

Merit Document
 Department of Romance and Classical Studies
 March 9, 2016

Preamble

Merit raises refer to the component of salary raises that are provided to department/school bargaining unit faculty members who meet or exceed their assigned unit performance expectations. In any given year, it is possible that all of the Bargaining Unit Faculty Members in an academic unit may be eligible for merit salary raises. Merit is calculated during spring semester based on performance during the previous calendar year. Merit salary raises are added to base salary for the ensuing fiscal year (on September 1 for Bargaining Unit Faculty Members on 9-month contracts, and on July 1 for Bargaining Unit Faculty Members on 12-month contracts).

Merit eligibility for faculty members will be based on meeting or exceeding unit performance expectations for merit in Romance and Classical Studies (ROCS) in the following areas: Teaching/Librarian Effectiveness, Research/Creative Work, and Service. Each faculty member will receive an overall merit score which will identify whether s/he did not meet, met, or exceeded expectations for merit. The overall merit score will include five or more categories or rating levels to allow for greater discrimination among levels of performance; each of the categories or rating levels on the overall merit score must clearly identify whether it does not meet expectations for merit, meets expectations for merit, or exceeds expectations for merit. For example, using the minimum five categories or rating levels, the following evaluation concepts would be included: 1 = Does not meet expectations for merit; 2/3 = Meets expectations for merit; 4/5 = Exceeds expectations for merit.

Both the merit committee of the academic unit and the chair may make recommendations to the Dean for allocation of merit dollars and/or percentages. However, as provided for by Section 11.2 of Article 17 of the Collective Bargaining Agreement, the Dean is not bound by such recommendations and the determination of the actual merit increase is within the Dean's reasonable discretion.

1. Merit Criteria, Performance Indicators and Expectations, and Calculation of Merit Scores

The merit criteria (i.e., Teaching/Librarian Effectiveness, Research/Creative Work, and Service), performance indicators and expectations for the criteria, and the calculation of the component merit scores (i.e., Teaching/Librarian Effectiveness, Research/Creative Work, and Service) are contained in Appendix A.

2. General Procedure for Faculty Evaluation and Score of Merit

- 2.1. Prior to the beginning of the calendar year, each faculty member will confirm his/her allocation of effort (e.g., 50/30/20 for teaching, scholarship, and service) with the chair.
- 2.2. The department merit committee is responsible for assigning an overall merit score to every bargaining unit faculty member. In Romance and Classical Studies, the Salary, Promotion and Tenure (SPAT) Committee conducts merit review. Guidelines for SPAT Committee composition: 1) With the exception of the Department Chair, every tenured member of the Department returning the following year is eligible for voting and for membership. A person who will have a tenure contract the Fall following elections is also eligible for voting and for

membership. 2) Election is in April. Voting is by mail ballot. There is successive balloting until each of the candidates receives a majority of votes cast. 3) Three members are elected: one from French, one from Spanish and one at large. Faculty who teach more than one language may be a candidate on only one language slate. All tenured faculty may be on the at-large slate. The three members are elected by the tenured faculty of the Department. 4) Terms begin with Fall semester and run for one year. 5) In case an elected member is unable to serve out his or her term (leave of absence, illness, resignation, etc.) a new election is held to fill the unexpired term. 6) The Department Chair calls the first meeting of the year. The Committee elects its own chair at that meeting. In the event that the Committee is unable to elect a chair, the Chair of the Department will appoint a chair, taking into consideration the person who received the highest number of votes.

- 2.3. Faculty members who fail to submit a merit portfolio by the deadline will receive an automatic rating of “does not meet expectations” and will not be eligible for a merit salary increase or the market adjustment from the Fixed Market Pool (Article 17, section 7.1).
- 2.4. The submitted merit dossier must include the following elements:
 - 2.4.1. Updated CV
 - 2.4.2. Student Teaching Evaluations from previous calendar year.
 - 2.4.3. Faculty Record of Merit Evaluation v.2.1, 2016 (FRME [see Appendix A])
 - 2.4.4. Any supporting materials as stipulated by FRME
- 2.5. Calculation of overall merit score:
 - 2.5.1. Each member of the merit committee will carefully examine the annual reports and all substantiating materials, and confirm raw score recorded in FRME (Appendix A).
 - 2.5.2. FRME scores are calculated by adding points for activities listed under teaching, research, and service. Raw points are then multiplied by Allocation of Effort percentages (e.g. TTF with 50/30/20 allocation of effort: Teaching x 50; Research x 30; Service x 20). Weighted scores from three areas are totaled to arrive at final Merit Score. The FRME weighted scoring system allows for 155+ levels of differentiation, and a final rating is based on a where a candidate’s total score falls on the range of zero to 155 and above. The ratings and ranges are as follows: “fails to meet expectations for merit” (FRME weighted score range 0 to 35.99), “meets expectations for merit” (FRME weighted score range 36 to 154.99), or “exceeds expectations for merit” (FRME weighted score range 155 and above). The merit committee will provide the chair with a full report of the committee’s evaluations of FRME scores in a timely fashion according to calendar described in section 3. After assessing the FRME merit scores and the merit committee’s evaluations of the candidates, the chair completes an independent evaluation and rating of each candidate. FRME scores, final merit ratings, and points of comparison across department will be made available to each faculty member.

3. Significant Dates for Merit Consideration and Appeals

January 31: Last date for faculty merit dossiers to be submitted to an academic unit. The ROCS merit committee is urged to work informally with all faculty being reviewed to resolve any factual or interpretive issues in advance of making recommendations to the chair.

February 28: Academic unit faculty committee’s merit score recommendation to the chair (with a copy to the faculty member).

March 7: Last date for faculty members to appeal the committee's recommendation to the chair (with a copy to the committee).

March 31: Chair's merit score recommendation to the Dean (with copies to the committee and faculty members).

April 7: Last date for faculty member to appeal the chair's merit score recommendation to the Dean (with copy to the chair). The faculty member may raise in any appeal to the Dean: (i) the chair's merit score recommendation, and (ii) only those aspects of the committee's recommendation that the faculty member has previously raised in the faculty member's appeal to the chair. Issues related to the committee's recommendation not raised previously with the chair (where the faculty member either knew or through the exercise of reasonable diligence should have known) are not preserved for appeal to the Dean, shall not be considered by the Dean, and shall not be the basis or grounds for any grievance by the BGSU-FA.

April 30: Dean's recommendation to the Provost. Thereafter the Provost and Dean may confer through on or about May 19.

On or about May 20: Dean issues final determination regarding merit.

4. Special Circumstances

4.1. Consideration of Special Circumstances as Required by the Collective Bargaining Agreement

4.1.1. **Faculty Exchange Leave** (Article 21, Section II: subsection 1.7). Faculty members shall be entitled to full consideration for merit. The merit evaluations for the faculty members will include consultation with the host institution.

4.1.2. **Leaves with Extramural Salary Paid through the University Payroll System** (Article 21, Section III: subsection 1.3) Faculty members shall be entitled to full consideration for merit. The merit evaluations for the faculty members will include consultation with the sponsoring government agency or private foundation.

4.1.3. **Unpaid Leave - 100% time** (Article 21, Section IV: subsection 5). Faculty members will not be eligible for merit in any calendar year for which 100% unpaid leave was taken that is unrelated to Family Medical Leave. If related to Family Medical Leave, performance expectations for merit evaluations shall be prorated.

4.1.4. **Sick Leave** (Article 21, Section VIII: subsection 9.1). Performance expectations for merit evaluations shall be prorated for faculty members on sick leave for 40 or more days during the calendar year.

4.1.5. **Parental Leave** (Article 21, Section IX: subsection 3). Unit Faculty Member who takes parental leave under this Article will only be evaluated for performance during the time in which he or she was not on parental leave (including use of sick leave in addition to parental leave). Performance expectations for merit evaluations that are expressed quantitatively shall be prorated. The Department Chair's/School Director's evaluation shall include a description of the methods used for prorating.

4.1.6. **Partial Unpaid Leave – 50% time** (Article 21, Section X: subsection 3.3) Faculty members will not be eligible for merit in any calendar year for which 50% unpaid leave was taken that is unrelated to Family Medical Leave. If related to Family Medical Leave, performance expectations for merit evaluations shall be prorated.

4.1.7. **Faculty Improvement Leave** (Article 22, Section 7.3.3) Faculty members shall be entitled to full consideration for merit. The merit evaluations for the faculty members will

include consideration of the report submitted to the President detailing accomplishments during the FIL.

4.2. Consideration of Other Special Circumstances

4.2.1. **New Faculty Hires.** New faculty members whose employment begins in the fall semester shall be entitled to full consideration for merit. Performance expectations for merit evaluations shall be prorated.

4.2.2. The unit's faculty advisory body may also consider special circumstances not covered in 4.1 above and make a recommendation to the unit chair or director. Such exceptional circumstances might include a leave without pay to take a short-term research appointment, a leave without pay to participate in professional development, or other leave without pay that enhances the productivity of the faculty member and the reputation of the institution.

5. Amendment of Merit Policy

The unit faculty may amend performance indicators, performance expectations, and the methods for combining this information into both component and overall merit scores at any time. Amendments to the merit policy must be approved by the Dean and Provost/SVPAA. Approved amendments to the merit policy shall not be applied retroactively in the calculation of the previous year's merit scores.

Approved by the Department of Romance and Classical Studies at the Month, Date, Year Faculty Meeting


Nathan Richardson, Chair

Date 3-9-16

Approved:


Ray Craig, Dean of College of A&S

Date 3/10/16

Approved:


Rodney Rogers, Provost/ Senior VP

Date 3/12/16

Appendix A

The FRME and the calculation of the final Merit Score:

The Faculty Record of Merit Evaluation v.2.1, 2016 (FRME [see below]) allows ROCS faculty members to provide a detailed report on their annual activities; each activity is weighted according to individual faculty allocation of effort. Quality and quantity of work is described in detail in the FRME. FRME scores are calculated by adding points for activities listed under teaching, research, and service. Raw points are then multiplied by Allocation of Effort percentages (e.g. TTF with 50/30/20 allocation of effort: Teaching x 50; Research x 30; Service x 20). Weighted scores from three areas are totaled to arrive at final Merit Score. The FRME weighted scoring system allows for 155+ levels of differentiation, and a final rating of “fails to meet expectations for merit,” “meets expectations for merit,” or “exceeds expectations for merit” is based on a where a candidate’s total score falls on this range.

Evaluation Rating Category	Activities	Possible FRME Total Score
Exceeds expectations for merit	<i>Detailed in FRME</i>	<i>155 and above</i>
Meets expectations for merit	<i>Detailed in FRME</i>	<i>36.00-154.99</i>
Fails to meet expectations for merit	<i>Detailed in FRME</i>	<i>0-35.99</i>

To ensure meritorious performance in all areas where effort is allocated, a score that falls in the “Fails to Meet Expectations for Merit” range in any individual category (Teaching, Research, Service) will automatically trigger an overall rating of “Fails to Meet Expectations” no matter the point total for all three areas combined.

Evaluation Rating Category	TEACHING Expected levels of accomplishment on teaching performance indicators (or their equivalent)	Possible FRME Teaching Score
Exceeds expectations for merit	<i>Detailed in FRME</i>	<i>100-150 (and above)</i>
Meets expectations for merit	<i>Detailed in FRME</i>	<i>30-99.99</i>
Fails to meet expectations for merit	<i>Detailed in FRME</i>	<i>0-29.99</i>

Evaluation Rating Category	RESEARCH Expected levels of accomplishment on research performance indicators (or their equivalent)	Possible FRME Research Score
Exceeds expectations for merit	<i>Detailed in FRME</i>	<i>35 & above</i>
Meets expectations for merit	<i>Detailed in FRME</i>	<i>5-34.99</i>
Fails to meet expectations for merit	<i>Detailed in FRME</i>	<i>0-4.99</i>

Evaluation Rating Category	SERVICE Expected levels of accomplishment on service performance indicators (or their equivalent)	Possible FRME Service Score
Exceeds expectations for merit	<i>Detailed in FRME</i>	<i>20 & above</i>
Meets expectations for merit	<i>Detailed in FRME</i>	<i>1.00-19.99</i>
Fails to meet expectations for merit	<i>Detailed in FRME</i>	<i>0-.99</i>

Faculty Record of Merit Evaluation

DEPARTMENT OF ROMANCE LANGUAGES
FACULTY RECORD OF MERIT EVALUATION
rev.2016

First Name Last Name Date

Regular Faculty:
Teaching 50 / Research 30 / Service 20

Instructors/Lecturers:
Teaching (80-100) / Service (0-20)

Sections

Instructions:

Item addition (new row): to add an item to any of the tables, press (+) orange symbol on the first row to the left. By default, every new item added will carry on the minimum value assign to the field.

Delete Item (row): to delete any item, press the (-) red symbol. **WARNING:** once you delete an item there is no way to recover it! Therefore, is highly recommended that you backup (save) this form frequently in order to preserve all the original data.

Navigation: very simple buttons will take you from the first pages to each particular section (teaching, research, service) as well as from the bottom to the top of the form.

Invisible fields: every time you enter a new value in any field, another invisible field will appear to give the reviewers a quick overview of your 'raw data' or raw value. Please do not modify these fields because that might cause discrepancies with the subtotals and consequentially will produce an erroneous value. If an entered value does not show, press Return.

In order to make this form portable and efficient on any platform, a very complex set of scripts was use (XML, JavaScript, and C++). Therefore do not try to edit the form's content nor alter the embedded scripting because that will destroy not only the layout and the operability of this form but you will loose all your data.

Preamble

Three clearly defined categories will be established:

a) exceeding merit, b) meritorious, c) non-meritorious, by natural distribution.

New Faculty Hires. New faculty members whose employment begins in the fall semester shall be entitled to full consideration for merit. Performance expectations for merit evaluations shall be prorated.

The cutting off points between these categories will be determined each year on the basis of the points earned and the average during the relevant time period (3-year period on a rolling basis).

Summary

	Average	SPAT Award			Previous 2 Scores		
	Estimated Raw Points	Raw Points	Weight	Current Year	Last Year	Year Before Last	3-Year
Teaching	0	0					
Research							
Service	0	0					
TOTAL	0	0	. Weight	Year	LastY	YBefore	3Y

TEACHING

- A. Persons who teach 5 or 6 courses in the calendar year must submit 3 evaluations. If more than three are submitted, only the best three will be taken into account. One of them may be from a summer course. There must be a minimum of 3 students filling out an evaluation for that evaluation to count. Persons who teach 3 or 4 courses in a calendar year must submit 2 evaluations. Persons who teach fewer than 3 courses in a calendar year must submit 1 evaluation. (For all promotion and tenure considerations, faculty members should present a record of evaluations in every course.)

The Committee will divide a blind list of composite scores from student evaluations into fifths, and then examine the breaking point between fifths to make minor adjustments dictated by common sense. No score will be moved to a lower group as a result of such analysis, but the top score of the group might be adjusted upwards.















1. Student evaluations:



<u>Scores</u>	<u>Points</u>			
<input type="checkbox"/> 1st fifth	20	<input type="checkbox"/>	award	<input type="checkbox"/>
<input type="checkbox"/> 2nd fifth	16	<input type="checkbox"/>	award	<input type="checkbox"/>
<input type="checkbox"/> 3rd fifth	12	<input type="checkbox"/>	award	<input type="checkbox"/>
<input type="checkbox"/> 4th fifth	8	<input type="checkbox"/>	award	<input type="checkbox"/>
<input type="checkbox"/> 5th fifth	4	<input type="checkbox"/>	award	<input type="checkbox"/>
<input type="checkbox"/> None submitted	0	<input type="checkbox"/>	award	<input type="checkbox"/>



- B. Additional points may be earned, as follows: evidence of teaching effectiveness not listed herein or other teaching-related activities will, upon request, be evaluated by the committee. Where there is a sliding scale, (indicated below with an asterisk), a statement must be submitted to the committee to justify more than the minimum points shown.

Teaching Section

Field Description		Value Each	SPAT Awarded Points
1	Chair MA thesis. (Per thesis, per year.) Student name(s):	2.0 Each	
<input type="radio"/>			
<input type="radio"/>			
2	Design and teach new course. Course number:	2.0 Each	
<input type="radio"/>			
<input type="radio"/>			
3	MA Final Project. (Per project, per student.) Student name(s):	*.5-1.0	
<input type="radio"/>			
<input type="radio"/>			
4	Other thesis/dissertation service. Student name(s):	*.5-1.0 x student	
<input type="radio"/>			
<input type="radio"/>			
5	Senior Honors Project (Per project, per student) Students name(s):	0.75	
<input type="radio"/>			
<input type="radio"/>			
6	Supervise Teaching Assistants. (Per language, per year.)	2.0	
<input type="radio"/>			
<input type="radio"/>			

7	Unpaid overload.	3.0
 		
8	Independent Studies. Student name(s):	1.0 per section
 		
9	Attend workshop on improving teaching. Identify:Name, date, duration, place and type.	*.5-2.0
 		
10	Complete a regular university course which enhances one's capabilities.	1.0 maximum per year
 		
11	External special recognition (Nominations or awards for teaching.)	*1.0-4.0
 		
12	Internal special recognition.	2.0
 		
13	Curriculum review and revision.	*2.0-4.0
 		

14	Develop teaching methods and effectiveness.	*1.0-2.0
 		

15	Student assessment. Student name(s):	*.5 per student
 		



16 Undergraduate advisor:



Latin or Classical Studies (value: 0.25)



French Arts and Sciences (value: 0.5) Education (value: 1.0)

Spanish Arts and Sciences (value: 1.0) Education (value: 2.0)

16

17	Club advisor	*.25-1.0
 		

18	Honorary advisor	.25
 		

19	Conversation hours. Frequent participation.	*.25-.75
 		

20	Other:	*.25
<input type="checkbox"/>		
<input type="checkbox"/>		

TOTAL
0
Teaching

TOTAL TEACHING POINTS:

SPAT RAW

0

Teaching

Research Section

RESEARCH Section

To earn credit for any research which does not fit this document, please submit a statement of explanation in support of your request.


Except as indicated below, only published research and papers actually given count. A work having multiple authors will find the credit divided equally (2 authors, each gets 50%; 3 authors, each gets 33%).


A. Books: (Submit title, publisher, date, and pages.)


A.1.	Scholarly book - refereed Minimum 100 pages	25.0	Spat Awarded
<input type="checkbox"/>			

A.2.	Refereed textbook or academic software	15.0	Spat Awarded
<input type="checkbox"/>			

A.3.	Refereed translation	10.0	Spat Awarded
<input type="checkbox"/>			

A.4.	Main editor of anthology	7.0	Spat Awarded
			

A.5.	Non-refereed book, textbook, or translation	5.0	Spat Awarded
			

A.6.	Letter of acceptance by book publisher. Furnish copy of letter as proof. (Points awarded one time only.)	1.0	Spat Awarded
			

B. Articles: (Submit title, journal or book collection, date, and pages.)

1. Points for articles will be awarded based, in general, on a [1] whether the journal or book collection is international/national 2) regional/local]; b. Invitation/Refereed/Non-Refereed; c. The number of pages in the article.

International/National Regional/Local
 Invitation Refereed Non-Refereed Invitation Refereed Non-Refereed


Title	Date	# pages	# words	SubTotal	Spat Awarded


Articles Total Spat Awarded Total


For each category in the above grid:


- The highest number will be awarded for articles of 8,000 words or more.
- The middle number will be awarded for articles of 4,000-7,999 words.
- The lowest number will be awarded for articles of 800-3,999 words.


NOTE: Please include number of words in the article published and include a copy.

B.2.	Translation in refereed journal or book, 2-20 pages. List title, journal, date, and pages here and <u>attach one copy of each translation.</u>	3.0	Spat Awarded
			


B.3.	Letter of acceptance by refereed journal or book collection. Attach copy of each acceptance. (Points awarded one time only.)	1.0	Spat Awarded
			


B.4.	Submission of articles (maximum 3 per article). Furnish acknowledgement of reception as proof.	0.5	Spat Awarded
			


B.5.	<u>MLA Bibliography</u> or other bibliographic work (per 50 entries).	1.0	Spat Awarded
			


B.6.	Book review, editorial comments, scholarly notes and reports:	2.0-1.0	Spat Awarded
	Refereed = 2.0 / Non-Refereed = 1.0		
			

C. Papers: (Identify title, conference, place, and date.)

C.1.	Paper given at scholarly international or national conference.	3.0	Spat Awarded
			

C.2.	Paper given at scholarly regional or state conference.	2.0	Spat Awarded
			

C.3.	Participant in panel discussion, commentator, discussant at a scholarly conference.	1.0	Spat Awarded
			

C.4.	Organizing a section of a scholarly meeting. (This means soliciting and evaluating papers to set up a session.)	2.0	Spat Awarded
			

Giving talks, slide shows, or local conferences will be considered in the area of SERVICE.

D. Grants: External Grants & Internal Grants (Identify sources.)

<input type="checkbox"/> External Grants	<input type="checkbox"/> Internal Grants
<input type="checkbox"/> Over \$15,000 (8 pts)	<input type="checkbox"/> Over \$15,000 (4 pts)
<input type="checkbox"/> Over \$5000-14,999 (4 pts)	<input type="checkbox"/> Over \$5000-14,999 (2 pts)
<input type="checkbox"/> Under \$5,000 (2 pts)	<input type="checkbox"/> Under \$5,000 (1 pt)
<input type="checkbox"/> Submitted not accepted (1 pt)	<input type="checkbox"/> Submitted not accepted (0,5 pts)

Source/Title	Date	SubTotal	Spat Awarded

Grants Total Spat Awarded Total

E. Editing (1 year's work). Identify journals.

A candidate for points beyond the minimum should submit copies of the journal(s) in question.

Points will be awarded based, in general, on

a. 1) whether the journal is international/national; 2) regional/local; b. the frequency of publication; c. the number of pages in the volumes.

EXAMPLE: Editor-in-chief

International/national

Fewer than 100 pages

Annual 4

Semi-annual 6

Quarterly 12


International/national


100 pages or more


Annual 6


Semi-annual 8


Quarterly 16


E.1.	Editor-in-chief of scholarly international or national journal	4.0-16.0	Spat Awarded
			

E.2	Editor-in-chief of scholarly regional/state journal	4.0-12.0	Spat Awarded
			

E.3	Associate/Assistant editor, section editor, book review editor for scholarly international or national journal	3.0-8.0	Spat Awarded
			

E.4	Associate/Assistant editor, section editor, book review editor for scholarly regional/state journal	3.0-6.0	Spat Awarded
			

E.5	Referee or consultant for scholarly journal (for 1 year's work)	1.0-3.0	Spat Awarded
			

E.6	<u>External</u> Special Recognition (Nominations or awards for research)	1.0-4.0	Spat Awarded
			

E.7	Internal Special Recognition (Nominations or awards for research)	2.0	Spat Awarded
+ -			

TOTAL RESEARCH POINTS:

Subtotal	Spat Awarded
Research	

Research



A. University Service:



The general guidelines for variable points listed below is that the more time and responsibility involved in a service endeavor, the more points awarded for it. Where there is a sliding scale, a statement must be submitted to the committee to justify more than the minimum points shown. Points for service activities other than those listed, including Ad Hoc committees, will be awarded on the same basis of time and responsibility. It is the responsibility of the faculty member to inform the committee of such activities.

A.1.	Faculty Senate	*2.0-3.0	Select at least one	SubTotal	Spat Awarded
			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	0

A.2.	Senate Committees	*1.0-3.0	Select at least one	SubTotal	Spat Awarded
+ -			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	0



A.3.	University Standing Committees	*1.0-3.0	Select at least one	SubTotal	Spat Awarded
+ -			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	0

A.4.	Multicultural Mentoring Program	*1.0-3.0	Select at least one	SubTotal	Spat Awarded
 			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	0

A.5.	Other University Service	*1.0-3.0	Select at least one	SubTotal	Spat Awarded
 			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	0


B. College Service:

B.1.	Arts and Sciences Council	*2.0-3.0	Select at least one	SubTotal	Spat Awarded
			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	0

B.3.	Interdisciplinary Studies Committees (specify)	*.5-1.5	Select at least one	SubTotal	Spat Awarded
 			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	

B.2.	Arts and Humanities Committee	*2.0-3.0	Select at least one	SubTotal	Spat Awarded
			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	0

B.4.	Foreign Languages Education Committee	*.5-1.5	Select at least one	SubTotal	Spat Awarded
			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	0

B.5.	Other College Service	# value	Select at least one	SubTotal	Spat Awarded
 			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	0

C. Departmental Service:

C1.	Director AYA (On campus: France or Spain)	6.0	Select at least one	SubTotal	Spat Awarded
			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	0

C2.	Director AYA (On campus: Canada or Mexico)	2.25	Select at least one	Total	Spat Awarded
			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	0

C3.	Director AYA (Abroad) (For more than the minimum, program evaluations or other evidence must be submitted.)	*6.0-8.0	Select at least one	Total	Spat Awarded
			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	0

4.a.	French House Faculty Advisor (Academic Year)	4.5	Select at least one	Total	Spat Awarded
			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	0

4.b.	French House Faculty Advisor (Summer)	2.0	Total	Spat Awarded

4.c.	La Comunidad Faculty Advisor	6.0	Select at least one	SubTotal	Spat Awarded
			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	0

5.a.	Graduate Coordinator (Year)	6.0	Select at least one	SubTotal	Spat Awarded
			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	0

5.b.	Graduate Coordinator (Summer)	3.0	SubTotal	Spat Awarded
	(Summer)			

6.	Section Leader	*2.0-3.0	Select at least one	SubTotal	Spat Awarded
+ -			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	0

8.	Tenure and Promotion Facilitator	1.0 per case	Select at least one	SubTotal	Spat Awarded
+ -			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	0

9.	Executive Committee (Points awarded only if committee meets.)	1.0	Select at least one	SubTotal	Spat Awarded
			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	0

10.	Graduate Committee (Points awarded only if committee meets.)	0.5	Select at least one	SubTotal	Spat Awarded
			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	0

11.	Library Representative	1.5	Select at least one	SubTotal	Spat Awarded
			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	0

12.	Organizer of cultural event on campus or field trip.	*1.0-3.0 per event	Select at least one	SubTotal	Spat Awarded
+ -			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	0

7.	SPAT Committee	Value	Select		Spat Awarded
		*0.5-2.0			
a.	Spat Committee Fall		<input type="checkbox"/> Fall	0	
b.	Spat Committee Spring	2	<input type="checkbox"/> Spring	0	
				0	0

13.	Organize BGSU conference or workshop for people from outside the academic community.	*1.0-3.0 per event	Select at least one	SubTotal	Spat Awarded
+ -			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	0

14.	Raise significant funds for department programs from external or internal sources.	*2.0-4.0	Select at least one	SubTotal	Spat Awarded
+ -			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	0

15.	Other department service (including Ad Hoc committees, etc.)		Select at least one	SubTotal	Spat Awarded
+ -			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	0

16.	Preview Day	.25 per day	Select at least one	SubTotal	Spat Awarded
+ -			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	0

17.	Peer Evaluator	.25 per evaluation	Select at least one	SubTotal	Spat Awarded
+ -			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	0

18.	Presidents' Day	0.25	Select at least one	SubTotal	Spat Awarded
			<input type="checkbox"/> Fall <input type="checkbox"/> Spring	0	
				0	0

D. Professional Services: Please explain fully.

D.1.	Board Member or Officer of Professional Organization	*.5-2.0	Select at least one	SubTotal	Spat Awarded
<input type="radio"/>			<input type="checkbox"/> Fall	0	
<input type="radio"/>			<input type="checkbox"/> Spring		
				0	0

D.2.	Giving professional related talks, slide shows, etc. outside the department or outside the university.	*1.0-2.0	Select at least one	SubTotal	Spat Awarded
<input type="radio"/>			<input type="checkbox"/> Fall	0	
<input type="radio"/>			<input type="checkbox"/> Spring		
				0	0

D.3.	Conference Leadership. (This means arranging for speakers, making introductions, etc.)	*.5-1.0	Select at least one	SubTotal	Spat Awarded
<input type="radio"/>			<input type="checkbox"/> Fall	0	
<input type="radio"/>			<input type="checkbox"/> Spring		
				0	0

D.4.	Unremunerated translation services.	0.5	Select at least one	SubTotal	Spat Awarded
<input type="radio"/>			<input type="checkbox"/> Fall	0	
<input type="radio"/>			<input type="checkbox"/> Spring		
				0	0

D.5.	Other professional service:		Select at least one	SubTotal	Spat Awarded
<input type="radio"/>			<input type="checkbox"/> Fall	0	
<input type="radio"/>			<input type="checkbox"/> Spring		
				0	0

TOTAL SERVICE POINTS:

TOTAL	Spat Awarded
00	
SERVICE	

Comments

TOP

Service

Save Form