Professional Achievement Awards

Instructions for Unit A & Unit B Faculty

Timetable

All Unit A & B faculty members shall submit their PAA Activities Document to their department chairs and DPC Chairs (DPC Chairs evaluate Unit A Faculty) by September 15, 2017.

Department Chairs and/or DPC Chairs (DPC Chairs evaluate Unit A Faculty) are to complete their examination of documents and forward them to the Dean’s Office by October 17, 2017.

Deans are to complete their examination of documents by January 12, 2018. All applicants who have earned the award should have their document sent to the provost office at this time. Copies of all documents, including noted changes, shall be sent by the dean’s office to applicants and departments.

Faculty members developing an appeal letter to the Provost have the option of directly asking any examiner for an explanation of the basis for his/her alteration of the PAA form. Faculty may choose to put appeal in writing to the examiner by January 26, 2018.

Examiner(s) provide written response to Faculty member’s written request for an explanation of alterations to the PAA document by February 2, 2018.

Written appeals to the Provost of activities not accepted by examiners are to be submitted by February 9, 2018. The Provost shall respond to the appeals by February 26, 2018.

The University President shall send notification letters to those who have earned a PAA by March 12, 2018.

Evaluation Period/Years Eligible

The evaluation period for PAAs will be the academic year (first day of fall semester through the day proceeding the first day of the following fall semester). So, the evaluation period for the current PAA year is August 18, 2016 through August 16, 2017.

Procedures for Examining and Approving PAA Activities Documents

Department Chairs shall distribute the department’s PAA Activities Document to faculty. Those faculty members who wish to participate shall fill out the form and turn it in by the date stipulated in the timetable with the appropriate minimal documentation. Those faculty members who choose not to participate in the PAA program must still turn in their activities for the year for their Annual Report, per Article 20.15.
After applicants turn in their PAA documents, the Chair, DPC Chair, and Dean (according to the timetable) examine the document (and minimal documentation) and make separate determinations as to whether the faculty member’s participation met reasonable expectations for any individual performing the task. Each examiner will also determine if bonus points are applied appropriately. If faculty members submitted activities under the “equivalency” area, examiners need to make sure that the applicant states clearly on the form what the activity is and provides justification/documentation, to be awarded the point(s).

Examiners may request from the applicant further materials, explanation, or documentation of an activity listed, if necessary.

If there is disagreement between the DPC Chair and Department Chair, the PAA form will go to the Dean and the CPC Chair for resolution.

If all examiners agreed on the activities submitted and point values, or if the faculty member is in agreement with all examiners’ alterations on his/her form, then the document is complete and no further action is necessary. The number of points in each area, and overall, should be transferred to the PAA document submitted next year. Evaluators are to sign the form.

**To earn a PAA, Unit A faculty member need to fulfill one of the following:**

1. Meet or exceed 55 points, regardless of the number of points in each category.
2. Meet or exceed 35 total points with a minimum of 8 points in the Teaching/Primary Duties area; 8 points in the Scholarly/Professional Activities area; and 8 points in the Service Activities area.

**To earn a PAA, Unit B faculty members need to fulfill one of the following:**

1. Meet or exceed 50 total points (obtainable from all three areas of activity with no minimum number of points in any of the three areas).
2. Meet or exceed 30 or more total points having met 8 or more points in the Teaching/Primary Duties area; 4 or more points in the Scholarly/Professional Activities area; and 6 or more points in the Service Activities area.

Unit A and B Faculty who earn a Professional Achievement Award will receive a salary increase that will begin with their 2018-2019 academic year contract. The Dean’s Office shall forward the document to the Provost’s office. **Copies of the final documents should be sent to the applicant and department.**

**Appeal Process**

By mutual consent of administrative and UPI representatives, any faculty member who disagrees with examiners’ alteration(s) on his/her PAA form will be allowed to submit an appeal to the Provost, who
will make the final determination in those disputed cases. If a faculty member wishes to submit such an appeal, the faculty member should:

1. Send a written letter to the Provost, specifying the item(s) in dispute and the faculty member’s justification, by February 9, 2018.

2. In developing the appeal letter, the faculty member has the option of directly asking any examiner for an explanation of the basis for his/her alteration of the PAA form.

3. If a faculty member wishes a written response from an evaluator, the faculty member should send a written request to the examiner by January 26, 2018. Examiners receiving written requests are expected to respond to the faculty member with an explanation by February 2, 2018.

**Meeting the Professional Achievement Award Teaching Requirement (per Memorandum of Understanding)**

While the PAA does not affect the RPT process, the individual faculty member must have received a determination through the evaluation process (on her or his most recent promotion or tenure evaluation) that the faculty member meets tenure requirements in the Teaching/Primary Duties area in order for that employee to be eligible to apply for a PAA.

For those faculty members applying for a PAA before tenure, they must submit documentation that demonstrates a performance level commensurate with that of tenure in the Teaching/Primary Duties area. For faculty members applying for a PAA before tenure, the contents of the most recent retention portfolio will serve as documentation. Faculty members may provide additional documentation at the time they submit their final PAA document (after attaining 35 points), if they choose.

For tenured faculty members applying for a PAA four years or more after promotion, it is assumed that the faculty member has met tenure requirements for Teaching/Primary Duties for the purpose of the PAA, unless a faculty member has been assigned or is in the process of completing a Professional Improvement Plan to address identified weaknesses in Teaching/Primary Duties, as established under procedures in Article 20.12.d. or 20.12.e. Once the faculty member has successfully completed a Professional Improvement Plan, per procedures in 20.12.d., then she or he is eligible to be awarded a PAA.

This determination about a faculty member’s Teaching/Primary Duties performance level, relative to tenure requirements is necessary only in a year when the faculty member believes that she/he has met or exceeded the point thresholds to earn the PAA.