

Protocol Revision, Adopted by English Faculty on March 2, 2010

Northern Illinois University
Department of English

PROTOCOL FOR ANNUAL MERIT EVALUATION IN TEACHING

This protocol shall guide the Department Council in its implementation of the department's *Guidelines: Evidence, Criteria, and Procedures Concerning Personnel Decisions* for the annual merit evaluation of teaching. On the basis of this examination, they will make judgments as to the extent and quality of each faculty member's teaching activity. Judgments of quality shall be based on the criteria listed in the *Guidelines* (I.A.). Those with fewer than two years' service in this department shall be evaluated on the basis of the evidence available.

In determining merit ratings, the Department Council shall assign point values to teaching elements in accordance with scale and point values indicated below. The Council may, at its discretion, adjust individual values up or down as appropriate in extraordinary circumstances. As with scholarship and service, faculty are encouraged to provide additional evidence or provide narratives to demonstrate the appropriateness of higher or lower point values. For teaching elements in which a range of points is given, Council will ordinarily assume the lowest value in the range applies, unless the faculty member provides additional explanation justifying a higher value.

Merit scale:

Total points	Merit rating
80+	5
60+	4
35+	3
20+	2
0+	1

Teaching element	Point value
Regular teaching load	25
Extra course, each; including Oxford program as one course; maximum of 10 points	5
MA exam	2
Ph.D. exam	2
Independent study supervised to completion, each, to a maximum of 12	3
Honors capstone supervised to completion	3
MA thesis (give student name and date of completion) Points awarded only at completion Maximum of 30 points in this category	
On committee, regular reading/commenting	6
On committee, read only at end	3
Directed	8-10
Ph.D. dissertation (give candidate name and date of completion) Points awarded only at completion Maximum of 30 in this category	
On committee, regular reading/commenting	12
On committee, read only at end	10
Directed	15

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Teaching element (continued)	Point value (continued)
URAP	2
Doctoral TA mentorship	3
Guest lecture	1
Pedagogical grants applied for	3-5
Pedagogical grants received	10
Pedagogical conference papers	3
Pedagogical publications	8
Course development	
Maximum of 8 in this category	
New course added to catalog	4
New topics course	2
First time teaching existing course	1
Other curricular development	1-5
Teaching seminars/workshops	
Attended	1-4
Conducted	3-5
Teaching awards	
Nominated	4-8
Awarded	8-15
"Most influential professor" letter	1
Advisorships	2-4
Dean's designee	2
Student accomplishments	
Award	1-3
Publication	1-5
Conference paper given	1-3
Admission to program (indicate what/where)	1-3
Student evaluation scores Points assigned according to the table below. At its discretion, the Council shall raise or lower points in the light of written comments from undergraduate and graduate courses. In the absence of undergraduate student evaluation scores, the Council shall assign points at its discretion.	
Syllabi and other course materials (must provide)	1-5
Other evidence in keeping with <i>Guidelines I.A</i>	Council discretion

Point Table for Student Evaluation Scores

Average of Individual's Undergraduate Scores (rounded up)	Points
5.0	20
4.9	19
4.8	18
4.7	17
4.6	16
4.5	15
4.4	14
4.3	13
4.2	12
4.1	11
4.0	10
3.9	9
3.8	8
3.7	7
3.6	6
3.5	5
3.4	4
3.3	3
3.2	2
3.1	1