

Name: _____ Academic Rank/Title: _____

Calendar year: _____

Health and Human Performance non-tenure track (NTT) APR rubric

INSTRUCTIONS

Faculty complete each section relevant to their workload.

STEP 1: Begin with MEETS EXPECTATIONS level—fill out completely.

STEP 2: If you have additional activities, add to ABOVE EXPECTATIONS.

STEP 3: If you still have additional activities, add to FAR EXCEEDS EXPECTATIONS.

In each step add brief explanations as indicated.

Any activities that do not fit within the classifications that you want the committee to consider should be added in the comment box(es).

NOTES

The scale for the NTT APR rubric is as follows:

- Far exceeds expectations = 4
- Above expectations = 3
- Meets expectations = 2
- Below expectations = 1

Meets expectations (2) = meets expectations for promotion and/or continued employment.

In the case of leaves of absence, teaching/service will be based on the assigned workload which does not include the time for the leave.

If a NTT faculty member's research effort is zero percent effort and the faculty does, for any reason, secure grants/research funding please include in teaching section.

Annual evaluations are due February 15th of each year.

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RESEARCH

Percent effort:

(4) FAR EXCEEDS EXPECTATIONS: At least 1 from the list below

_____ Large external grant scored/funded (over \$50K)

_____ 3 publications (to a professional organization or an academic journal)

_____ Scholarly book

_____ Other (must include supportive comments)

Comments

(3) ABOVE EXPECTATIONS: At least 1 from the list below

_____ Submit or re-submit large external grant

_____ Large internal grant submission (over \$10K, e.g., GEAR/CITE)

_____ Small external grant submission (up to \$50K)

_____ 2 publications (to a professional organization or an academic journal)

_____ PI/co-PI on on-going grant (large internal, any external)

_____ Other (must include supportive comments)

Comments

(2) MEETS EXPECTATIONS: At least 1 from the list below

_____ 1 publication (to a professional organization or an academic journal)

_____ 1 national, regional, or internal research presentation

_____ Small internal grant submission (up to \$10K)

_____ Co-PI on federal grant (submission or ongoing)

_____ Co-PI on large internal/small external grant (submission or ongoing)

_____ Other (must include supportive comments)

Comments

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(1) BELOW EXPECTATIONS

_____ Meets none of the above

N/A

Research section score (circle):

- Far exceeds expectations = 4
- Above expectations = 3
- Meets expectations = 2
- Below expectations = 1

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SERVICE

Percent effort:

Please describe the workload of each committee (total hours per week or per semester) along with a brief description of the work of the committee in the comments.

(4) FAR EXCEEDS EXPECTATIONS: At least 1 from the list below

_____ 3 college/university committees or leadership for 2

_____ 3 professional and/or community committees or leadership for 2

_____ 3 combination of college/university/professional and/or community committees or leadership for 2

_____ Received service excellence award from university, association, or community group

_____ Received career achievement award from local or regional professional association

_____ Named Fellow (or equivalent) of professional association/society

_____ Other (must include supportive comments)

Comments

(3) ABOVE EXPECTATIONS: At least 1 from the list below

_____ Implemented substantial change/improvement to departmental processes or committee productivity (provide explanation)

_____ 2 college/university committees or leadership for 1

_____ 2 professional and/or community committees or leadership for 1

_____ 2 combination of college/university/professional and/or community committees or leadership for 1

_____ Maintained cyclic accreditation/program standards (e.g., site visit, self-study development, program review)

_____ Delivered lectures or workshops to local or regional community (e.g., non-academic groups or audiences (two plus days of presenting)

_____ Additional service activities/responsibility beyond your assigned workload (provide details in the comment box below including hours and related activities)

_____ Other (must include supportive comments)

Comments

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(2) MEETS EXPECTATIONS: **Item A or B + 1 additional item OR Item A & B**

_____ A. Elected/appointed department committee assignment

_____ B. 1 college/university committee assignment

_____ C. 1 professional and/or community committee assignment

_____ D. 1 student or professional activity outside of assignment workload (e.g., student club, info sessions, participation in student-led activities, program marketing)

_____ F. Maintained yearly accreditation and/or program standards if applicable

_____ E. Delivered lectures, workshops to local or regional community (e.g., non-academic) groups or audiences (one day of presenting), participated in interviews with the public

_____ G. Other (must include supportive comments)

Comments

Service section score (circle):

- Far exceeds expectations = 4
- Above expectations = 3
- Meets expectations = 2
- Below expectations = 1

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TEACHING

Percent effort:

Value: 3 points each

- _____ Student evaluations within 1 standard deviation
- _____ Honor students (3 students)
- _____ Mentored 6+ students (e.g., research, career path)
- _____ Teaching award (internal or external)
- _____ Grant (internal or external)
- _____ Developed textbook/course material
- _____ New course development
- _____ Other (must include supportive comments)

Comments:

Value: 2 points each

- _____ Mentored 4 - 5 students (e.g., research, career path)
- _____ Honor students (2 students)
- _____ Contributed to a textbook/course material development
- _____ Completed a course overhaul/major course adjustment (describe in comment box)
- _____ Coursework beyond normal duties such as writing intensive course, high external class workload, or course overload (describe in comment box)
- _____ Participated in community engagement teaching/service learning
- _____ Participated in 3 – 5 guest lectures/invitations to speak in classes outside of your assigned teaching load (teaching in a higher education institution)
- _____ Other (must include supportive comments)

Comments:

Value: 1 point each

- _____ Significant number of positive, qualitative student comments from course evaluations
- _____ Mentored 1 - 3 students (e.g., research, career path)
- _____ Honor student (1 student)

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____ Participated in 1 – 2 guest lectures/invitations to speak in classes outside of your assigned teaching load (teaching in a higher education institution)

____ Attended continuing education focused on DEI, teaching techniques, improving online learning, simulation, etc.

____ Other (must include supportive comments)

Comments:

Total Teaching Points = _____

- Far exceeds expectations = 11+ points
- Above expectations = 7 – 10 points
- Meets expectations = 3 – 6 points
- Below expectations = 2 or less points

Teaching section score (circle):

- Far exceeds expectations = 4
- Above expectations = 3
- Meets expectations = 2
- Below expectations = 1

SUMMARY of NTT APR Score:

Research section score: _____ X weight _____ = _____

Service section score: _____ X weight _____ = _____

Teaching section score: _____ X weight _____ = _____

TOTAL = _____

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Snapshot of course evaluations

Term	Course	# of students enrolled in the course	Overall teaching effectiveness of instructor	Dept	SD	Overall quality of the course	Dept	SD
Spring 20XX								
Summer 20XX								
Fall 20XX								

Add rows as needed.

ATTACH CV after the document.