



Operating Paper




SOUTHERN ILLINOIS UNIVERSITY
CARBONDALE

NOV 30

November 28, 2001

MEMO TO: R. Keith Hillkirk, Dean
College of Education and Human Services

FROM: Walter V. Wendler, Chancellor
Southern Illinois University Carbondale 

SUBJECT: Operating Paper of the Department of Physical Education

The final draft of the Operating Paper for the Department of Physical Education has now been reviewed. With this memo I approve it for use in the unit with the understanding that, although there may not be specific language in the Operating Paper, further amendments are subject as well to Dean and Chancellor approval.

Thank you for your cooperation and hard work in developing this document under the SIUC/Faculty Association contract.

WWW:ep

c: Margaret E. Winters
James R. Staub
Morteza Daneshdoost
James F. Clark

Physical Education Department Operating Paper
Approved December 17, 1998

I.	Introduction.....	1
	A. Description of the Department.....	1
	B. Mission of the Department.....	1
	C. Department Meetings.....	2
	D. Parliamentary Reference.....	2
	E. Availability of Operating Paper.....	2
II.	Definition of the Faculty and Faculty Voting.....	2
	A. Membership.....	2
	B. Voting Membership.....	2
	C. Academic Qualifications of the Faculty to be Recruited.....	2
	D. Proxy Voting and Mail Balloting.....	3
III.	Department Chair and Duties.....	3
	A. Definition.....	3
	B. Duties.....	3
	C. Substitute Chair/Acting Chair.....	4
	D. Selection of Chair.....	4
	E. Review of Chair.....	5
IV.	Coordinators.....	5
	A. Definition.....	5
	B. Election.....	5
	C. Duties.....	6
V.	Standing Committees.....	6
	A. Personnel Committee.....	6
	B. Graduate Program Committee.....	6
	C. Graduate Assistant Selection Committee.....	7
VI.	Appointed Committees.....	7
	A. Student/Faculty Concerns Committee.....	7
	B. Screening Committee.....	7

C.	Undergraduate Student Affairs Committee.....	8
D.	Ad Hoc Committees.....	9
VII.	Other Appointments.....	9
A.	Awards Officer.....	9
B.	Scheduling Officer.....	9
C.	Recruitment and Retention Officer.....	9
D.	Other Appointments.....	9
VIII.	Tenure and Promotion.....	9
A.	Criteria and Standards.....	9
B.	Procedures for Department Review.....	10
IX.	Evaluation Process for Merit Salary Adjustments.....	11
A.	General Principles.....	11
B.	Reporting of Accomplishments.....	11
C.	Evaluation Process.....	11
D.	Evaluation of Teaching.....	12
E.	Evaluation of Research and Creative Activities.....	13
F.	Evaluation of Service.....	15
G.	Overall Evaluation.....	15
H.	Disclosure.....	16
X.	Grievances.....	16
XI.	Amendments.....	16
	Appendix A - Merit Reporting Document.....	18
A.	Teaching Activities.....	18
B.	Research and Creative Activities.....	19
C.	Service Activities.....	22

Department of Physical Education
Operating Paper

This document supplements the Bylaws and Statutes of the Board of Trustees, the policies established by the University and the College of Education and Human Services, and is consistent with the Faculty Association Collective Bargaining Agreement with the Board of Trustees.

I. Introduction

A. Description of the Department

The Department of Physical Education is an academic unit of the College of Education and Human Services offering instruction, service, and research within this discipline.

B. Mission of the Department

The faculty approved mission statement of the Department of Physical Education is as follows:

The mission of the Department of Physical Education pertains to teaching, research and service within the broad subject area of human physical movement. The Department offers two academic programs and provides courses in a third University Program. One program is the undergraduate Physical Education major with specializations in Athletic Training, Exercise Science, Teacher Education, and selected minors. The aim of the program is to prepare undergraduates for positions as teachers in elementary and secondary schools or for alternative careers in academic, private, industrial, and public settings. These careers may include employment as teachers, coaches, athletic directors, athletic trainers, or leaders of private and public fitness programs.

Another academic program is the master's degree graduate program with specializations in Exercise Science and Sport Studies. The aim of this program is to prepare the graduate student for advanced levels of teaching, research, and administration of academic, private, industrial, and public endeavors in a variety of areas related to physical education and sport.

The department also provides courses within the University Core Curriculum which are consistent with the objectives of that program. In addition, the Department offers, as instructional resources allow, elective skill development courses in specific sports and physical activities.

The faculty strives to broaden the interests of students through the study and teaching of the many forms of skilled human movement and by preparing future professionals in the field of physical education and sport. Faculty research is undertaken to expand the

knowledge base of physical education and sport and to support effective teaching. The Department also assumes responsibility to provide service to those individuals and agencies seeking assistance in areas of expertise that are represented by the faculty.

C. Department Meetings

Meetings of the Department faculty will be scheduled by the Chair a minimum of three times each semester. Special meetings may be called by the Chair or in response to a request by 25% of the faculty. A quorum for the conduct of business in Department meetings shall be a simple majority of the voting faculty members (Section II, B). All business of the Department not the prerogative of the Chair or a Standing Committee of the Department shall be deliberated in these meetings.

D. Parliamentary Reference

Robert's Rules of Order shall resolve questions of parliamentary procedure providing these rules are not inconsistent with the rules contained in the approved operating paper.

E. Availability of Operating Paper

Each member of the Department faculty is to be provided a current edition of this Operating Paper for the purposes of information and guidance.

II. Definition of the Faculty and Faculty Voting

A. Membership

Members of the Department consist of those persons with full-time appointments within the University who hold rank in the Department. Membership includes tenured, non-tenured, continuing and term appointments.

B. Voting Membership

The voting faculty members are the tenured and tenure-track continuing Department faculty members with at least 50% assigned time to the Department. Non-voting participation at Department meetings is extended to other members of the Department faculty and to student representatives of groups authorized by the Department as appropriate to represent student views.

C. Academic Qualifications of the Faculty to be Recruited

The academic qualifications of Faculty recruited by the Department of Physical Education will be consistent with standards established by the university for the academic rank to which the person will be appointed and the requirements stated in the position announcement approved by the voting faculty members (Section II,

B) at a Department meeting. This announcement shall include all necessary information such as terminal degree, areas of expertise, position description e.g. tenure-track, or term, and responsibilities.

D. Proxy Voting and Mail Balloting

Proxy voting shall not be permitted. Secret mail balloting may be requested at the discretion of the faculty by a simple majority of those present. A member of the Personnel Committee will assist the Chair collect and count mail ballots when deemed necessary by the faculty.

III. Department Chair and Duties

A. Definition

The Chair is the chief administrative and academic officer of the Department.

B. Duties

Duties of the Chair include but are not limited to:

1. Represent the Department to higher administrative offices.
2. Provide for a democratic form of governance of the Department by utilizing committee structures and encouraging faculty involvement in decision making.
3. Serve as the fiscal officer of all Department accounts and be responsible for the budget, accounting and expenditures.
4. Review and recommend staffing needs of the Department to the faculty.
5. After input from individual faculty members, allocate teaching assignments and grant assigned faculty time to nonteaching activities as warranted. Preliminary faculty assignments must be made in writing to each faculty member 4 weeks before the beginning of the semester or term with recognition that the assignment may change due to unforeseen circumstances.
6. Supervise and conduct faculty development reviews for merit and promotion reasons in accord with Operating Paper Sections VIII and IX and the SIUCFA Bargaining Agreement.
7. Initiate searches for new and replacement faculty positions. The Chair will recommend to the Dean of the College of Education and Human Services the candidate to be offered the faculty appointment.
8. Offer graduate assistantships, and scholarships.
9. Recruit students at all levels of study.
10. Encourage continuous examination of the curriculum to generate desirable revisions.

11. Work for the establishment of an environment to enhance faculty teaching, service and research.
12. Initiate action deemed necessary for the welfare of the Department and its faculty.
13. Request agenda items from the faculty for Department Meetings.

C. Substitute Chair/Acting Chair

In a temporary absence of the Chair, a member of the Department's faculty shall be appointed by the Chair as the Acting Chair. The identity of the person should be made known to the faculty, staff and Dean's office on each occasion of the absence of the Chair. An Acting Chair must fulfill the duties and responsibilities of the Chair as outlined in this operating paper.

D. Selection of Chair

1. The Dean's Office will conduct the search for a Chair with input and discussion by the Faculty. The process of selecting a Department Chair begins with a meeting between the Dean and the Department Faculty. In this meeting the need for an internal or external search will be discussed and whether the appointment will be on an interim basis. If the search is an internal search, steps 3 and 4 may be omitted. Also, a Faculty member will be elected to chair the search committee.
2. A position description will be developed jointly by the Department Faculty and the Dean's office. Once it is developed, it will be distributed by the Dean's office depending on the nature of the search.
3. Once the date to begin the review of applicant dossiers arrives, the Dean's Office will make the applicant dossiers available for review by the Department Faculty.
4. Once the Department Faculty have reviewed all the dossiers, a meeting of the Faculty will be scheduled to discuss the applicants. At the end of the meeting the Faculty will vote on the acceptability of each candidate. Acceptability will be determined by a simple majority of the Faculty. The Faculty will rank order the acceptable candidates. The mean ranks of the acceptable candidates will be reported to the Dean by the committee chair.
5. The Dean will invite candidates to campus. An itinerary for each visit will be developed by the Dean's office to include Department Faculty and other necessary constituency groups. Feedback forms will be distributed by the Dean's office with at least a section for comments and check boxes to vote on the acceptability of the candidate.

6. Once the campus visits are completed, the Faculty will meet to discuss the interviewees. At the end of the meeting the Faculty will vote on the acceptability of each candidate. Acceptability will be determined by a simple majority of the Faculty. The Faculty will rank order the acceptable interviewees. The mean ranks of the acceptable interviewees will be reported to the Dean by the committee chair.
7. The Dean will report to the Faculty after his/her negotiations with the acceptable interviewees are complete.

E. Review of Chair

The Personnel Committee shall initiate a periodic written review of the Chair's performance by the tenured and continuing Faculty who hold an appointment in the Department. This review will be completed every 3 years in accordance with the procedures outlined by the SIUCFA Bargaining Agreement. The faculty by majority vote can initiate a review of the Chair at any time.

F. Voting by the Chair

As chief administrative officer of the Department, the Chair will have no voting privileges as a faculty member during Department faculty or committee meetings except as stipulated in Robert's Rules of Order.

IV. Coordinators

A. Definition

The program areas represented by the Coordinators will be the three academic programs described in the mission statement of the Department. Therefore, the Department will have the following Coordinators: University Core Program, Undergraduate Program, and Graduate Program. Assigned time will be negotiated and agreed upon by the Chair and Coordinator; assigned time for Coordinators will not exceed 25% for 9 months.

B. Election

1. The Coordinators will be elected through due process of the faculty. Terms of office for these coordinators will be three years but staggered by random draw at the time of the first election.
2. In the absence of a recommendation by the faculty, the Chair may appoint a Coordinator or serve as a Coordinator for a maximum of one academic year.
3. Coordinators may succeed themselves.
4. A faculty member may serve as a Coordinator of only one program.

C. Duties

1. The Chair, along with the Coordinators, shall develop the agenda for faculty meetings.
2. The Coordinators shall make recommendations to the Chair and the faculty regarding the operation and curriculum of the program areas.
3. The Coordinators shall work with the Chair to promote the programmatic areas and aid in the recruitment of students.
4. A list of further duties for the Coordinators will be maintained by the Chair and reviewed annually by each Coordinator and the Chair to determine the scope of his/her assignment.

V. Standing Committees

A. Personnel Committee

The Personnel Committee shall be elected by due process of the tenured faculty. The committee will have 3 members who are tenured voting members (Section II, B) of the faculty. Two of the members will be Full or Associate Professors. Committee members shall serve 2 year terms. Terms will be staggered by random draw at the time of the first election.

The Personnel Committee will initiate and conduct the periodic review of the Chair. This review will include but not be limited to development of a questionnaire, review of Department operations and summarization of the results to the Chair and faculty.

The Personnel Committee may act to mediate departmental issues and concerns between the department faculty and the Chair. An individual faculty member may bring a problem to the attention of the Personnel Committee, and the committee shall meet and discuss the problem. Once the committee has discussed the problem, they will meet with the Chair. If the committee is able to resolve the problem with the Chair then the faculty will be informed in writing of the resolution, otherwise the committee will inform the faculty member who raised the problem of their discussions with the Chair. Then it will be the responsibility of the individual faculty member to file a formal grievance (Section X).

B. Graduate Program Committee

Chaired by the Coordinator of the Graduate Program, the Graduate Program Committee will have the responsibility of overseeing all matters concerned with graduate education (Section IV, C). The Graduate Program Coordinator will request agenda items from the committee members and establish the agenda for meetings. Voting membership on the committee is open to all faculty members with Regular Graduate Faculty Status or above. A majority of the voting

members of the committee can extend voting privileges on an annual basis to members with Adjunct status. Faculty members with Graduate Faculty Status can resign from the committee by submitting a memorandum to the Graduate Program Coordinator. Two M.S. candidates, one from Sports Studies and one from Exercise Science, recommended by the Physical Education Graduate Student Organization (PEGSO) and approved by the Graduate faculty have the right to participate and speak at meetings, but without a vote.

C. Graduate Assistant Selection Committee

The function of this committee is to review applications for graduate assistantships and to make recommendations to the Chair for final approval. Committee members shall be voting faculty members (Section II, B).

Representation shall be as follows:

1. Coordinator of the University Core Program;
2. Two representatives from the Graduate Faculty;
 - a. Graduate Program Coordinator, or in the absence of a Graduate Program Coordinator, a representative of the graduate faculty will be selected by members of the Graduate Program Committee. This person will be the Chair for the Committee. The Department Chair may not serve in this position.
 - b. A faculty member will be selected from the graduate specialization not represented by the Graduate Program Coordinator or the elected representative of the graduate faculty. This committee member will be selected by the members of the Graduate Program Committee.
3. Scheduling Officer;
4. Chair of Department - ex officio.

VI. Appointed Committees

A. Student/Faculty Concerns Committee

The purpose of this committee is to consider complaints between a student and a member of the faculty. This committee will be appointed by the Chair as needed and consist of two voting faculty members (Section II, B) and one student with voting privileges who may be either a graduate or an undergraduate student. This committee is for the purpose of making recommendations to the Chair for the resolution of issues.

B. Screening Committee

The purpose of a screening committee is to identify qualified candidates for a faculty position and recommend finalists to the Chair. The nature and scope of a continuing faculty position will arise

from discussion amongst the faculty. However, when necessary because of time constraints, term faculty appointments and emergency situations may be handled expeditiously by the Chair in the best interests of the Department.

A screening committee will ask all the Department Faculty to review submitted dossiers for consideration during the ranking process. The screening committee will review the submitted dossiers and present the candidates in rank order to the Chair. If the Chair does not agree with the ranking of the screening committee, the Chair must discuss the rankings with the committee. If the Chair and committee cannot agree, then a meeting of the voting faculty (Section II, B) will discuss the committee's and Chair's recommendations. If the voting faculty and Chair cannot agree, then the faculty and Chair will meet with the Dean, explain differences, and seek a resolution of differences. The Chair will make arrangements with the Dean and invite candidates for interviews. The interview will include but not be limited to the Department faculty, the Chair, the Dean, and Department undergraduate and graduate student majors. After each interview, the faculty will meet, discuss, and vote upon the acceptability of the candidate for the advertised position. Upon acceptance by the faculty, the Chair will make arrangements with the Dean to offer the position to the candidate.

Three voting faculty members (Section II, B) will be appointed to the committee. Committee members will be representative of the specialization(s) defined in the position announcement. The committee chair will be appointed by the Department Chair. Whenever possible, the committee will be chaired by a faculty person from the primary area defined in the position announcement.

C. Undergraduate Student Affairs Committee

The purpose of this committee is to act as a liaison between the students and the faculty of the Department. It provides a forum for student concerns about all aspects (except personnel) of the undergraduate Physical Education program.

The committee consists of seven students, two from each of the specializations (AT, ExS, TED) and one at large member nominated by the Undergraduate Program Coordinator and approved by the faculty. The two representatives from each specialization shall be selected by their respective recognized organizations.

The Chairperson of the Department (or his/her designee) will work with the committee as an ex officio member and advisor.

The committee may send a representative to faculty meetings to present student concerns provided that the Undergraduate Program Coordinator is informed (oral or in writing) prior to the meeting.

Meetings shall be held at least once per semester. Other meetings may be held as needed and called by the committee's advisor.

Duties of the committee include but are not limited to:

1. Keep undergraduate majors informed as needed;
2. Select two members to participate in the selection of the Department's Teacher of the Year;
3. Select three committee members to participate in the selection of persons for the Department's student awards.

D. Ad Hoc Committees

Ad hoc committees may be appointed by the Chair on his or her initiative or through recommendations of the faculty of Physical Education.

VII. Other Appointments

A. Awards Officer

A faculty member will be appointed by the Chair to be responsible for administration of Department of Physical Education student awards. This responsibility includes nomination, selection, and presentation of these awards. Also, the officer will recognize deserving students for their academic achievements.

B. Scheduling Officer

A faculty member may be appointed by the Chair to work with the Chair to develop the schedule to be presented to Admission and Records; to coordinate teaching assignments and to schedule facilities used by the Department of Physical Education. All of these duties are to be performed in conjunction with the Chair.

C. Recruitment and Retention Officer

A faculty member will be appointed by the Chair to be responsible for aiding in the recruitment and retention of undergraduate students. Duties of the officer shall be developed through discussions with the Chair and dependent on the time assigned.

D. Other Appointments

Other appointments as needed may be created by the Chair on his or her initiative or through the recommendation of the faculty of the Department of Physical Education.

VIII. Tenure and Promotion

A. Criteria and Standards

1. Tenure

Since tenure pertains primarily to future employment, the decision to grant tenure should rest on evidence of an ongoing commitment to successful teaching, scholarship, and professional service.

Long-term teaching effectiveness must be documented both by colleagues and by students. It is the responsibility of tenure candidates to present evidence available to them, and of the Department to review that and other evidence which it can assemble regarding the teaching effectiveness of candidates. If the Department recommends positively for tenure, it is the Department's responsibility to demonstrate that a candidate show excellent promise for a long-term career of effective teaching.

In terms of scholarship, the tenure decision should be based not merely on some required number of publications, but rather should center on an overall assessment of the candidate's scholarly abilities and interests, and his or her personal and professional commitment to scholarship. It is the Department's responsibility to make this kind of assessment in reaching its tenure decision on the candidate, and to present a carefully reasoned and documented case regarding the appropriateness and adequacy of scholarship of the candidate to whom the decision pertains.

Service has a high priority in a professional college. When, in addition to service within the university, a faculty member demonstrates commitment and effectiveness in working with and providing leadership for persons, agencies and institutions in the professional field, it is the responsibility of the Department to assess the significance of a candidate's record of service.

2. Promotion

The standards for academic ranks, as presented in the "Employees Handbook" and the SIUCFA Bargaining Agreement serve as the standard for promotion in the Department.

B. Procedures for Department Review

1. The Tenure and Promotion procedures of the Department and College of Education and Human Services will be explained by the Chair to all individuals within one month of the beginning of a continuing appointment in the Department.
2. The candidate will meet with the Chair and Dean of the College of Education and Human Services to initiate the process for tenure and promotion review. This meeting will take place during the Spring semester.
3. The candidate with the help of the Chair and the advice of the Dean will prepare a dossier following the guidelines presented in the "Employees Handbook". The Chair will suggest example dossiers from previously successful candidates both within and outside the

Department to the candidate. The dossier should be completed by October 1.

4. The dossier is reviewed by each tenured voting faculty member (Section II, B). Each tenured voting faculty member votes to support or not to support the specific request of the candidate. Separate votes are obtained for promotion and for tenure.
5. The Chair writes a letter with his/her own positive or negative recommendation to the Dean with separate considerations for promotion and for tenure. The Chair includes a report of the vote of the tenured Faculty. Both the letter of the Chair and the candidate dossier are forwarded to the Dean of the College of Education and Human Services by the deadline established by the Dean. This deadline is usually November 1.

IX. Evaluation Process for Merit Salary Adjustments

A. General Principles

Faculty members are expected to teach effectively, to engage in research, and to perform professional service within the Department, the College, the University, the profession, and the community. The purpose of the merit system is to reward excellence in these activities. The Chair is charged with the responsibility of fairly administering the system. Merit will be determined using accomplishments beginning after the last merit salary adjustment to the present.

B. Reporting of Accomplishments

The Chair will annually call for merit materials from each faculty member. Accomplishments are reported for the calendar year from January 1 to December 31. Each faculty member will update his/her curriculum vitae and provide it to the Chair. The Chair will provide the faculty with forms for summarizing accomplishments. See Appendix A for the form. In addition to the forms, faculty may provide the Chair with a brief (one or two pages) typewritten statement of accomplishments. Supporting documentation should include but not be limited to the standard teaching evaluations and class grade distribution, reprints of articles published, graduate committees chaired and served on. To be considered for a merit pay increase a faculty member must submit materials. Faculty may discuss their merit materials with the Chair at their own initiative.

C. Evaluation Process

Each faculty member will be allocated 100 merit points. The initial allocation of merit points is 50 for teaching, 25 for research, and 25 for service. Two of each faculty member's merit points will be allocated to a discretionary pool. The faculty member will select which area their discretionary points are taken from (teaching, research, service).

This discretionary pool may be used by the Chair to award extraordinary accomplishments.

Each faculty member is expected to teach effectively, to engage in research and perform professional service. In recognition of the changing nature of a faculty member's daily work and that many unanticipated events occur during the year, a faculty member may modify his/her initial assignment percentages. Faculty members may reallocate 10 merit points in any manner between teaching, research, and service. For example, reallocation can result in a 60 teaching (adding 10 points), 13 research (subtracting 10 points and donating 2 points to the discretionary pool) and 25 service merit points. A second example is 38 teaching (subtracting 10 points and donating 2 for discretionary pool), 35 research (add 10 points), and 25 service merit points. This reallocation may be done by each faculty member when merit materials are called for by the Chair.

In each evaluation area (teaching, research, and service) each faculty member will be rated for superior, excellent, good, or average/below average performance. A superior rating will receive 100-98 percent, an excellent rating will receive 88-86 percent, a good rating will receive 72-70 percent, and average/below average rating will receive 0 percent of the allocated merit points. The Chair is charged with the responsibility of using his or her best professional judgment in an attempt to provide ratings that are intrinsically fair, and that serve to promote excellence in teaching, research, and service.

D. Evaluation of Teaching

Every faculty member is expected to teach effectively. Teaching involves classroom performance, i.e., clear communication, careful motivation, ample illustration of difficult concepts, and appropriate use of suitable visual aids (blackboard, overhead projector, computer terminals,...). Teaching requires instructional management, i.e., the timely assignment of homework exercises, the preparation and administration of appropriate examinations, the keeping of accurate class records, suitable assessment procedures, and the pacing of instruction so as to cover approved syllabi. Within a university setting, however, good teaching also involves innovation, i.e., the development of effective new ways to present difficult concepts, the construction of handouts and exercises that help students to master key ideas, the organization of a body of concepts into a new course, the writing of textbooks, the restructuring of several courses into a new curriculum, and the development of suitable tools for managing instruction in service courses having very large enrollments. Within a department offering graduate degrees, teaching also involves the offering of advanced seminar courses to small groups of graduate students, the individualized instruction of masters students, and the

supervision of graduate students as they write theses or research projects. Finally, teaching may involve the development of programs and funding mechanisms for serving special populations, e.g., gifted undergraduates, minorities, area high school teachers, and non-traditional students. The evaluation of meritorious teaching performance will take place within this broad context.

Faculty members must submit comprehensive materials that document meritorious teaching. In interpreting these data, due allowance will be made for normal class-to-class fluctuations and between class mean differences. Only clear and consistent trends will be used as a measure of teaching effectiveness. Example materials include (but are not limited to):

1. Student evaluations of teaching that are representative of the faculty member's teaching assignment;
2. Teaching awards/honors;
3. Teaching grants;
4. Innovations in teaching;
5. Teaching articles, books, and manuals;
6. New course development or redesign of an existing course;
7. Teaching assignment (number of students, level of teaching);
8. Guest lecturing;
9. Letters from students;
10. Letters of support from colleagues who have observed the faculty member teaching;
11. Indirect teaching activities e.g. readings, and independent studies directed;
12. Graduate student thesis/research paper direction, advisement, committees, and exams;
13. Other.

E. Evaluation of Research and Creative Activities

A faculty member of the Department of Physical Education who holds a continuing appointment is expected to engage in research and/or creative activities. These efforts should result in research papers published in peer reviewed journals that have state, national, and international circulation or public performances that have local, state, regional, national, or international recognition. Other processes of knowledge dissemination will also be recognized in the evaluation of research and creative activities. Some of these other methods of knowledge dissemination are listed below:

1. Books;
2. Book chapters;
3. Brochures and pamphlets;
4. Conference presentations;
5. Abstracts;
6. Training manuals;
7. Films;
8. Book reviews;
9. Grants - internal and external;
10. Creative works;
11. Creative writings;
12. Session organizer for conference;
13. Other presentations.

Faculty members should submit materials that document meritorious research and creative activity within the broad context outlined above.

For purposes of evaluation, the following will be considered:

1. Exceptional external recognition, e.g., the receipt of a major research award from a professional society, an invited presentation of a major address or performance at a professional meeting, or the receipt of a federally funded peer reviewed research grant;
2. Peer reviewed publications or performances, e.g., papers published in major research journals, research monographs, graduate level textbooks published by major publishing houses, peer juried performances and blind reviews of performances viewed live or on video tape;
3. Activities that foster external recognition of research and creative activities, e.g., organization of research conferences, participation in research conferences or research institutes, presentation of research papers at professional meetings, refereeing and reviewing of the work of others, lecturing on the results of one's research, peer review of live or video taped performances;
4. Activities that stimulate research or creative activity locally, e.g., organization and participation in seminars, receipt of institutional research funding, receipt of state and private

funding for contractual research, on-campus performance of creative works.

F. Evaluation of Service

From time to time members of the Department will be assigned service duties, i.e., asked to share in the administrative tasks that must be done in order for the Department as a whole to function smoothly (so as to facilitate the primary responsibilities of teaching and research). In these cases, a statement of accomplishments by the faculty member together with supporting documents must be submitted. Professional service also includes many other activities that are completed by a faculty member for the good of the community. These forms of professional service are listed below:

1. Department, College and University committees;
2. Membership in professional organizations;
3. Community service activity related to faculty appointment;
4. Committee work in professional organizations;
5. Office holder in professional organizations;
6. Administrative activities;
7. Professional consultation;
8. Editorial Boards of journals;
9. Guest Reviewer for journals;
10. Editor of other works;
11. Work with student organizations;
12. Recruitment and retention of students;
13. Fund raising;
14. Workshops and other presentations;
15. Other.

G. Overall Evaluation

To determine a faculty member's share of the merit pool, the following numerical steps will be used:

1. merit points in the areas of teaching, research, and service are weighted by the faculty member's percentage score in each category;
2. the total merit points for each faculty member are determined by summing the weighted values from above and the discretionary points;

3. the total merit points received by all the faculty is determined;
4. the percentage of the total merit points is determined for each faculty member;
5. the average percentage of the total merit points is determined for all the faculty;
6. the individual's percentage of the total merit points is divided by the average percentage of merit points for all the faculty (merit ratio);
7. the merit ratio is multiplied by the average percentage merit increase for the Department to provide the adjusted merit share for each faculty member;
8. the adjusted merit share is multiplied by the monthly salary to determine the dollar increase for each faculty member;
9. minor adjustments are made to make sure all the available merit money is assigned.

H. Disclosure

After reviewing the ratings, the Chair will prepare a written evaluation for distribution to each faculty member. This written evaluation will include but not be limited to: the faculty member's allocation of merit points, the faculty member's rating in each evaluation area e.g. superior, excellent, good, average/below average, the faculty member's percentage of allocated merit points awarded in each evaluation area, the adjusted merit share, the present monthly salary, and the new monthly salary reflecting the merit raise. At the discretion of the individual faculty member, the Chair will meet and discuss the results and basis of the evaluation. A faculty member who disagrees with the Chair's evaluation will be given 6 weeks to append a statement of dissent.

X. Grievances

Policies and procedures outlined in the Bylaws and Statutes of the University, and contract obligations with the Faculty Association shall prevail. Every effort will be made to resolve differences within the Department (*see Section V, Subsection A, the third paragraph*). If differences cannot be reconciled at that level, the individual may submit, in writing, his/her grievance. The Grievance Procedure to be followed is outlined in the current SIUCFA Bargaining Agreement.

XI. Amendments

This operating paper may be amended by a two-thirds vote of the voting faculty members of the Department of Physical Education (Section II, B) provided the proposed changes are presented in writing and discussed by the faculty one meeting before a vote is taken.

Amendments must be approved by the Dean and Chancellor or designee.

Revised February 22, 1999.

Revised January 22, 2001.

Revised September 24, 2001.

Revised November 9, 2001.

Appendix A - Merit Reporting Document

A. Teaching Activities

Faculty members must submit comprehensive materials that document meritorious teaching. In interpreting these data, due allowance will be made for normal class-to-class fluctuations and between class mean differences. Only clear and consistent trends will be used as a measure of teaching effectiveness. Example materials include (but are not limited to):

1. Student evaluations of teaching that are representative of the faculty member's teaching assignment;
2. Teaching awards/honors;
3. Teaching grants;
4. Innovations in teaching;
5. Teaching articles, books, and manuals;
6. New course development or redesign of an existing course;
7. Teaching assignment (number of students, level of teaching);
8. Guest lecturing;
9. Letters from students;
10. Letters of support from colleagues who have observed the faculty member teaching;
11. Indirect teaching activities e.g. readings, and independent studies directed;
12. Other.

Provide a general statement that highlights your teaching activity for this period.

B. Research and Creative Activities

A faculty member of the Department of Physical Education who holds a continuing appointment is expected to engage in research and/or creative activities. These efforts should result in research papers published in peer reviewed journals that have state, national, and international circulation or public performances that have local, state, regional, national, or international recognition. Other processes of knowledge dissemination will also be recognized in the evaluation of research and creative activities. Some of these other methods of knowledge dissemination are listed below:

1. Books;
2. Book chapters;
3. Brochures and pamphlets;
4. Conference presentations;
5. Abstracts;
6. Training manuals;
7. Films;
8. Book reviews;
9. Grants - internal and external;
10. Creative works;
11. Creative writings;
12. Session organizer for conference;
13. Other presentations.

Faculty members should submit materials that document meritorious research and creative activity within the broad context outlined above.

Scholarly Publications or Creative Works Not Previously Reported

Provide the complete bibliographic entry for each of the following.

1. Publications *In Print* or *In Press*

2. Books and Book chapters

3. Brochures and pamphlets

4. Paper presentations at Professional Meetings and Abstracts

5. Training manuals

6. Films

7. Book reviews

8. Research Grant Proposals Submitted and/or Received

9. Creative works

10. Creative writing

11. Session organizer for conference

12. Other presentations

C. Service Activities

From time to time members of the Department will be assigned service duties, i.e., asked to share in the administrative tasks that must be done in order for the Department as a whole to function smoothly (so as to facilitate the primary responsibilities of teaching and research). In these cases, a statement of accomplishments by the faculty member together with supporting documents must be submitted. Professional service also includes many other activities that are completed by a faculty member for the good of the community. These forms of professional service are listed below:

1. Department, College and University committees;
2. Membership in professional organizations;
3. Community service activity related to faculty appointment;
4. Committee work in professional organizations;
5. Office holder in professional organizations;
6. Administrative activities;
7. Professional consultation;
8. Editorial Boards of journals;
9. Guest Reviewer for journals;
10. Editor of other works;
11. Graduate student thesis/research paper direction, advisement, committees, and exams;
12. Work with student organizations;
13. Recruitment and retention of students;
14. Fund raising;
15. Workshops and other presentations;
16. Other.

1. Department, College and University Committees

2. Membership in professional organizations

3. Community service activity related to faculty appointment

4. Committee work in professional organizations

5. Office holder in professional organizations

6. Administrative activities

7. Professional consultation

8. Editorial Boards of journals

9. Guest reviewer for journals

10. Editor of other works

11. Graduate student thesis/research paper direction, advisement, committees, and exams

12. Work with student organizations

13. Recruitment and retention of students

14. Fund raising

15. Workshops and other presentations

16. Other
