include serving a professional (business) capacity in faculty area of expertise (list activities)
Speaking before group	10		0	
Other activities	5		0	
<b>F. Advising Student Organization</b>	25		0	Organization and advisor must be both active and promoted within and outside College

<b>G. Officer or similar position – professional organization</b>	25		0	Does not include non-professional organizations such as social groups or churches
<b>H. University-related service activities (approved by administration)</b>			0	e. g., freshman connections, judging for FBLA, or individual presentation to entire faculty
Activities	10		0	
<b>I. Service on local, state, or national boards</b>	10		0	e. g., board membership such as a board member of a credit union, or chamber of commerce with documented activity within expertise
<b>J. Service to the general public through activities related to the field of professional expertise or to the university's mission</b>			0	e. g., doing individual tax returns for indigents or solving computer problems for a non-profit organization on pro bono basis
Service activities	10		0	
<b>K. Honors or Awards</b>			0	Recognition by university, state, national or international organizations (points approved by Dean)
<b>L. Other (must explain)</b>			0	Activities not listed but points approved by the Dean after faculty justification
<b>M. Dean's Evaluation</b>		up to 20 pts:		Points will be based on general service activity and its value
	<b>Total for Service:</b>		<b>0</b>	
<b>Weighted Value Teaching*</b>	70		0	Must be at least 60 percent or as high as 70 percent
<b>Weighted Value Scholarly Activities*</b>	20		0	May be as low as 20 percent or as high as 30 percent
<b>Weighted Value Service*</b>	10		0	May be as low as 10 percent or as high as 20 percent, but three areas must total 100 percent
*percentages determined by the faculty member to total 100%. Minimum 60% teaching, 20% Research, 10% Service.	<b>TOTAL MERIT POINT SCORE:</b>		<b>0</b>	