

**Reappointment, Tenure, Promotion,
and Merit Scoring System**



Appalachian State University

Health, Leisure, and Exercise Science

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II

**RTPM Scoring System Overview
- ASU. HLES -**

**RTPM
Scoring
System**

Overview

This document outlines a scoring system used for quantifying professional activities and making administrative decisions based on varying levels of professional engagement and productivity.

- Three major performance areas are identified:
 1. Teaching,
 2. Scholarship, and
 3. Service.
- Each performance area has been weighted according to predetermined departmental standards for full time tenure track and special faculty appointments (i.e., lecturers, practitioners-in-residence, etc.):

Performance Area	Weight	
	Tenure Track Faculty	Special Faculty Appointment
1. Teaching	40 %	80 %
2. Scholarship	30 %	-----
3. Service	30 %	20 %

- A minimum yearly point criterion for each performance area has been established at 70% of the weighted values from above. The minimum yearly point criteria are as follows:

Performance Area	Points	
	Tenure Track Faculty	Special Faculty Appointment
1. Teaching	28	56
2. Scholarship	21	-----
3. Service*	21	14

* The minimum yearly point criterion for service is **14** for first-year assistant professors.

- Activities and corresponding point values and criteria have been established and are categorized by the three major performance areas:
 1. Teaching – see Tables 1 – 3,
 2. Scholarship – see Tables 4 – 19, and
 3. Service – see Tables 20 – 25.

**Tenure
Protocol**

- The teaching, scholarship, and service criteria outlined below are intended to serve as guidelines for the Departmental Personnel Committee (DPC) in the tenure process. In addition to these criteria the “Faculty Handbook” states that institutional need and collegiality must also be considered in the tenure process. It is important to note that the DPC acts in an advisor capacity and tenure decisions are made by the Dean of Fine and Applied Arts.
- By the end of the 5th year of tenure-track employment the faculty member is expected to demonstrate effective teaching, productive participation in scholarship, and active engagement in service by accumulating 350 points. The minimum criteria for each performance area is as follows:
 1. Teaching – 140 points
 2. Scholarship – 105 points
 3. Service – 105 points
- **While accumulating the 350 points**, minimum criteria must be met for each of the three performance areas as follows:
 1. **Teaching**
 - From the IDEA, an adjusted summary evaluation score in the middle 40% (45 – 55) during both the fourth (4th) and fifth (5th) years of tenure track employment.
 - Participation in at least two (2) teaching enhancement activities.
 2. **Scholarship**
 - Five (5) refereed publications
 - with at least three (3) at the Beta level as sole, first (1st) or co-author
 3. **Service**
 - One (1) leadership role in an institutional matter.

Promotion Protocol

Promotion to Associate Professor

- The criteria for promotion to associate professor are identical to the criteria outlined for tenure (see Tenure Protocol section).

Promotion to Full Professor

- To be promoted to full professor it is expected that the candidate, in addition to meeting the minimum criteria established in the “Faculty Handbook”, will demonstrate effective teaching, productive participation in scholarship, and active engagement in service by accumulating 700 points by the end of the 10th year of full time employment. The minimum criteria for each performance area are as follows:
 1. Teaching – 280 points
 2. Scholarship – 210 points
 3. Service – 210 points
- In addition, minimum criteria for accumulating points must be met for each of the three performance areas as follows:
 1. **Teaching**
 - From the IDEA, an adjusted summary evaluation score in the middle 40% (45 – 55) during both of the years preceding consideration for promotion.
 - Participation in at least four (4) teaching enhancement activities.
 2. **Scholarship**

At least **three (3)** activities in any combination from the activities listed below:

 - Alpha level, refereed publication as first (1st) or second (2nd) author,
 - Alpha level funded grant as first (1st) or second (2nd) investigator,
 - Alpha level book as first (1st) or second (2nd) author,
 - Alpha level editorship
 3. **Service**
 - Distinguished leadership role in the discipline.
- Once promoted to full professor, the faculty member would have the opportunity to negotiate a percentage reallocation in each of the performance areas (teaching, scholarship, and service). The range for reallocating percentages for each performance area is as follows:
 1. Teaching, 40 – 60%
 2. Scholarship, 10 – 40%
 3. Service, 10 – 40%
- The minimum percentage for each performance area cannot be less than the minimum value of each range.
- The percentage values for each performance area must be in intervals of 10.
- When added, the percentages for each of the three performance areas must equal 100.
- To determine a minimal point criterion once the percentages for each performance area are established, the percentage for each performance area would be multiplied by 70%. (i.e., teaching 50% X 70% = 35 points).
- The established percentages would be in effect for a period of three academic years.
- Near the conclusion of each three-year period, a full professor would have the opportunity to renegotiate the percentage allocations to each of the three performance areas.

Raise & Merit Protocol

Raise & Merit System Overview

- The raise and merit system is used to reward professional productivity. To objectively determine an appropriate raise a performance score must be calculated. The performance score represents a faculty member’s contribution to the area, department, university, profession at-large, and so forth. Accordingly, the greater one’s contribution, the higher the performance score. The raise and merit system consists of three categories as indicated below:
 1. **Basic Raise,**
 2. **Merit, and**
 3. **HLES Departmental Discretionary Merit**

Allocation of Money to the Raise & Merit Pool

- The chair will divide the total amount of money that is allocated for raises and merit among the three categories as follows:
 1. **Basic Raise – 50%**
 2. **Merit – 45%**
 3. **HLES Departmental Discretionary Merit – 5%**
- For example, if the total allocated for raises and merit is 50,000, then the dollar value for each category is as follows:
 1. **Basic Raise – \$ 25,000**
 2. **Merit – \$ 22,500**
 3. **HLES Departmental Discretionary Merit – 2,500**

1. Basic Raise

- All faculty members are expected to make a basic contribution to their area, department, etc. by engaging in professionally relevant activities in each of the three major performance areas: teaching, scholarship, and service. To earn an area basic raise it is expected that the faculty member demonstrate effective teaching, productive participation in scholarship, and active engagement in service by accumulating 70 points during the **academic/fiscal/calendar** year. To earn a basic raise an individual must meet minimum point criteria in each of the three performance areas. The minimum criteria for each performance area are as follows:

Performance Area	Points	
	Tenure Track Faculty	Special Faculty Appointment
1. Teaching	28	56
2. Scholarship	21	-----
3. Service*	21	14

* The minimum yearly point criterion for service is **14** for first-year assistant professors.

- **50%** of the money allocated to raises and merit is reserved for basic raises.
- The money allocated to the basic raise pool will be divided equally among all individuals who meet the minimum point criteria in each of the three performance areas.
- For example, if there were 25 faculty who meet the basic raise criteria and the money allocated to the basic raise pool is \$25,000, then each faculty member would receive a \$1000 raise.

2. Merit

- Merit is used to reward those individuals who exceed a basic contribution to their area, department, etc. and earn more than the minimum point criteria in each of the three major performance areas.
- **45%** of the money allocated to raises and merit is reserved for merit. For example, \$22,500.
- This 45% is sub-divided into the following categories: teaching (40%), scholarship (30%), and service (30%). For, example: teaching = \$9,000, scholarship = \$6,750, and service = \$6,750
- Any points exceeding the minimum yearly point criteria are applied toward merit within the category in which the points are earned. For example, the minimum yearly point criterion for teaching is 28 points. If an individual earned 38 points for teaching, then 10 points are applied to teaching merit.
- To calculate merit in each of the three performance areas, merit points for the department are totaled within each category. Then each individual earns a share of the money in each performance area equal to the corresponding percentage of points they earned in each category. For example, if an individual earned 10 points in the teaching merit pool, and the total number of points in that category is 200, and the total amount of money allocated to that pool is \$9,000, then the individual earns a \$450 teaching merit raise.
- A three-year moving average is used to determine merit scores for any given **academic/fiscal/calendar** year. For example, each year's merit scores would be calculated by using the current scores and the two previous year's scores.

3. HLES Departmental Discretionary Merit

- **5%** of the money allocated for raises and merit is reserved for discretionary purposes. For example, \$2,500
- Individuals are eligible to receive area discretionary merit raises only if they exceed the area basic raise criteria.
- The area discretionary merit money is distributed to individuals within the area at the discretion of the chair.
- Possible uses include, but are not limited to
 1. Exceptional performance by faculty
 2. Activities not yet assigned a point value

How Points for Activities are Determined

- Points for activities are based on a number of factors including:
 - Professional judgment,
 - Impact of activity on profession,
 - Quality of activity,
 - Rigor necessary to complete activity,
 - Value of activity as a percentage of overall points required for basic contribution in the performance area, and
 - Norm-referenced comparison of activity to other activities within the same performance area.
- If an individual engages in an activity that is not yet identified, a point value will be assigned to the activity by the Chair based on:
 - Professional judgment,
 - Impact of product on profession,
 - Quality of product,
 - Rigor necessary to develop product,
 - Percentage of overall points required for basic contribution in the performance area,
 - Norm-referenced comparison of product to other activities within the same performance area,
 - Written justification from the individual who developed the product suggesting a point value.

**Raise
Example**

- The following example assumes:
 - A 5% annual raise;
 - That the average annual salary in the department is \$50,000.00;
 - That there are 30 full time tenure track and special appointment faculty members in the department;
 - That the total dollar amount allocated for raises in the department is \$75,000.00 ($\$50,000 \times 30 \times .05$);
 - **Basic Raise** pool = \$37,500.00 (**50%** of total merit pool)
 - **Merit** pool = 33,750.00 (**45%** of total merit pool)
 - Teaching = 13,500 (40% of merit pool)
 - Scholarship = 10,125 (30% of merit pool)
 - Service = 10,125 (30% of merit pool)
 - **Discretionary** merit pool = 3,750.00 (**5%** of total merit pool)
 - Each of the 30 faculty members in the department scored at least 70 total points each (≥ 28 [teaching], ≥ 21 [scholarship], and ≥ 21 [service]) and earned a basic raise; therefore all of the funds in the basic raise pool will be distributed equally to each of the 30 faculty members as a \$1,250.00 raise ($\$37,500.00/30$)
- Dr. Jane Doe earned 100 merit points during this past **academic/fiscal/calendar** year, with a teaching score of 35, a scholarship score of 33, and a service score of 32.
- To receive a basic raise she needed to earn at least 70 points, with a minimum teaching score of 28, a minimum scholarship score of 21, and a minimum service score of 21. Dr. Doe will receive a basic raise of **\$1250.00** ($\$37,500.00/30$).
- A three-year moving average is used to determine her merit points for this **academic/fiscal/calendar** year. Dr. Doe earned 30 merit points during this **academic/fiscal/calendar** year, which is the difference between her total merit score and the 70-point minimum basic raise criterion.
- For this year, merit point totals in each performance area for Dr. Doe are as follows: Teaching = 7 (35-28), Scholarship = 12 (33-21) and Service = 11 (32-21)
- Assuming that in each of the past two **academic/fiscal/calendar** years, Dr. Doe earned the following merit points in teaching 10 and 7, in scholarship 10 and 8, and in service 7 and 9 respectively.
- Her merit score, which will be used to determine her merit raise, for teaching is 8 ($[7 + 10 + 7] / 3$), for scholarship is 10 ($[12+10+8] / 3$), and for service is 9 ($[11 + 7 + 9] / 3$).
- Assume that the total number of merit points for the department in teaching is 250, in scholarship is 200, and in service is 300. In teaching each merit point is worth \$53.00 ($\$13,500/250$). In scholarship each merit point is worth \$50.60 ($\$10,125/200$). In service each merit point is worth \$33.75 ($\$10,125/300$).
- Dr. Doe's merit raise is as follows: Teaching = \$424.00 ($\53.00×8 points), Scholarship = \$506.00 ($\50.60×10 points), Service = \$303.75 ($\33.75×9 points).
- Dr. Doe had an exceptional **academic/fiscal/calendar** year and engaged in an activity that brought great prestige to the department. However, the activity was not yet identified on the list of professional activities. Since she met the criteria for a basic raise she was eligible for a discretionary merit raise. Therefore, at the discretion of the chair, Dr. Doe received an additional discretionary merit raise of **\$200.00**.
- In summary, Dr. Doe earned a total raise of **\$2,683.75**. Her raise is itemized below:
 - **Basic Raise = \$1,250.00**
 - **Merit = \$1,233.75**
 - **Area Discretionary Merit = \$200.00**

III

RTPM Scoring System
Performance Area 1. Teaching
- ASU. HLES -

Overview

Teaching

RTPM scores for teaching are based on

- Teaching Enhancement Activities ([Table 1](#)),
- Teaching Effectiveness ([Table 2](#)), and
- Teaching Honors & Awards ([Table 3](#)).

To determine points for teaching effectiveness please refer to the **IDEA** Diagnostic Form Report:

To calculate your overall teaching effectiveness score...

1. Identify your adjusted summary evaluation T-score for each course that you teach
2. Add the scores for each course and divide by the number of courses. This is your average teaching effectiveness T-score.
3. Use Table 2 to determine the number of points that correspond with your average teaching effectiveness T-score from step 2. This number represents the points you earned for teaching effectiveness.

How Teaching Effectiveness RTPM Points are Determined (Table 2)

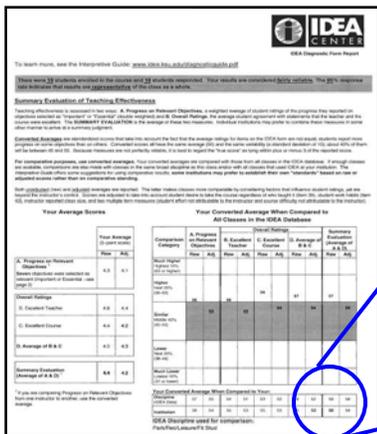
- T-score categories and ranges are those specified on the IDEA Diagnostic Form Report:
- The categories and ranges include:
 - Highest 10% (≥ 63),
 - Higher (56 - 62),
 - Similar (45 - 55),
 - Lower Average (38 - 44), and
 - Much Lower (≤ 37).
- To determine a reasonable point value that corresponds with each T-score the following steps were completed
 1. First, an average point value for teaching must be established. This value is based on the pre-determined departmental standard of 40% for teaching. To calculate an average teaching score one would multiply the departmental standard (40) by an average score (70%). Thus an average teaching score would be 28 points (40×0.7).
 2. Next, T-scores and point values were matched. Initially, the T-score of 45, which represents the first score in the Middle 40% category, was matched with the average point value (28) calculated in step 1.
 3. Finally, each T-score above and below 50 was assigned a corresponding point value above or below 28 in one point increments. (i.e., $46 = 29$ and $44 = 27$).

Teaching Activities

**Teaching
Enhancement Activities**

Table 1

Points	Activity	Criteria	
4	National/Regional/State Coursework for Credit – on site	Participation in activity can be documented.	
4	National/Regional/State/University Coursework for Credit – distance learning		
3	University Sponsored Coursework for Credit – on site		
3	National/Regional/State Multi-day Workshop Participation		
2	University Sponsored Multi-day Workshop Participation		
2	National/Regional/State Full day Workshop Participation		
1	University Sponsored Full day Workshop Participation		
1	National/Regional/State Partial-day Workshop Participation		
0.5	University Sponsored Partial-day Workshop Participation		
2	Individual Growth Plan – Based on HLES Peer Observation & IDEA data		Written action plan indicating how activity will be used to enhance teaching effectiveness .
1	Extended invitation to qualified observer		
1	Observation of effective teacher		
3	Design & Development of a New Course via AP&P		
4	Chair, Thesis Committee		
2	Member, Thesis Committee		
2	Reader, University Honors Program		
2	Director, Student Project		
2	Other		



Discipline (IDEA Data)	57	55	54	51	53	52	54	52	56	54
Institution	56	54	55	53	55	53	55	53	56	54

IDEA Discipline used for comparison:
Park/Rec/Leisure/Fit Stud

To find your T-Score locate the Adjusted Summary Evaluation Score for your Discipline

Teaching Effectiveness

Table 2

IDEA Category	Average T-Score	Points			Criteria
		Tenure Track	Special Appointment	Full Professor (Negotiated)	
Much Higher	63	47	75		<p>IDEA administered in every class that you teach</p> <p>IDEA administration adheres to the protocol outlined by the HLES Teaching Enhancement Committee.</p> <p>Scores above and below the highest and lowest scores illustrated on the table earn points in one point increments. For example, a T score of 19 would earn 36 points and a T score of 18 would earn 35 points, etc.</p>
Higher		46	74		
	62	45	73		
	61	44	72		
	60	43	71		
	59	42	70		
	58	41	69		
	57	40	68		
56	39	67			
Similar	55	38	66		
	54	37	65		
	53	36	64		
	52	35	63		
	51	34	62		
	50	33	61		
	49	32	60		
	48	31	59		
	47	30	58		
46	29	57			
Lower	45	28	56		
	44	27	55		
	43	26	54		
	42	25	53		
	41	24	52		
	40	23	51		
	39	22	50		
38	21	49			
	21	48			

Much Lower	37	20	47		
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**Teaching
Honors & Awards**

Table 3

Points	Level	Criteria
15	National	<ul style="list-style-type: none"> Honor or award can be documented.
10	Regional	
8	State	
5	University	
2	Community	

IV

RTPM Scoring System
Performance Area 2. Scholarship
- ASU. HLES -

Overview

Scholarship

RTPM scores for scholarship are based on the following major activities

- [Publications](#) (Tables 4 - 6),
- [Presentations](#) (Tables 7 - 10),
- [Professional Editor/Reviewer](#) (Tables 11-16).
- [Grantsmanship](#) (Tables 17 - 18),
- [Other](#) (Table 19), and
- [Scholarship Honors & Awards](#) (Table 20).

Scores

In most cases within a single category, points are allocated based on progressive levels of responsibility. The allocation of points are based on the following percentages:

- 100% - highest level of responsibility (ex. 1st author – 30 points)
- 70% - 2nd highest level of responsibility (ex. 2nd author – 21 points)
- 40% - 3rd highest level of responsibility (ex. 3rd author – 12 points)
- 15% - 4th highest level of responsibility (ex. 4th author – 4.5 points)

Faculty who co-author publications and/or co-present may choose to divide credit equally.

First-Year Assistant Professor Scholarship Matriculation

In order to aid **first**-year assistant professors in initiating a cycle of scholarship, a percentage of the total points allocated to the activity will be credited for submissions in each of the following major scholarship activities: publications, presentations, and grantsmanship. The criteria for giving credit for submissions in any of the identified scholarship activities is as follows:

- The individual is a first year assistant professor
- **33%** of the points allocated to a scholarship activity will be awarded for submission of the activity
- If the scholarship activity is published, presented, or funded, then the individual will receive the remaining points (**66%**) allocated to the scholarship activity.

Publications

Refereed		Table 4
Alpha Level		
Points	Authorship	Criteria
30	1 st	<p>Higher tiered peer reviewed journal in discipline as evidenced by:</p> <ul style="list-style-type: none"> • Higher rejection rate, • Higher circulation, and • Higher impact on profession. <p>Judgment of leading professionals in discipline, and</p> <ul style="list-style-type: none"> • Participation in activity can be documented.
21	2 nd	
12	3 rd	
4.5	≤ 4 th	
Beta Level		
Points	Authorship	Criteria
20	1 st	<p>Intermediate tiered peer reviewed journal in discipline as evidenced by:</p> <ul style="list-style-type: none"> • Moderate rejection rate, • Moderate circulation, and • Moderate impact on profession. <p>Judgment of leading professionals in discipline, and</p> <ul style="list-style-type: none"> • Participation in activity can be documented.
14	2 nd	
8	3 rd	
3	≤ 4 th	
Delta Level		
Points	Authorship	Criteria
10	1 st	<p>Lower tiered peer reviewed journal in discipline as evidenced by:</p> <ul style="list-style-type: none"> • Lower rejection rate, • Lower circulation, and • Lower impact on profession. <p>Judgment of leading professionals in discipline, and</p> <ul style="list-style-type: none"> • Participation in activity can be documented.
7	2 nd	
4	3 rd	
2	≤ 4 th	

Non-Refereed		Table 5
Alpha Level		
Points	Authorship	Criteria
10	1 st	Examples include: <ul style="list-style-type: none"> Published review of book in a national, regional, state level publication, Published review/abstract of an article in a national, regional, state level publication, Author of article in national, regional, state level non-professional publication (magazine, newspaper, newsletter etc.). <ul style="list-style-type: none"> Participation in activity can be documented.
7	2 nd	
4	3 rd	
2	≤4 th	
Beta Level		
Points	Authorship	Criteria
5	1 st	Examples include: <ul style="list-style-type: none"> Published review of book in a local or university-based publication, Published review/abstract of an article in a local or university-based publication, Author of article in local or university-based non-professional publication (magazine, newspaper, newsletter, etc.). <ul style="list-style-type: none"> Participation in activity can be documented.
3.5	2 nd	
2	3 rd	
1	≤4 th	

Books		Table 6
Alpha Level		
Points	Authorship	Criteria
40	1 st	Higher tiered book in discipline as evidenced by: <ul style="list-style-type: none"> Publisher status in discipline, Higher impact on profession, and Judgment of leading professionals in discipline. <ul style="list-style-type: none"> 1st Edition Subsequent editions earn 33% of the points allocated to authorship of a book Examples include: <ul style="list-style-type: none"> Professional Text. <ul style="list-style-type: none"> Participation in activity can be documented.
28	2 nd	
16	3 rd	
6	≤4 th	

Beta Level		
Points	Authorship	Criteria
25	1 st	<p>Intermediate tiered book in discipline as evidenced by:</p> <ul style="list-style-type: none"> • Publisher status in discipline, • Moderate impact on profession, and • Judgment of leading professionals in discipline. <p>1st Edition</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Chapters in a professional text, or • Non-professional, discipline related text <p>Participation in activity can be documented.</p>
17.5	2 nd	
10	3 rd	
4	≤4 th	
Delta Level		
Points	Authorship	Criteria
10	1 st	<p>Lower tiered book in discipline as evidenced by:</p> <ul style="list-style-type: none"> • Publisher status in discipline, • Lower impact on profession, and • Judgment of leading professionals in discipline. <p>1st Edition</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Chapters in a non-professional, discipline related text, or • University-based publications (i.e. Hubbard Center Texts). <p>Participation in activity can be documented.</p>
7	2 nd	
4	3 rd	
2	≤4 th	
Other		
Points	Criteria	
	<p>Any activities not yet identified will be assigned a point value by the Chair based on:</p> <ul style="list-style-type: none"> • Effort required to develop product, • Quality of product, • Impact of product on profession, • Norm-referenced comparison of product to other activities within the same performance area, • Professional judgment, and • A written justification from the individual who developed the product suggesting a point value. 	

Presentations

National

Table 7

Alpha Level

Points	Presenter	Criteria
15	1 st	<ul style="list-style-type: none"> Peer reviewed, research-based, discipline oriented. Invited speaker, research-based, discipline oriented. Activity can be documented.
11	2 nd	
6	3 rd	
2	≤ 4 th	

Beta Level

Points	Presenter	Criteria
10	1 st	<ul style="list-style-type: none"> Peer reviewed, non-research-based, discipline oriented. Invited speaker, non-research-based, discipline oriented. Activity can be documented.
7	2 nd	
4	3 rd	
2	≤ 4 th	

Delta Level

Points	Presenter	Criteria
3	1 st	<ul style="list-style-type: none"> Non-peer reviewed, non-research-based. Invited speaker, non-research-based, non-discipline oriented. Activity can be documented.
2	2 nd	
1	3 rd	
0.5	≤ 4 th	

Regional/State

Table 8

Alpha Level

Points	Presenter	Criteria
12	1 st	<ul style="list-style-type: none"> Peer reviewed, research-based, discipline oriented. Invited speaker, research-based, discipline oriented. Activity can be documented.
8.5	2 nd	
5	3 rd	
2	≤ 4 th	

Beta Level

Points	Presenter	Criteria
8	1 st	<ul style="list-style-type: none"> Peer reviewed, non-research-based, discipline oriented. Invited speaker, non-research-based, discipline oriented. Activity can be documented.
5.5	2 nd	
3	3 rd	
1	≤ 4 th	

Delta Level		
Points	Presenter	Criteria
2	1 st	<ul style="list-style-type: none"> • Non-peer reviewed, non-research-based. • Invited speaker, non-research-based, non-discipline oriented • Activity can be documented.
1	2 nd	
0.5	3 rd	
0.25	≤4 th	

Professional Conference Attendance

Table 9

Points		Criteria
3	International / National	<ul style="list-style-type: none"> • Attendance must be documented • Up to three (3) points per year may be earned for attending professional conferences.
2	Regional (multi-state)	
1	State & Local	

Other

Table 10

Points		Criteria
		<p>Any activities not yet identified will be assigned a point value by the Chair based on:</p> <ul style="list-style-type: none"> • Effort required to develop product, • Quality of product, • Impact of product on profession, • Norm-referenced comparison of product to other activities within the same performance area, • Professional judgment, and • A written justification from the individual who developed the product suggesting a point value.

Professional Editor and/or Reviewer

Editorship - Journal

Table 11

Alpha Level

Points	Post	Criteria
40	Editor-in-Chief	<ul style="list-style-type: none"> Alpha level, refereed publication* Participation in activity can be documented. Points for this activity are awarded only once per academic/fiscal/calendar year per journal. <p>*see Table 4 for Alpha level criteria.</p>
28	Assoc./Section	
16	Guest, theme	
6	Guest, section	

Beta Level

Points	Post	Criteria
20	Editor-in-Chief	<ul style="list-style-type: none"> Beta level, refereed publication* Delta level, refereed publication* Participation in activity can be documented. Points for this activity are awarded only once per academic/fiscal/calendar year per journal. <p>*see Table 4 for Beta and Delta level criteria.</p>
14	Assoc./Section	
8	Guest, theme	
3	Guest, section	

Delta Level

Points	Post	Criteria
5	Editor-in-Chief	<ul style="list-style-type: none"> Alpha level, non-referred publication* Beta level, non-refereed publication * Participation in activity can be documented. Points for this activity are awarded only once per academic/fiscal/calendar year per journal. <p>*see Table 5 for Alpha and Beta level criteria.</p>
3.5	Assoc./Section	
2	Guest, theme	
1	Guest, section	

Editorship - Book

Table 12

Alpha Level

Points	Post	Criteria
30	Book	<ul style="list-style-type: none"> Alpha level book * Name on document as editor. Participation in activity can be documented. Points for this activity are awarded only once per academic/fiscal/calendar year per book. Subsequent editions earn 33% of the points allocated to editorship of a book <p>*see Table 6 for Alpha level criteria.</p>
14	Chapter	
6	Section	

Beta Level		
Points	Post	Criteria
20	Book	<ul style="list-style-type: none"> Beta level book * Name on document as editor. Participation in activity can be documented.
10	Chapter	
4	Section	
*see Table 6 for Alpha level criteria.		

Delta Level		
Points	Post	Criteria
10	Book	<ul style="list-style-type: none"> Delta level book * Name on document as editor. Participation in activity can be documented.
4	Chapter	
2	Section	
*see Table 6 for Alpha level criteria.		

Reviewer - Journal		Table 13
Alpha – Beta - Delta		
Points	Level	Criteria
1	Alpha	<ul style="list-style-type: none"> Evidence of refereed journal level * Name on document as reviewer. Participation in activity can be documented.
	Beta	
	Delta	
*see Table 4 for level criteria.		

Reviewer – Book		Table 14
Alpha – Beta - Delta		
Points	Post	Criteria
3	Book	<ul style="list-style-type: none"> Evidence of book level * Name on document as reviewer. Participation in activity can be documented.
1	Chapter	
	Section	<ul style="list-style-type: none"> Points for this activity are awarded only once per academic/fiscal/calendar year per book.
*see Table 6 for level criteria.		

Reviewer – Professional Convention		Table 15
National/Regional/State		
Points	Level	Criteria
1	Alpha	<ul style="list-style-type: none"> Evidence of convention level * Participation in activity can be documented.
	Beta	
	Delta	
		*see Table 7 for level criteria.

Other		Table 16
National/Regional/State		
Points	Level	Criteria
		<p>Any activities not yet identified will be assigned a point value by the Chair based on:</p> <ul style="list-style-type: none"> Effort required to develop product, Quality of product, Impact of product on profession, Norm-referenced comparison of product to other activities within the same performance area, Professional judgment, and A written justification from the individual who developed the product suggesting a point value.

Grantsmanship

External - Funded

Table 17

Alpha Level

Points	Authorship	Criteria
30	1 st	<p>Alpha level grants are evidenced by:</p> <ul style="list-style-type: none"> Highly competitive nature, Granting agency is highly esteemed in discipline, High dollar value of grant: \geq\$100,000.00 Activity resulting from grant money has high impact potential on profession, and Judgment of leading professionals in discipline. <p>• Grant money is received.</p> <p>• Participation in activity can be documented.</p> <p><i>*No more than one non-funded grant per year receives ½ credit.</i></p>
21	2 nd	
12	3 rd	
4.5	\leq 4 th	

Beta Level

Points	Authorship	Criteria
20	1 st	<p>Beta level grants are evidenced by:</p> <ul style="list-style-type: none"> Moderately competitive nature, Granting agency is moderately esteemed in discipline, Modest dollar value of grant: \geq \$5,000.00 Activity resulting from grant money has moderate impact potential on profession, Judgment of leading professionals in discipline. <p>• Grant money is received.</p> <p>• Participation in activity can be documented.</p> <p><i>*No more than one non-funded grant per year receives ½ credit.</i></p>
14	2 nd	
8	3 rd	
3	\leq 4 th	

Delta Level

Points	Authorship	Criteria
10	1 st	<p>Delta level grants are evidenced by:</p> <ul style="list-style-type: none"> Low competitive nature, Granting agency is esteemed in discipline, Low dollar value of grant: \geq \$500.00 Activity resulting from grant money has an impact potential on profession, and Judgment of leading professionals in discipline. <p>• Grant money is received.</p> <p>• Participation in activity can be documented.</p> <p><i>*No more than one non-funded grant per year receives ½ credit.</i></p>
7	2 nd	
4	3 rd	
2	\leq 4 th	

Internal - Funded

Table 18

Alpha Level

Points	Authorship	Criteria
10	1 st	Alpha level grants are evidenced by: <ul style="list-style-type: none"> Highly competitive nature, High dollar value of grant: \geq \$3,000.00 Activity resulting from grant money has high impact potential on profession, and Judgment of university-based peers. Grant money is received. Participation in activity can be documented.
7	2 nd	
4	3 rd	
2	\leq 4 th	

**No more than one non-funded grant per year receives ½ credit.*

Beta Level

Points	Authorship	Criteria
5	1 st	Beta level grants are evidenced by: <ul style="list-style-type: none"> Moderately competitive nature, Modest dollar value of grant: \geq \$1,000.00 Activity resulting from grant money has moderate impact potential on profession, Judgment of university-based peers. Grant money is received. Participation in activity can be documented.
3.5	2 nd	
2	3 rd	
1	\leq 4 th	

**No more than one non-funded grant per year receives ½ credit.*

Delta Level

Points	Authorship	Criteria
3	1 st	Delta level grants are evidenced by: <ul style="list-style-type: none"> Low competitive nature, Low dollar value of grant: \geq \$100.00 Activity resulting from grant money has an impact potential on profession, and Judgment of university-based peers. Grant money is received. Participation in activity can be documented.
2	2 nd	
1	3 rd	
0.5	\leq 4 th	

**No more than one non-funded grant per year receives ½ credit.*

Other		Table 19
Points	Authorship	Criteria
	1 st	Any activities not yet identified will be assigned a point value by the Chair based on: <ul style="list-style-type: none"> • Effort required to develop product, • Quality of product, • Impact of product on profession, • Norm-referenced comparison of product to other activities within the same performance area, • Professional judgment, and • A written justification from the individual who developed the product suggesting a point value.
	2 nd	
	3 rd	
	≤ 4 th	

Scholarship Honors & Awards		Table 20
Points	Level	Criteria
	National	<ul style="list-style-type: none"> • Points negotiated with chair. • Honor or award can be documented.
	Regional	
	State	
	University	
	Community	

V

RTPM Scoring System Performance Area 3. Service - ASU. HLES -

Overview

Service

RTPM scores for service are based on service activities at the following levels

- International/National (Table 21),
- Multi-State (Table 22),
- State (Table 23).
- University/Department/Area (Table 24),
- Community/District (Table 25), and
- Service Honors & Awards (Table 26).

First-Year Assistant Professor Service Matriculation

In order to aid **first-year** assistant professors in providing service to the department, university, etc., the basic raise criteria for service is reduced by 33% from 21 points to 14 points.

Service Activities

**International /
National**

Table 21

Points	Activity	Criteria
20	Member of Executive Board, Discipline-oriented Committee	Participation in activity can be documented.
15	Chair, Discipline-oriented Committee	
8	Member, Discipline-oriented Committee	
2	Member, National Level Discipline-oriented Organization (dues paid) • Up to three (3) points per year may be earned for membership in national, regional, state, and/or, community/district organizations	
	* Officers of committees receive a negotiated value between the point values for member and chair	
	Other	
Points	Workshop, Symposium, Event	Criteria
	Leadership Role	Participation in activity can be documented.
15	• Multi-day	
10	• Full-day	
7	• Partial-day (Lecture/Presentation)	
	Other	

Multi-State		Table 22
Points	Activity	Criteria
15	Member of Executive Board, Discipline-oriented Committee	Participation in activity can be documented.
10	Chair, Discipline-oriented Committee	
6	Member, Discipline-oriented Committee	
2	Member, Regional Level Discipline-oriented Organization (dues paid) • Up to three (3) points per year may be earned for membership in national, regional, state, and/or, community/district organizations	
	* Officers of committees receive a negotiated value between the point values for member and chair	
	Other	
Points	Workshop, Symposium, Event	Criteria
	Leadership Role	Participation in activity can be documented.
12	• Multi-day	
8	• Full-day	
5	• Partial-day (Lecture/Presentation)	
	Other	

State		Table 23
Points	Activity	Criteria
10	Member of Executive Board, Discipline-oriented Committee	Participation in activity can be documented.
8	Chair, Discipline-oriented Committee	
3	Member, Discipline-oriented Committee	
1	Member, State Level Discipline-oriented Organization (dues paid) • Up to three (3) points per year may be earned for membership in national, regional, state, and/or, community/district organizations	
	* Officers of committees receive a negotiated value between the point values for member and chair	
	Other	
Points	Workshop, Symposium, Event	Criteria
	Leadership Role	Participation in activity can be documented.
10	• Multi-day	
7	• Full-day	
4	• Partial-day (Lecture/Presentation)	
	Other	

Univ\Dept\Area		Table 24
Points	Activity	Criteria
10	Advisor, Professional Student Club/Organization	Participation in activity can be documented.
10	Member, Faculty Senate	
12	Chair, University Committee	
10	Chair, Departmental Committee	
6	Member, Committee	
4	Lead Observer, HLES Teaching Enhancement Process	
2	Secondary Observer, HLES Teaching Enhancement Process	
2	Attending Graduation, Open House, or Convocation <ul style="list-style-type: none"> Faculty may earn two (2) points per event with a maximum of six (6) points per year for attending graduation, open house, &/or convocation. 	
	* Officers of committees receive a negotiated value between the point values for member and chair	
	Other	
Points	Workshop, Symposium, Event	Criteria
	Leadership Role	Participation in activity can be documented.
5	• Multi-day	
3	• Full-day	
2	• Partial-day (Lecture/Presentation)	
	Other	

Community/District		Table 25
Points	Activity	Criteria
7	Member of Executive Board, Discipline-oriented Committee	Participation in activity can be documented.
5	Chair, Discipline-oriented Committee	
3	Member, Discipline-oriented Committee	
1	Member, Community/District Discipline-oriented Organization (dues paid) <ul style="list-style-type: none"> Up to three (3) points per year may be earned for membership in national, regional, state, and/or, community/district organizations 	
	* Officers of committees receive a negotiated value between the point values for member and chair	
	Other	
Points	Workshop, Symposium, Event	Criteria
	Leadership Role	Participation in activity can be documented.
5	• Multi-day	
3	• Full-day	
2	• Partial-day (Lecture/Presentation)	
	Other	

Service Honors & Awards		Table 26
Points	Level	Criteria
	National	<ul style="list-style-type: none"> • Points negotiated with chair. • Honor or award can be documented.
	Regional	
	State	
	University	
	Community	