

**DEPARTMENT OF ANTHROPOLOGY FACULTY MERIT EVALUATION,  
REAPPOINTMENT, PROMOTION, TENURE, AND POST-TENURE REVIEW  
POLICIES**

**December 2020**

This policy statement is designed to provide the Department of Anthropology with procedures to implement university and college guidelines pertaining to faculty merit evaluation, reappointment, promotion, tenure, and post-tenure review. As a diverse group of scholars specializing in significant areas of applied and non-applied scholarship, we are united by our commitment to address pressing social concerns in local, national, and global communities, thereby generating the intellectual discoveries that arise in the interaction between theory and practice (Henry et al. 2014, Boyer 1990). Our criteria for merit, tenure and promotion reflect the value we place on applied scholarship as well as non-applied scholarship, and we conceptualize applied anthropology as encompassing client-centered work, engaged anthropology, and public anthropology. The Department of Anthropology abides by the relevant policies for faculty at the college and university levels.

## **A. Merit Evaluations**

The department's personnel affairs committee (PAC) will annually evaluate the performance of each faculty member. In so doing the PAC will review three years of information unless the faculty member has fewer than three years of service. Three evaluation categories will be used: instructional activities; scholarly, creative and professional activities; and administration and service. The relative weight of each category will be determined in consultation with each faculty member and the department chair based on the department's instructional needs, as described in the preceding section.

### **1. Composition of Personnel Affairs Committee**

- The committee will be appointed by the Chair.
- The committee will have a minimum of three members, preferably four so that three people evaluate the committee members themselves.
- All members will be senior faculty in order to protect junior faculty from potential political vulnerability.
- Faculty members whose spouses are also faculty members in the department are not eligible to serve on the committee since merit review discussions will include comparisons among faculty members.

## 2. Merit Review Process

Faculty will be required to submit their materials 3 weeks before the PAC review deadline. During these three weeks, the PAC chair will check whether Annual Updates include all information requested in Section 3, below, and if necessary, faculty members will be asked to amend their materials to provide complete information.

Faculty will be required to submit the following items to FIS; the filename of all documents must begin with the last name of the faculty member:

- Annual Update [data](#)
- Narrative Summary – maximum of 500 words, this is an opportunity for faculty to contextualize the significance of their accomplishments and highlight the relevance of their publications. Faculty should use the Merit scoring guidelines to suggest a base score of what their accomplishments merit.
- Merit Evaluation Recommendation (2-page summary).
- CV

Using the documents listed above, PAC members will prepare notes on each faculty member before the merit review meeting, with tentative scores. No PAC member may rate themselves or take part in any of the discussions related to him or herself.

PAC will hold a meeting to reach consensus on scores. The goal will be to complete all reviews in one 4-hour meeting; a second meeting will be scheduled if needed.

At the meeting, the PAC will discuss each faculty member to be evaluated. For each person, committee members will start by sharing their calculated scores for teaching, scholarship, and service, and the rationale for those scores. If the calculated scores are different, the PAC will discuss the faculty member's accomplishments until consensus on all scores is reached. The PAC's discussion will be structured as a collaborative effort to reach *common ground*. The PAC will also make every effort to ensure that comparable accomplishments receive comparable scores across all faculty members. The PAC chair will facilitate the discussion.

The PAC chair will take notes on the rationale for the teaching, scholarship, and service scores of each faculty member. S/he will subsequently draft the narrative sections of the Faculty Evaluation Letter, circulate them to the rest of the committee, and finalize them based on committee input.

The PAC will abide by a strict rule to keep all discussions confidential.

The PAC chair will send each faculty member their Faculty Evaluation Letter, which will include the faculty member's rating in each category, the overall weighted evaluation

score, summary of the faculty member's performance, and the PAC's assessment of the quality of journals/presses in which the faculty member has published.

### **3. Guidelines for Faculty Annual Update Form**

The Faculty Annual Update will be submitted in addition to the Annual Update generated by FIS, based on the information submitted by the faculty member. Integrated activities that span more than one of the three traditional categories of scholarship, teaching, and service are hard to fit into the forms used in UNT's merit process and P&T process. In order to recognize the integrated nature of such activities on the Annual Update and other relevant forms, the Department of Anthropology invites faculty members to identify the percentages that they want to assign to such activities for each of the categories of scholarship, teaching, and service. For instance, they could assign 70% of an activity to scholarship and 30% to teaching. The activity should then be listed under each of those categories, along with its assigned percentage. Further explanation of the activity could be discussed under each category.

Here are further guidelines for specific sections of the Annual Update:

#### **Area I. INSTRUCTIONAL ACTIVITIES**

##### **A. Instructional assignments.**

- List courses by semester, from earliest to most recent
- Include all course numbers and course titles
- Include all special problems and applied thesis courses; list number of students enrolled for each of these courses
- If less than a full course load was taught in a given semester, identify the reason, e.g. "Development Leave"
- If a course was cross-listed, e.g. for graduates and undergraduates, or for two departments, list the sections as a single course

##### **B. Syllabi for courses taught.**

- Do not include syllabi; if needed, the PAC can review syllabi on the department website

##### **C. Student evaluations for courses taught.**

- List courses by semester, from earliest to most recent
- For each course until Fall 2012, list the overall SETE score and specify whether the score was Highly Effective, Effective, etc. For courses between Fall 2012-Spring 2015, list the overall SETE score for each course. For course Fall 2015 and beyond, list overall SPOT score for each course, and an

overall SPOT score that averages the individual course SPOT scores. List the department median score for each semester.

- If a course was cross-listed, e.g. for graduates and undergraduates, or for two departments, list the sections as a single course

**F. Student advising related to the instructional process (include sponsorship of professional and pre-professional organizations).**

- Include class research projects
- Include McNair students and Honors students
- Other responsibilities (include roles such as Director of Grad Studies, Co-Director of Ethnic Studies, Study Abroad, other accomplishments particular to an individual)

**G. Dissertation, thesis, etc.**

- List each student and length of role; if relationship is ongoing, use “present,” e.g. “2012-present”
- If co-chairing list as person x is chairing with person y (this counts as a chairship for each)
- Group students according to your role:
- Committee Chair, Master’s Students, Anthropology
- Committee Member, Master’s Students, Anthropology
- Committee Member, Ph.D. and Master’s Students, Other Departments

**I. Teaching grants applied for: received and not received.**

- Identify whether internal or external
- Indicate whether funded or not; if funded, include \$ amount and # of years
- State your role (PI, co-PI, etc.) and % of effort

**Area II. SCHOLARLY, CREATIVE AND PROFESSIONAL ACTIVITIES**

***Note on Applied Scholarly Activities***

As a department, we want to ensure full recognition for the applied activities that are a focus of our department as well as of non-applied research activities. We recognize that applied activities cannot always be judged by the traditional norm of peer-review, where “peers” are limited to other university-based anthropologists. We have called out five kinds of applied scholarly activities by *italicizing* them in sections A-E below.

The value of applied scholarly activities that might not be fully recognized according to traditional academic norms can be documented in several ways. First, you can write a

paragraph immediately follow the listing of that item. The paragraph should address issues such as:

- Scale of project
- Hours spent
- What was impact
- How is this scholarship
- How related to your area of scholarship

Secondly, we expand the concept of “peer review” to include stakeholders and clients, and encourage you to include letters from such persons discussing the relevance, importance and impact of the project.

Other forms of evidence are also welcomed, such as documents that demonstrate impact on practice or policy change, or use of faculty member’s research by others, such as by advocates in their attempt to influence policy.

#### **A. Publications**

For all publications, indicate whether single or multi-author. On a multi-authored publication, if you are concerned that you may not get sufficient credit, you have the option of adding an explanation of your contribution.

- Refereed entries should only include those works that are peer reviewed by an anonymous (or blind) review panel or committee of peer scholars external to the journal itself (this includes electronic books and articles); if not refereed, or if editor-reviewed, include in “Other scholarship.” Do not list *Practicing Anthropology*, *Eagle Feather*, newsletters, etc. as refereed journals.
- For publications that do not have a date yet, you can use the terms “in preparation,” “under review,” “accepted,” or “in press.” Do not use the term “forthcoming.” Be aware that you will not receive much credit for publications that are in preparation.
- “In press” items will be given the same weight as published items. List publications as “in press” only after you have received and can document publishing date and/or volume and number of the journal, as well as page numbers. You must include the page numbers and the year in your description of the publication. The PAC chair will document the years in which it is counted and pass on to the next PAC chair.
- Encyclopedia entries should include a word count (or a link).
- Where relevant, include applied non-traditional publications such as client reports, including white papers, technical reports, and annotated slide decks

**B. Concerts, recitals, art shows, design displays, performances, productions, etc.**

- Where relevant, include applied multimedia products such as films and gallery exhibits.

**C. Papers presented and critical commentary**

- Indicate any keynote speaker roles, i.e. lectures where expenses were paid and/or honorarium received; note whether regional, national, or international
- Where relevant, include presentations to hearings of national or state legislative committees, i.e. work as public intellectual
- Where relevant, include articles in popular press, community publications and newsletters, or popular media appearances, i.e. work as public intellectual
- Documentation of value should include number of views for online media, description of audience/readership, difficulty of getting article placed in venue
- Please note that many minor articles or appearances in the popular press will not be treated as equivalent to one major one

**D. Professional activity of the discipline, including editing/reviewing for a journal, chairing sessions at scholarly meetings, holding committee positions/offices in professional organizations.**

- Just FYI, the Department of Anthropology evaluates the items listed here as part of Service, except for reviews of manuscripts and grant proposals, and participation on editorial boards, which we do count as scholarship
- Do not count inviting lecturers to campus

**E. Scholarly/creative and research activity not resulting in publication or public presentation**

- Community engagement activities that do not result in a report, where the “process is the product”

**G. Research grants applied for.**

- Identify whether internal or external
- Indicate whether funded or not; if funded, include \$ amount and # of years
- State your role (PI, co-PI, etc.) and % of effort

### **Area III. ADMINISTRATION AND SERVICE**

#### **A. To the university**

- Include service to other departments

#### **C. To the department**

- Do not include inviting lecturers to campus

### **4. Guidelines for Merit Evaluation Form**

The Merit Evaluation Form must be saved as a Word file, not PDF, so that the PAC can add a summary section. These accomplishments should be highlighted:

#### ***Teaching***

- Course evaluations (SPOT)
- Number of students in special problems classes
- Undergraduate advising load (Honors and McNair students)
- Thesis and dissertation advising load
- New preps and class projects
- Other responsibilities (include roles such as Director of Grad Studies, Co-Director of Ethnic Studies, Study Abroad, other accomplishments particular to an individual)
- External teaching grants
- Internal teaching grants

#### ***Scholarship***

- Books
- Edited volumes
- Peer-reviewed articles
- Editor-reviewed articles (not peer-reviewed)
- Book chapters
- Technical reports including client reports
- Multimedia products
- Community engagement activities that do not result in a product
- Keynote speaker
- External research grants
- Internal research grants
- Session chair/organizer

- Conference presentations
- “Public intellectual” accomplishments: presentations to national/state committees, articles in popular press, media appearances
- Other scholarship

### **Service**

- Department
- College/university
- Professional
- Undergraduate and graduate administrative service activities
- Unpublished manuscript review and grant proposal review
- Community

### **5. Scores and Scale**

The Department of Anthropology uses a 1-5 scale in evaluating a faculty member’s activities. Scores will be assigned in accordance to the measures for assessing merit outlined in this document.

Discretionary points for accomplishments in each of the categories of scholarship, teaching, and service will be assessed in relation to the workload percentage given to that category. For instance, eight peer-reviewed articles published by a faculty member whose scholarship is 20% would be twice as impressive as eight peer-reviewed articles published by a faculty member whose scholarship is 40%, all other factors being equal.

### **6. Appeals Process**

Faculty members who are considering appealing their scores may, if they wish, start with a verbal conversation with the PAC chair or Department Chair. If they decide to pursue an appeal, they must submit an appeal in writing to the PAC Chair.

The written appeal will be reviewed by both the PAC Chair and the Department Chair. The two of them will meet to reach a decision. The PAC Chair may also consult the rest of the PAC if s/he chooses. The decision will be communicated to the faculty member both in a face-to-face meeting and in writing.

A faculty’s signature on the Faculty Evaluation Letter means that they have seen the review, not necessarily that they agree with it.

The decision made by the PAC Chair and the Department Chair must maintain fairness among all faculty members’ scores in the department. Faculty members who have completed the department appeal process and who wish to appeal their scores at the or appealing at the college and university levels, should see UNT Policy 06.027.



## 7. System for Assigning Deadlines

<i>Date</i>	<i>Item Due</i>
X-7 weeks	Packets due from all faculty
X-7 weeks to X-5 weeks	Faculty are “on call” to edit packages as required
X-5 weeks	PAC members individually review packets of all faculty members and assign tentative scores
X-4 weeks	PAC meets and assigns merit scores
X-3 weeks	PAC Chair prepares 2-page summaries with scores and narrative evaluations, circulates to PAC for feedback, edits as necessary
X-2 weeks	2-page summaries with scores and narrative evaluations are shared with faculty members; faculty members can initiate appeals, if they wish
X (about March 1)	PAC chair uploads PAC recommendation to the Department Chair
(about April 1)	Department Chair uploads final evaluation to the Dean

## 8. Salary Increments

When the budget for salary increments becomes available to the department, the chair will weigh appropriate increments based on the ratings established by the procedures above, including the relative weights. First-year faculty members will normally receive the median salary increment. Final salary recommendations are made by the chair.

## B. Reappointment, Promotion and Tenure

Procedures for promotion and tenure represent a combination of the processes set forth in University 06.004 Faculty Reappointment, Tenure, and Promotion effective 6/2020, University policy 06.005 Non-Tenure Track Faculty Reappointment and Promotion effective 8/2020, college guidelines, instructions from the dean and provost, and [in this document](#). Faculty members are responsible for familiarizing themselves with the requirements and procedures at the department, college, and university levels.

In the Department of Anthropology, responsibility for recommending annual reappointment, promotion, and tenure of probationary faculty begins with the departmental Reappointment, Promotion and Tenure committee (RP&T).

## **Review Committee Composition**

The Department Chair will appoint a review committee for the purpose of reappointment, tenure, and promotion as established in University Policy 06.004. The committee must consist of no fewer than five (5) and no more than all eligible faculty members within the department. Only tenured faculty members may serve on the committee when evaluating probationary faculty. Only professors may serve on the committee when considering candidates for promotion to professor. Candidates for tenure and/or promotion have the right to request, in writing to the dean, that certain individuals be excluded as reviewers if they believe are not able to provide a fair and unbiased assessment, along with the reasons for the requested exclusion. The dean, in consultation with the review committee and chair, will make the final decision. The department may not have sufficient faculty to fulfill membership requirements for a review committee. If this occurs the committee chair, in consultation with the department chair, will identify tenured faculty from outside of the department to serve on the department's review committee. The external members will serve one-year terms that are renewable for up to two (2) more years, depending upon department's needs, and mutual agreement between the external review committee member and the department.

## **Reappointment of Tenure-Track Faculty**

The RP&T committee evaluates the progress of each second, third, fourth, and fifth year probationary faculty person toward promotion and tenure. As part of the evaluation, the committee makes a recommendation whether to reappoint the faculty person (all eligible faculty vote in years 4, 5 and 6). The evaluation is completed according to the timetable announced by the dean of the college at the beginning of each academic year. The RP&T committee will evaluate the faculty member's progress towards achieving excellence in scholarship, teaching, and service by the time they go up for tenure and promotion to associate professor (see Tenure and Promotion to Associate Professor). In preparing its evaluation, the RP&T committee is guided by the following: (1) the faculty member's scholarly, teaching, and service record, (2) their CV, and (3) the cumulative merit evaluations of the department's PAC. The department chair prepares a separate recommendation for reappointment, taking into consideration the recommendation of the RP&T Committee. Both recommendations are forwarded to the dean per the timetable at the beginning of the academic year. The faculty member must either sign the chair's letter concurring with the review or may write a letter of dissent. The fourth-year review is forwarded to the college PAC, dean, and provost for reappointment approval.

Annually, the department chair will meet with probationary faculty to discuss (1) the results of the evaluation completed by the RP&T and the chair, and (2) advise the faculty person on professional development areas needing additional effort. This joint counseling meeting is normally conducted in the spring after the RP&T committee has completed the annual RP&T evaluations.

### **Promotion to Senior Lecturer or Principal Lecturer**

If a lecturer is recommended by the department for promotion, the candidate must develop a dossier and supply all supporting materials requested by the committee.

The RP&T committee's recommendation is forwarded to the department chair, who will make an independent evaluation and recommendation to the college PAC and dean. Both the RP&T committee and chair's recommendations are forwarded to the dean and college PAC. Only teaching and service are evaluated for promotion.

**Teaching.** The candidate shall demonstrate a commitment to excellence in teaching during the probationary window, as reflected in student evaluations, evaluations of teaching materials by departmental peers, a commitment to advancing the professional development of students through mentoring and advising activities outside the classroom, and the cumulative merit evaluations of the department's PAC (score of 4 or above).

**Service.** The candidate shall demonstrate a commitment to excellence in service during the probationary window to the department, college, university, community and profession as reflected in the cumulative merit evaluations of the department's PAC (score of 4 or above).

Consistent with the University's mission, the candidate is expected to demonstrate a commitment to excellence across both areas of teaching and service.

### **Tenure and Promotion to Associate Professor**

If a tenure-track faculty person is under consideration by the department for promotion and tenure, the candidate must develop a dossier and supply all supporting materials requested by the RP&T committee. Normally, preparation for the tenure promotion begins the summer prior to the faculty member's final probationary year.

The RP&T committee's recommendation is forwarded to the department chair, who will make an independent evaluation and recommendation to the college PAC and dean.

Both the RP&T committee and chair's recommendations are forwarded to the dean and college PAC.

Consistent with the University's mission, the candidate is expected to demonstrate a commitment to excellence across all three areas of research/scholarship, teaching, and service. Primary emphasis shall be placed on research and scholarship excellence, which is most important for promotion and tenure. Excellence is evaluated through a holistic review of the following: (1) the faculty member's annual reappointment evaluations, (2) the faculty member's cumulative merit evaluations of the department's PAC, and (3) external letters from accomplished scholars in the field.

The criteria for tenure and promotion to Associate Professor are as follows:

**Research/Scholarship.** A high standard of research proficiency must be displayed by making **consistent**, sustained, and significant contributions to the scholarship of applied anthropology. This record should be sufficient in both quality and quantity to demonstrate excellence in research. Additionally, as a minimum threshold for consideration for a recommendation by the RP&T committee for promotion to associate professor with tenure, the department expects a combination of nine of the following: high quality refereed journal articles (at least one must be sole-authored), book chapters, or external research grants, or creative works during their probationary period. In the case of incoming faculty who are granted prior contributions toward tenure this requirement may be modified. As an applied anthropology department, we value the publication of works in anthropological venues as well as across disciplines. Quality of journals/presses will be assessed through consultation among the faculty member, RP&T chair, and department chair before a manuscript is published, through the assessment of the PAC during the annual merit review process, and/or by external reviewers. For multi-authored work, the PAC will assess the relative contribution of the candidate for promotion and tenure. Depending on the level of contribution, it is possible that the candidate may not receive credit for the full publication. Coauthored articles with students are considered sole-authored. A book or edited volume will account for multiple journal articles, depending on the relative contribution of the faculty member and the quality of the work. Successful interdisciplinary scholarly collaborations will be recognized favorably. Other scholarly activities, such as grant writing, scholarly conference organizing, non-review white papers, etc., may also count towards promotion and tenure if the quality or impact is judged meritorious by the RP&T committee. The RP&T will assess these contributions and evaluate their equivalence to a peer-review journal article or chapter. These activities may not count as a replacement for >2 of the 9 required journal articles or book chapters.

In addition to publications, candidates for promotion to associate professor must have other professionally relevant contributions, such as technical reports or professional conference participation. When selecting external reviewers, the RP&T committee and chair will follow the procedures and criteria for selecting reviewers described in the UNT Policy 06.004

**Teaching.** The candidate shall demonstrate a commitment to excellence in graduate and undergraduate teaching, as reflected in student evaluations and evaluations of teaching materials by departmental peers, and a commitment to advancing the professional development of students through mentoring and advising activities outside the classroom including preparation and presentation of master's applied theses.

**Service.** The candidate shall demonstrate a commitment to excellence in service to the department, college, university, community and profession as reflected in annual departmental evaluations.

### **Promotion to Full Professor**

Faculty members showing very strong and long-term research records, as well as commitments to teaching and service, will be recommended for promotion to Professor.

Consistent with the University's mission, the candidate is expected to demonstrate a commitment to excellence across all three areas of research/scholarship, teaching, and service. Primary emphasis shall be placed on research and scholarship excellence, which is most important for promotion. Excellence is evaluated through a holistic review of the following: (1) the faculty member's annual reappointment evaluations, (2) the faculty member's cumulative merit evaluations of the department's PAC, and (3) external letters from accomplished scholars in the field.

The following criteria must be met for Full Professor:

**Research/Scholarship.** A research/scholarship record similar to that required for tenure must be accumulated, in a comparable window, to the years prior to promotion to Associate Professor. Extenuating circumstances may be evaluated at the discretion of the RP&T. This record must demonstrate a substantial research program, reflected in the publication of articles in top-quality journals, special edited issues of journals, and/or books published with recognized presses. As an applied anthropology department, we value the publication of works in anthropological venues as well as across disciplines. Quality of journals/presses will be assessed through consultation among the faculty member, RP&T chair, and department chair before a manuscript is published, through

the assessment of the PAC during the annual merit review process, and/or by external reviewers. Candidates for promotion to professor are expected to have pursued external funding for their research agenda as associate professors. The acquisition of external grants over the review period is desirable. Other scholarly activities, such as grant writing, scholarly conference organizing, non-review white papers, etc., may also count towards promotion and tenure should their quality or impact be judged meritorious by the Department P&T committee. The Department P&T will assess these contributions and evaluate their equivalence to a peer-review journal article or chapter. These activities may not count as a replacement for >2 of the 9 required journal articles or book chapters. The overall record must be such that the candidate has become recognized nationally as an authority within his or her field.

**Teaching.** The candidate must have demonstrated a commitment to excellence in teaching over the review period and have created a record of quality instruction as evidenced by the merit reviews.

**Service.** The candidate must have demonstrated a commitment to excellence in service over the review period. The candidate must bear a share of service responsibility to the department and the university and be recognized among peers in the department and the profession for his or her leadership in shaping the intellectual development of the department or any of its programs, or the college, or university, or community, or the profession.

### **C. Post-Tenure Review**

All faculty members are evaluated annually by the department PAC in each of the three areas of performance for the three previous calendar years. Unsatisfactory performance occurs whenever a tenured or tenure-track faculty member receives an unweighted merit rating of less than 2.0 for teaching or research/scholarship or service.

For tenured faculty at any rank, a merit score of less than 2.0 in any of the three areas will initiate the post-tenure review process described in the UNT Policy Manual 06.052. Within a month after receiving an unsatisfactory merit rating, the Reappointment, Promotion, and Tenure committee and department chair will jointly prepare a Professional Development Plan for the faculty person as described in the UNT Policy Manual. The department chair and the RP&T chair will jointly meet with the faculty to discuss (1) the results of the evaluation completed by the RP&T and the chair, and (2) advise the faculty person on professional development areas needing additional effort.

## **Measures for Assessing Merit**

The Department of Anthropology uses a 1-5 scale in evaluating a faculty member's activities:

- 5 – exceptional
- 4 – excellent
- 3 – adequate
- 2 – less than adequate
- 1 – unsatisfactory

Scores may be assigned up to .4 incremental points using the discretionary list of items found at the end of each section of Scholarship, Teaching and Service.

The P&T committee will use a three year window for its evaluation.

## **Scholarship and Creative Activities**

As a department, we want to ensure full recognition for the applied activities that are a focus of our department as well as of non-applied research activities. We recognize that applied activities cannot always be judged by the traditional norm of peer-review, where “peers” are limited to other university-based anthropologists.

The value of applied scholarly activities that might not be fully recognized according to traditional academic norms can be documented in several ways. First, you can write a paragraph immediately follow the listing of that item. The paragraph should address issues such as:

- Scale of project
- Hours spent
- What was impact
- How is this scholarship
- How related to your area of scholarship

Secondly, we expand the concept of “peer review” to include stakeholders and clients, and encourage letters from such persons discussing the relevance, importance and impact of the project.

Other forms of evidence are also welcomed, such as documents that demonstrate impact on practice or policy change, or use of faculty member's research by others, such as by advocates in their attempt to influence policy.

### **Scholarship Score of 5**

At least one of the following:

- An authored book or edited volume, or other major creative work (e.g. documentary film)
- External research grants equivalent to \$50K or more
- 6 peer-reviewed journal articles/book chapters/equivalent applied scholarly products

### **Scholarship Score of 4.5**

At least one of the following:

- External research grants equivalent to \$40-49K
- 5 peer-reviewed journal articles/book chapters/equivalent applied scholarly products
- Editorship of a premier journal

### **Scholarship Score of 4**

At least one of the following:

- External research grants equivalent to \$30-39K
- 4 peer-reviewed journal articles/book chapters/technical reports/equivalent applied scholarly products
- Editorship of a journal

### **Scholarship Score of 3.5**

At least one of the following:

- External research grants equivalent to \$10 - 29K
- 3 peer-reviewed journal articles/book chapters/equivalent applied scholarly products and 1 non-peer-reviewed journal article/book chapter/technical report/equivalent applied scholarly product

### **Scholarship Score of 3**

At least one of the following:

- External or internal research grants up to 9K
- 3 peer-reviewed journal articles/book chapters/technical reports/equivalent applied products

### **Scholarship Score of 2.5**

At least one of the following:

- 2 peer-reviewed journal articles/book chapters/technical reports/equivalent applied scholarly products



## **Scholarship Score of 2**

At least one of the following:

- 1 peer-reviewed journal article/book chapter/technical report/equivalent applied scholarly product

## **Scholarship Score of 1**

- No peer-reviewed journal articles/book chapters/technical reports/equivalent applied scholarly products

The P&T Committee, at its discretion, can add up to .4 points from the following:

- Keynote speaker or plenary address at national/international academic conference
- Program organizer of major professional conference
- Publication in a non-refereed journal, book, or technical report
- Organized a panel or session at national /international conference
- Presented papers at state/regional/national/international academic/professional meetings
- Served on review team to evaluate grant proposals for research
- Served as manuscript reviewer for journals
- Prepared and submitted a grant proposal that was not funded
- Planned a local / regional conference
- Served on editorial board of journal or book series
- Disseminated disciplinary knowledge to the community to address social and/or behavioral problems

## **Teaching**

Flexibility needs to be a consideration for faculty who have not yet taught 12 courses, have course releases, developmental leave, or other circumstance where course load has been modified.

## **Teaching Score of 5**

At least two of the following:

- SPOT student evaluation: 3-year average of 4.6 - 5.0
- Exemplary peer observation evaluation report for classroom based teaching
- Exemplary peer observation evaluation for online courses including course designer and instructor

- Guiding 8 or more independent student work including: special problems, honors, McNair, undergraduate research
- Chairs 18 or more anthropology graduate student committees
- Oversees 6 or more courses with class projects
- Receipt of instructional development grant totaling \$25,000 or more
- Formal recognition of teaching excellence by national or regional college/university or other professional groups or internal formal recognition of teaching by the University

### **Teaching Score of 4.5**

At least two of the following

- SPOT student evaluation: 3-year average of 4.3 – 4.59
- Excellent peer observation evaluation report for classroom based teaching
- Excellent peer observation evaluation for online courses including course designer and instructor
- Guiding 6 independent student work including: special problems, honors, McNair, undergraduate research
- Chairs 15-17 anthropology graduate student committees
- Oversees 5 courses with class projects
- Receipt of instructional development grant totaling \$15,000 - \$24,000

### **Teaching Score of 4**

At least two of the following

- SPOT student evaluation: 3-year average of 4 – 4.29
- Very Good peer observation evaluation report for classroom based teaching
- Very good peer observation evaluation for online courses including course designer and instructor
- Guiding 5 independent student work including: special problems, honors, McNair, undergraduate research
- Chairs 12-14 anthropology graduate student committees
- Oversees 4 courses with class projects
- Receipt of instructional development grant totaling \$6,000 - \$14,000

### **Teaching Score of 3.5**

At least two of the following:

- SPOT student evaluation: 3-year average of 3.5 – 3.9
- Good peer observation evaluation report for classroom based teaching
- Good peer observation evaluation for online courses including course designer and instructor

- Guiding 4 independent student work including: special problems, honors, McNair, undergraduate research
- Chairs 10-11 anthropology graduate student committees
- Oversees 3 courses with class projects
- Receipt of instructional development grant up to \$5,000

### **Teaching Score of 3**

At least two of the following:

- SPOT student evaluation: 3-year average of 3 – 3.49
- Adequate peer observation evaluation report for classroom based teaching
- Adequate peer observation evaluation ratings for online course evaluations
- Guiding 3 independent student work including: special problems, honors, McNair, undergraduate research
- Chairs 9 anthropology graduate student committees
- Oversees 2 courses with class projects
- Receipt of instructional development grant

### **Teaching Score of 2.5**

At least two of the following:

- SPOT student evaluation: 3-year average of 2.4 – 2.99
- Marginal peer observation evaluation report for classroom based teaching
- Marginal peer observation evaluation ratings for online course evaluations
- Guiding 1-2 independent student work including: special problems, honors, McNair, undergraduate research
- Chairs 8 anthropology graduate student committees
- Oversees 1 course with class project

### **Teaching Score of 2**

At least two of the following:

- SPOT student evaluation: 3-year average of 2.0 – 2.49
  - Inadequate peer observation evaluation report for classroom based teaching
  - Inadequate peer observation evaluation ratings for online course evaluations
- Chairs 7 or fewer anthropology graduate students over a 3 year period

### **Teaching Score of 1**

At least two of the following:

- SPOT student evaluation: 3-year average of 1 – 2.49
- Poor peer observation evaluation report for classroom based teaching
- Poor peer observation evaluation ratings for online course evaluations

The committee, at its discretion, can add up to .4 points from the following:

- Development of instructional techniques and methods, online education, team teaching, interdisciplinary, and/or international courses
- Guiding independent student work including: special problems, honors, McNair, undergraduate research
- Oversees a course with class project
- Member of thesis/dissertation committees outside of the department
- Develops relationships with the community, professionals, businesses, and/or professional groups that contribute to student learning
- Interdisciplinary instructional collaborations across departments in seminars, instructional boards, workshops, presentations, and/or colloquia
- Development of courses/curricula for off-campus programs or foreign visitors (e.g., study abroad, metroplex, etc.)
- Guest teaching or invited panelist
- Funding and/or including undergraduate or graduate students in faculty research
- Nomination for faculty teaching award

### **University, Professional, and Public Service**

*Considerations for Service to*

- Department
- College/university
- Professional
- Community

### **Service Score of 5:**

At least one of the following:

- Formal recognition of extraordinary service by national/international organization or university
- Serves as president of a national/international organization
- Serves as president of UNT Faculty Senate
- External, non-research fundraising of \$10,000 or more
- Serves as department chair with positive evaluation from faculty and dean, for at least 2 consecutive semesters within the Merit evaluation period, including summer.

### **Service Score of 4.5**

At least one of the following:

- Formal recognition of outstanding service by university or professional group
- Serves as president of a regional organization
- Serves as officer of a national/international professional organization with membership of 8,000 or above
- Serves as chair of committee for the university, in addition to a typical department service workload, over 3 years
- Serves as a member of >6 department or university/ college committee assignments over the 3 year period

### **Service Score of 4**

At least one of the following:

- Serves as chair on department committee or task force
- Serve as director of a center or institute involved in external fundraising
- Serve as editor of newsletter for a professional organization
- Serves as officer of a regional organization
- Serve as board member or adviser of a community organization
- Serves on a combination of 5-6 of the following: department committee/task force, adviser for student organization, university/college committee, professional committee
- Serves on the Faculty Senate

### **Service Score of 3.5**

- Serves on a combination of 4 of the following, over the 3 year period: department committee/task force, adviser for student organization, university/college committee

### **Service Score of 3**

- Serves on a combination of 3 of the following, over the 3 year period: department committee/task force, adviser for student organization, university/college committee

### **Service Score of 2**

- Serves on a combination 1-2 of the following: department committee/task force, adviser for student organization, university/college committee

Expected of all faculty

- Regular attendance at and active participation in departmental faculty meetings and committees
- Membership in a professional organization

The committee, at its discretion, will evaluate the following activities for additional points:

- Chairs a new degree program such as a new BS in anthropology or PhD program.
- Presents at program or workshop that promotes anthropology to the public, such as OLLI
- Coordinates a cooperative agreement with community college/public agency/business & industry
- Serves on a community board/committee
- Extraordinary service to the community, department, university, or profession, including commissions, advisory boards, or expert testimony, that utilizes the expertise of the discipline and brings recognition to UNT Anthropology.