

**Department of Economics & Decision Sciences
Professional Achievement Award
Department PAA Activities Document
2010-2015 WIU-UPI Agreement**

There are two options for receiving a PAA:

- (1) A total of 35 points with a minimum of 8 points in Teaching/Primary Duties, 8 points in Scholarly/Professional Activities, and 8 points in Service.
- (2) A total of 55 points with no minima.

Name _____

Year _____

Department _____

Teaching/Primary Duties (minimum of 8 points required for PAA, if seeking the 35-point option)

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 in an academic year _____

Note: Teaching assignments over 18 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)

- Departmental Independent Study/Readings – 0.5 point per 3 sh hours completed _____
- 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 _____
- For serving on a graduate thesis or project - .5 point _____
- Graduate Thesis/Project advised and completed – 3 points _____
- Graduate Project advised and completed – 2 points _____
- For serving on a doctoral dissertation committee – 1 points _____
- Development of an online course (in addition to ACEs) – 5 points _____
- Professional Development -- .5 per 5 workshops _____
- Internship Supervision when ACEs not awarded – up to 2 pts. max per year _____
- Development and implementation of an approved Teaching Enhancement Plan-1 point (see last page) _____
- First week's substitution for an absent colleague in a course -- .5 points _____
- In-class Honors: .5 points for 2 completed projects; can be rolled over across years to accumulate _____
- FYE faculty who work with peer mentors receive .5 points for every two peer mentors supervised _____
- Development of an approved/fully delivered course (not online) – 1-3 points (based on time and effort) _____
- Major innovation in use of Technology – 1-3 points _____
- Conducts assessment exercise for AACSB or outside agency for which ACEs are not awarded-1 point _____
- Enhanced Teaching Performance (meets the standard for tenure/promotion in dept. criteria) – 1 point* _____

Total

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

*Enhanced teaching performance includes good student relations, engaging instructional techniques, current and relevant course content, rigorous workloads, and timely accurate feedback.

Scholarly/Professional Activities (minimum of 8 points required for PAA, if seeking the 35 point option)

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

- Publication of a Book by a university press, national publisher which is scholarly and peer reviewed – 3 points
- Publication of a peer-reviewed journal article in a national/equivalent venue – 3 points
- Publication of a college level textbook by recognized publisher – 3 points
- Recipient of national/international scholarly/professional/creative activities award – 3 points
- Peer-reviewed article published in proceedings national/international conference—3 points
- Author/Co-author of an article in a national/international professional publication—3 points
- Competitive, major, Sponsored Projects approved external grant award: above \$25,000— 3 points; \$20,000 - \$24,999—2.5 points
- An equivalent scholarly/professional activity

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

- Delivery of a peer reviewed presentation (international, national or regional) – 2 points
- Invited article, presentation, or keynote address at a national, international, or regional conference – 2 points
- Publication of a chapter(s) in a book – 2 points
- Author/co-author of a peer-reviewed article in a regional professional publication—2 points
- Member of editorial board in a national or international journal—2 points
- Editor of a reputed national/international newsletter in a professionally relevant area—2 points
- Editor of a scholarly book – 2 points
- Publication of a monograph by a reputable publisher or professional organization – 1.5 points
- Publication of a peer reviewed journal article in a regional venue (does not include conference proceedings) – 2 points
- Competitive, minor, Sponsored Projects approved external grant award (10 – 25k) – 1.5 points
- Competitive, major, Sponsored Projects approved external grant award (10—20k)—2 points
- Editor of a regional/national, peer-reviewed journal -- 2 points
- An equivalent professional or scholarly activity

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

- Publication in a peer reviewed state-level journal – 1 point
- Publication of a Book Review -- .5 point
- Delivery of a peer-reviewed, state-level conference paper – 1 point
- Editor of state/regional journal – 1 point
- Membership and major contribution on an editorial board -- .5 point
- Submission of an unfunded Sponsored Projects approved, external grant -- .5 point
- Publication of an article in a non-refereed or regional/state conference proceedings - 1 point
- Discussant, judge, or panel member at conference (.5 point/paper, maximum of 1 point) - .5 - 1 point
- Manuscript reviewer for publication or presentation (.5 point/paper, maximum of 1 point) - .5 - 1 point
- Delivery of an invited presentation at another university or college seminar (1 point for presentation at an institution with a Ph.D. in economics.) - .5 - 1 point
- Development, or major revision, of a student workbook or course supplement using original materials (min. 100 pages). .5 – 1 point
- Awarded internal university level competitive grant – 1 point
- Summer stipend awarded – 1 point
- Officially assigned and actively engaged as a faculty mentor
- Publication of an abstract -- .5 points
- Maintenance of AACSB Academic Qualifications – 1 point
- Regional or state-wide workshop of in-service—1 point
- Chairperson or coordinator of local conference—1 point
- Award of a competitive external grant or contract of less than \$10,000—1 point
- An equivalent professional or scholarly activity

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 (minimum of 8 points required for PAA, if seeking the 35-point option). Note: Certain activities listed under Scholarly/Profession could alternatively be listed under Service.

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 _____
- Review team accreditation activities such as those conducted by AACSB for which ACEs are not awarded—3 points _____
- Grant review activities for federal agencies or nationally recognized philanthropic organizations—1-3 points _____
- Chair or Co-Chair of an international, national, or regional conference –3 points _____
- Conducts workshop or seminar at the national or international level in a professionally relevant area—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 of search committee – 2 points _____
- Chair, Department Personnel Committee -- 2 points _____
- Chair, active department/college committee (meets at least one-to-two times a month) – 2 points _____
- Advisor to Active Fed Challenge Team (or similar competition) – 2 points _____
- Leadership of a professional organization/journal at the local or regional level _____
- Track chair or co-chair of an international or national conference in a professionally relevant area—2 points _____
- Grant review activities for state or county/regional agencies—1-2 points _____
- Conducts workshop or seminar at the state or regional level in a professionally relevant area—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 or Provost/Academic Vice President --1 point _____
- Member of Faculty Senate ad-hoc committee if meets at least once a month for full year—1 point _____
- Member of other standing Faculty Senate Committees/Councils (or University Committees) that meet less regularly than one-or-two times a month (examples: WID, CIA, CCPU, CIE, COC, Committee on President and Provost Performance, etc.) --.5 point _____
- Chair of standing department committee – 1 point _____
- Chair, College Personnel Committee – 1 point _____
- Officially assigned and actively engaged as faculty mentor – 1 point _____
- Advisor, student organization -- .5 point _____
- Member, standing/ active, time intensive department or college committee that meets regularly -- .5 to 1point _____
- Non-juried presentation or workshop -- .5 point _____
- Classroom Observations of Peer Teaching -- .5 per 5 observations _____
- Recruiting that requires effort throughout the entire year (if not receiving ACEs) – 1 point _____
- Member of a university committee that meets at least once a month - .5 - 1 point _____

- Organizing and leading a major field trip for students - .5 – 1 point
- Organizing and leading a major professional/educational experience for a student organization - .5
- Webmaster for department – 1 point
- Conducts workshop or seminar at the local level in a professionally relevant area—1 point
- Member of editorial board in a refereed journal—1 point
- Significant student and/or alumni relations activities—0.5 point
- Economics Lab Coordinator—0.5 point
- Economics and Decision Sciences seminar series coordinator—0.5 point
- Equivalent service activity

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.

Bonus Points

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 in any of the three areas of responsibility listed above. 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 the publication of major book or exceptional artistic recognition – 1-3 points
- Additional points for 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
- Significant recognition, honor, award in any of the three areas -- .5-3 points
- Other activity of comparable value – 1-3 points

Total.....

Overload Points

Faculty may choose to count ACEs over 22 as “points” rather than overload.

- _____
- _____
- _____
- _____

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.....

Department Chair _____ DPC Chair _____ Dean _____

 (Date) (Date) (Date)

TEACHING ENHANCEMENT PLAN Economics and Decision Sciences

The teaching enhancement plan is intended to provide a way to recognize and support innovation in teaching and learning. Approved and implemented teaching enhancement plans will be recognized within the PAA system.

Teaching enhancement plans will focus on one or more of the following goals:

- 1) To develop flexibility in high-quality teaching approaches and learning practices that increase active student engagement in learning.
- 2) To foster explicit links between teaching and research.
- 3) To foster critical reflection in the teaching and learning environment.

Teaching enhancement plans must be approved by the department chair and the DPC chair prior to their implementation.

The plan must include the following elements:

- 1) The plan must identify the instructional strategy.
- 2) The plan must identify the course (or courses) that will be affected by the plan.
- 3) The plan must include specific and measurable student learning outcomes.
- 4) The plan must include an evaluation/assessment plan that includes how student learning will be assessed.

TRANSMITTAL SHEET

AGREEMENT

2010 - 2015

PROPOSED CHANGES TO THE DEPARTMENT PROFESSIONAL
ACHIEVMENT AWARD FORM OF
THE DEPARTMENT OF Economics and Decision Sciences

I confirm that I have received prior approval from the Academic Vice President in accordance with Article 20.4.c. (1) to seek modification of the Department Criteria.

TEJ KAUL
Department Chair

5/18/2011
Date

Attach a copy of the changes requested in the Department Criteria. The Department Chair should check ONE box:

Faculty were consulted and had no comments

Faculty were consulted and their comments are attached.

Note: Please attach minutes from meeting with faculty and results of vote regardless of whether faculty had comments.

[Signature]
Department Chair

5/18/2011
Date

[Signature]
Department Personnel Committee Chair

5/18/11
Date

[Signature]
Consultation with UPI Chapter President

9-17-11
Date

K. Hawk
Approved by Provost

9-21-11
Date

- missing equivalent language in primary draft
okay otherwise