Zimbra

ih-dunlap@wiu.edu

Fwd: PAA Document for University Libraries

From : Krista A Bowers Sharpe <KA-Bowers-Sharpe@wiu.edu> Mon, Aug 13, 2012 11:02 AM

Subject : Fwd: PAA Document for University Libraries 🔗1 attachment

To : Mahrya Carncross <m-carncross@wiu.edu>, Tammy J
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Phyllis Self <p-self@wiu.edu>

Jeff found this email from September 20, 2010, in which Ken Hawkinson approves our combined
form. I have added the approval date to the bottom of the form and attach it here.

Hunt, would you please post it on the faculty page (and remove the other forms)? Thanks!

Krista

----- Forwarded Message -----
From: Kenneth S Hawkinson <KS-Hawkinson@wiu.edu>
To: Jeff Hancks <jl-hancks@wiu.edu>
Cc: Phyllis Self <P-Self@wiu.edu>
Sent: Mon, 20 Sep 2010 10:49:01 -0500 (CDT)
Subject: Re: PAA Document for University Libraries

Interesting -- you are the first unit to combine the two units into one document. This looks
fine. Thanks. Ken
----- Original Message -----
From: "Jeff Hancks" <jl-hancks@wiu.edu>
To: "Kenneth S Hawkinson" <ks-hawkinson@wiu.edu>

Sent: Monday, September 20, 2010 10:41:11 AM
Subject: PAA Document for University Libraries

Ken,

I am forwarding to you a proposed updated PAA document for University Libraries as
requested by Phyllis. A Unit B faculty member pointed to contract language stating that there
should be the same PAA document for Unit A and Unit B in a department. Therefore we
integrated/ combined our Unit A and Unit B language into a single document. Please send
your thoughts to Phyllis.

Best,

Jeff

Jeffrey Hancks
Archives and Special Collections
Western Illinois University Libraries

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Jeffrey Hancks, Ed.D.
Associate Professor
Archives and Special Collections
Western Illinois University Libraries

Combined PAA Document.doc
78 KB

University Libraries
Professional Achievement Award
Department PAA Activities Document

Unit A _____   Unit B_____ (Check one)

Option 1: Lower point total, but with minima		Option 2: Higher total
Unit A: 35 points total	**Unit B**: 30 points total	**Unit A:** 55 pts total
8 pts in Teaching/Primary	8 pts in Teaching/ Primary	**Unit B:** 50 pts total
8 pts in Scholarly/Professional	4 pts in Scholarly/ Professional	distributed anywhere on the form**;**
8 pts in Service	6 pts in Service	no minima for categories

Name_____   Year_____

Teaching/Primary Duties (Option 1 minima: **8** points for Unit A or B)
Faculty must have received a rating (on the most recent retention, promotion, tenure, or four-year appraisal evaluation)
that meets tenure requirements in Teaching/Primary Duties in order to be eligible to apply for a PAA.

Assigned Duties (duties for which one receives ACEs)

- 1 pt. earned for each ACE over 18 (Unit A) or 21 (Unit B) in an academic year   _____

Note: Teaching assignments over 18 (Unit A) or 21 (Unit B) ACEs and any non-teaching or other Primary Duties for which one receives ACEs will fall under this area.

Unassigned Duties (duties for which one doesn't receive ACEs)

- Graduate Project advised and completed – 2 points   _____
- Graduate Thesis advised and completed – 3 points   _____
- Departmental Independent Study/Readings - 1point per 6 sh completed   _____
- Development of an online course (in addition to ACEs) – 3 points   _____
- Development of an approved/fully delivered course (not online) – 1-3 points   _____
- Development of an approved/completed major library project – 1 point   _____
- Undergraduate research supervision of projects presented and completed (URD) – 1 point   _____
- Honor's thesis advised and completed – 1 point   _____
- Student research advised and presented off campus – 1 point   _____
- Serving on a graduate thesis or project committee- 0.5 points   _____
- Serving on a doctoral dissertation committee – 1 point   _____
- First week's substitution for an absent colleague in a course -- .5 points   _____
- Professional Development: .5 points per 5 workshops (Maximum of .5/yr)   _____
- In-class Honors: .5 points for 2 completed projects   _____
- FYE faculty who work with peer mentors receive 0.5 points for every 2 peer mentors supervised   _____
- Major innovation in use of technology – 1 point   _____
- Renewing or upgrading a lab – 0.5 points   _____
- Enhanced teaching performance (4.0 average on student evaluations) – 1 point   _____
- An equivalent teaching/primary duties activity   _____

Primary Duties Total …………………………………………………………………………………………   _____

Note: If activities overlap, the faculty member shall receive points in only one area.

Scholarly/Professional Activities (Option 1 minima: **8** points for Unit A; **4** points for Unit B)

Category A: Higher-level contributions (2.5 to 3.0 pts. each)

- Publication of a book by a university press or national publisher – 3 points   _____

- Publication of a peer-reviewed journal article in a national/equivalent venue – 3 points _____
- Principal Investigator of a competitive Sponsored Projects-approved externally-funded grant greater than/equal to $15,000 – 3 points _____
- Principal Investigator of an externally-funded competitive grant of less than $15,000 that has significant impact – 2.5 points _____
- Paper or substantial presentation at a state, national, or international conference, institute or workshop – 2.5 points _____
- Creator of a professional national or international level workshop – 2.5 points _____
- An equivalent scholarly/professional activity _____

Category B: Moderate-level contributions (1.5 to 2.0 pts. each)

- Visiting professor, lecturer, or scholar (in one's areas of expertise) at another college, university, or professional institute – 2 points _____
- Presentation at a state, national or international conference, institute, or workshop, e.g., a poster session, discussion group, roundtable, or moderator – 2 points _____
- Publication of a chapter(s) in a book – 2 points _____
- Indexer or abstractor for an entire volume of a professional publication - 2 points _____
- Translation of a scholarly/creative book published by a non-vanity press – 2 points _____
- Editor of a scholarly book – 2 points _____
- Editor of a regional/national, peer-reviewed journal for an entire year – 2 points _____
- Developer of or responsible for the intellectual content of a professional website (not part of one's primary duties), moderator of an electronic discussion group, or producer of a multimedia work – 2 points _____
- Publication of a peer reviewed journal article in a regional venue (does not include conference proceedings) – 2 points _____
- Invited performance or peer-reviewed show wherein performance or artistic work is accepted – 2 points _____
- Major approved computer application (not part of one's primary duties) – 2 points _____
- Contributor to an externally-funded competitive grant greater than/equal to $15,000 – 2 points _____
- Contributor to an externally-funded competitive grant less than $15,000 – 1.5 points _____
- Article in a nationally-recognized magazine or journal – 1.5 points _____
- Translation of a scholarly journal article (not proceedings) – 1.5 points _____
- Professional contribution to other publications, e.g. encyclopedia, national newspaper, partial book chapter, regular column contributor – 1.5 points _____
- Creator of a professional state or regional level workshop – 1.5 points _____
- Publication of a monograph by a reputable publisher or professional organization – 1.5 points _____
- An equivalent scholarly/professional activity _____

Category C: Lower- level contributions (.5 to 1.0 pt. each)

- Member of editorial board/advisory committee for a book or journal – 1 point _____
- Editor of a single issue of a regional/national, peer-reviewed journal – 1 point _____
- Awarded internal university-level competitive grant – 1 point _____
- Substantial approved in-house publication (not part of one's primary duties) – 1 point _____
- Substantial approved internal research related to library operations (not part of one's primary duties) – 1 point _____
- Paper or presentation at a west central Illinois professional organization – 1 point _____
- Publication in a peer-reviewed state level journal – 1 point _____
- Summer stipend awarded – 1 point _____
- Submission of an unfunded Sponsored Projects-approved external grant – .5 point _____
- Translation of an article, film or software review and summary – 1 point _____
- Publication of a book review (book, film or software review) – 0.5 point _____
- Successfully-completed for-credit course work related to professional development beyond the terminal degree requirement with prior approval – 0.5/course _____
- Publication of an abstract – 0.5 point _____
- An equivalent scholarly/professional activity _____

Scholarly/Professional Activities Total ……………………………………………………………….…………………. _____

Note: Scholarly/Professional Activity that is performed with others, such as a co-written publication, may be awarded pro-rated points. The faculty member shall propose the appropriate number of points and justify it to the DPC chair, department chair, and dean who will make the final determination.

Service Activities (Option 1 minima: **8** points for Unit A; **6** points for Unit B)

Category A: (2.5 to 3.0 pts. each)

- Chair of a major University Council/Committee that meets one-to-two times per month
  (examples: Graduate Council, CGE, etc.) – 3 points   _____
- Vice-Chair or Secretary of Faculty Senate or Vice-Chair of CAGAS – 2.5 points   _____
- Significant leadership position in one's professional organization – 3 points   _____
- Equivalent service activity   _____

Category B: (1.5 to 2.0 pts. each)

- Member of Faculty Senate – 2 points   _____
- Member of a major University Council that meets at least one-to-two times a month
  (Graduate Council, CAGAS, CCPI, UPC , or CGE) – 2 points   _____
- Chair, Department Personnel Committee – 2 points   _____
- Officer/Board member for a community organization related to one's professional area(s)
  or the field of education in general – 2 points   _____
- Chair**,** active department/college/university committee (meets at least one-to-two times a month) – 2 points _____
- Chair of a search committee – 2 points   _____
- Chair of a university committee that meets less regularly than one-to-two times a month – 1.5 points   _____
- Committee member of a state, national or international professional organization that significantly
  impacts the profession – 2 points   _____
- Equivalent service activity   _____

Category C: (.5 to 1.0 pt. each)

- Member, UPI Negotiating Team or UPI Executive Committee (if not already
  receiving ACEs) – 1 point   _____
- Member, Search Committee for University President, Provost/Academic Vice President,
  or Dean – 1 point   _____
- Member of Faculty Senate ad-hoc committee (or University Committee) that meets at least once a month
  for full year (examples: Distance Learning ad-hoc committee, Foreign Language/Global Issues
  Committee, GERC, Online Course Information Implementation Committee, etc.) – 1 point   _____
- Member of other standing Faculty Senate Committee/Council (or University Committee) that meets
  less regularly than one-or-two times a month (examples: WID, CIA, CCPU CIE, COC,
  Committee on President and Provost Performance, etc.) – 0.5 point   _____
- Substantial community presentation or workshop related to one's professional area(s) or the field
  of education in general – 1 point   _____
- Special project requested by the library or university administration – 1 point   _____
- Office holder or chairperson for a west central Illinois professional organization – 1 point   _____
- Chair, standing/active, time-intensive department/college committee that meets regularly – 1 point   _____
- Member, standing/active, time-intensive department/college committee that meets regularly,
  including search committee – .5 to 1 point   _____
- Chair, College Personnel Committee – 1 point   _____
- Officially assigned and actively engaged as faculty mentor – 1 point   _____
- Recruiting that requires effort throughout the entire year (if not receiving ACEs) – 1 point   _____
- Special project for non-library units (approved) – 1 point   _____
- Faculty development presentation or other in-service presentation or workshop – 0.5 point   _____

- Committee member of an in-state professional organization – 0.5 point   _____
- Professionally related community service – 0.5 point   _____
- Advisor, student organization – 0.5 point   _____
- Non-juried presentation or workshop – 0.5 point   _____
- Classroom observation of peer teaching – 0.5/5 sessions   _____
- Equivalent service activity   _____

Service Activities Total…………………………………………………………………………………   _____

Note:

- All points listed are "per year" and should be pro-rated for semester activity
- Every department, college, and university committee cannot be listed and so "equivalent service activity" allows the faculty member to request points for such service. It is expected that chairs of committees receive credit however members should only receive points if the service was time intensive (ex. service on a grade appeal committee that doesn't meet or meets once or twice a year should not result in the awarding of points).
- With the exception of the CPC chair, Curriculum College Committee chair, and Grade Appeals College Committee Chair, service activities that overlap shall receive points in only one area.

<u>**Bonus Points**</u>

Points earned for activities listed in the Bonus Points category may be applied to meet the minimum number of points required in the appropriate area(s) of responsibility (teaching/primary duties, scholarly/professional activities, or service activities). So, bonus points for activities performed in the appropriate area (as determined by the faculty member, department chair, and DPC chair) may be used to meet or exceed the 8-point requirement <u>in the appropriate area(s) of responsibility listed above</u>. An employee may request points for activities to be applied to any of the three areas if justified and approved by the department chair and DPC chair. These points may be awarded for an activity not listed under teaching/primary duties, scholarly/professional activities, or service activities or they may be additional points given for extraordinary performance. Under Bonus Points a faculty member who receives ACEs may also receive points based on the level of responsibility or for a major contribution.

Bonus points can be earned for exceptional performance in the following areas:

- Additional points for publication of major book or exceptional artistic recognition – 1-5 points   _____
- Additional points for being the recipient of a major grant – 1-3 points   _____
- Distinguished Faculty Lecturer - 8 points   _____
- University or College Excellence Award - 4 points   _____
- Additional points for service wherein one receives ACEs (Chair, Faculty Senate; Chair, CAGAS; Chapter President, UPI; Chair, CCPI; Director, CITR; Associate Director, Honors) – 2 points/year   _____
- Recipient of national/international scholarly/professional/creative activities award – .5-3 points   _____
- Other activity of comparable value – 1-3 points   _____

Bonus Points Total……………………………………………………………………....…………………   _____

<u>**Overload Points**</u>

Unit A Faculty may choose to count ACEs over 22 as "points" rather than overload; **Unit B** Faculty overload threshold is 24

- _____   _____
- _____   _____
- _____   _____
- _____   _____

Overload Points Total……………………………………………………………………………………   _____

Total Points for year………………………………………………………………………………… ⎯⎯

Total Points to date:

	Accumulated in Past Years	This Year	New Totals
Teaching/Primary Duties			
Scholarly/Professional Activities			
Service Activities			
Bonus Points			
Overload Points			

Grand Total………………………………………………………………………………….. ⎯⎯

DPC Chair (Unit A only)_____   **Dept. Chair/Dean**_____

Approved via email by Ken Hawkinson, September 20, 2010