# Research/Scholarship/Creative Activity Evaluation Guidelines

## Department of Psychology – 2018

**Resubmission to Dean Rainbolt 10/24/18**

*CBA* 18.4 (b) Research/Scholarship/Creative Activity. The annual evaluation shall include consideration of the quality and quantity of the faculty member’s research/scholarship/creative activity which is a measure of the faculty member’s contributions to the discovery, integration, or application of new knowledge, and other forms of creative activity, which is appropriately related to the faculty member’s discipline. An evaluation of quality will include an evaluation both of the publication/creative contributions and of the medium in which the work is published/presented.

The annual evaluation process does not necessarily translate to tenure appraisal (see CBA article 18.10).

In listing scholarship activities, a faculty member shall specify their role, accomplishments, activities, and the degree of time devoted during the evaluation period. Additional documentation should be submitted or available upon request.

Please note that any scholarship activity not engaged in and/or not addressed in the Annual Self-Evaluation Portfolio will automatically be assigned zero points.

Actual points per activity based on quality and extent of required efforts will be determined and assigned by the chair.

Scholarship/research activities should relate to the faculty member’s areas of scientific expertise, which is defined in terms of discipline-related research specialties, training, experience, and knowledge.

Faculty can choose when to count books, chapters, and journal articles based on the publication status (accepted, in-press, published), but publications can only be counted on the annual evaluation in one academic year. Conference presentations can only be counted in the academic year in which the conference takes place.

Points should be applied to each activity/student within a given category.

|  | **Research/Scholarship/Creative Activities** | **Points** |
| --- | --- | --- |
| **Minimum research/ scholarship/ creative activities requirements\*** | Making progress in one’s research program as evidenced in activities and outcomes described below | -- |
|  | Submitting the required annual self-evaluation portfolio including the scholarship narrative by the established deadline | -- |
|  | and maintaining the professional decorum set forth in Article 10.3 Academic Responsibility of Faculty Members | -- |
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| **CBA 18.4(b) (1)** |  |  |
| a. Published books | Publication of a research book or monograph by an academic press or traditional publishing house, not self-published (author or coauthor) | 30 |
|  | Publication of a research book or monograph by an academic press or traditional publishing house, not self-published (editor or coeditor) | 27 |
|  | *Each of the above works completed in this category can earn additional points depending on the following qualifiers:* |  |
|  | Substance/significance of own contribution/authorship (e.g., % of overall contribution) | 1-3 |
|  | Anticipated Impact (e.g., publisher, distribution, anticipated or documented readership, relevance to basic or applied field or community impact) | 1-3 |
|  | Student(s) as coauthor | 1 |
|  |  |  |
| b. Chapters in books | Publication of a book chapter in a book published by an academic press or traditional publishing house, not self-published, includes in-press entries (author or coauthor) | 10 |
|  | Publication of an encyclopedia article, includes in-press entries (author or coauthor) | 5 |
|  | *Each of the above works completed in this category can earn additional points depending on the following qualifiers:* |  |
|  | Substance/significance of own contribution/authorship (e.g., % of overall contribution) | 1-3 |
|  | Anticipated Impact (e.g., publisher, distribution, anticipated or documented readership, relevance to basic or applied field or community impact) | 1-3 |
|  | Student(s) as coauthor | 1 |
|  |  |  |
| c. Articles and papers in professional journals | Publish a peer-reviewed article in a non-predatory journal, includes in-press articles (author or coauthor) | 15 |
|  | Publish a peer-reviewed proceedings article | 10 |
|  | Publication of a non-peer reviewed paper or report (e.g., white papers, position statements, or policy briefs) | 5 |
|  | *Each of the above works completed in this category can earn additional points depending on the following qualifiers:* |  |
|  | Substance/significance of own contribution/authorship (e.g., % of overall contribution) | 1-3 |
|  | Anticipated impact (e.g., anticipated or documented readership, impact factor, H index of journal, rejection rate, relevance to basic or applied field or community impact, large scale replication projects) | 1-3 |
|  | Student(s) as coauthor | 1 |
|  |  |  |
| d. Musical compositions | N/A | N/A |
| e. Paintings and sculpture | N/A | N/A |
| f. Works of performing art | N/A | N/A |
|  |  |  |
| g. Major grant proposals, grants and patents received | Received or receiving external grants from organizations with national or international scope (e.g., federally funded) (PI or Co-I) | 20 |
|  | Received or receiving external grant not included in above (e.g., state agency, regional consortium, or foundation) | 12 |
|  | Received or receiving contract award (e.g., program evaluation, consultant) | 8 |
|  | Received internal grant or competitive sabbatical award | 5 |
|  | *Each of the above grants/awards received/receiving in this category can earn additional points depending on the following qualifiers:* |  |
|  | Student(s) as coauthor | 1 |
|  | Substance/significance of own contribution (e.g., % of overall contribution, etc.) | 1-3 |
|  | Amount of local contract/grant award received (1 point for every $5,000) | 1 |
|  | Received local contract/grant supports undergraduate or graduate students (1 point for every $500 in student support) | 1 |
|  |  |  |
| h. Papers presented at meetings of professional societies | Author or coauthor of an oral presentation at international, national, regional, or local professional conference | 3 |
|  | Author or coauthor of a poster presentation at international, national, regional, or local professional conference | 2 |
|  | Panel member or discussant at international, national, regional, or local professional conference | 3 |
|  | *Each of the above activities completed in this category can earn additional points depending on the following qualifiers:* |  |
|  | Student(s) as coauthor | 1 |
|  | Substance/significance of own contribution (e.g., % of overall contribution) | 1-3 |
|  | Anticipated impact (e.g., rejection rate, relevance to basic or applied field or community impact, size of conference, keynote, invited) | 1-3 |
|  |  |  |
| i. Reviews, research, and/or creative activity that has not yet resulted in publication, display, or performance. | Developing or submitted IRB application (e.g., developing or completed study design, developing or completed recruitment plan, power analysis, exempt/expedited/full board review, etc. considering substance/significance of own contribution) | 1-3 |
|  | Obtained IRB approval | 1 |
|  | Pre-registering study | 1 |
|  | Collecting or collected data (considering substance/significance of own contribution, difficulty in recruiting and running study and other sample characteristics or considerations, e.g., SONA sample, Mturk sample, children, couples, longitudinal, representativeness, targeting under-studied populations, etc.) | 1-4 |
|  | Coding data (e.g., observational, written, interviews, audio, video, etc., considering substance/significance of own contribution) | 1-3 |
|  | Analyzing data or completed data analysis (considering substance/significance of own contribution, time intensiveness of data analysis, new analysis technique, making data openly available, multiple datasets, etc.) | 1-3 |
|  | Writing or completed draft of manuscript (considering substance/significance of own contribution, anticipated impact, etc.) | 1-4 |
|  | Submission of manuscript for publication (only for the first time submitting that iteration of the manuscript) | 1 |
|  | Resubmission of manuscript (e.g., invited to revise and resubmit or substantive revision based on previous reviewer feedback, adding additional study or analyses, etc., considering substance/significance of own contribution) | 1-3 |
|  | Submission of abstract for conference presentation | 1 |
|  | Develop/implement major community-based/applied/international research project (considering substance/significance of own contribution, difficulty in development/implementation, etc.) | 3-6 |
|  | Collaboration on research with faculty within the department or university | 1 |
|  | Media presentations (local, national, international) or interviews with journalists relevant to field of Psychology and one’s discipline (weighted only within one evaluation category - e.g., Teaching or Service or Scholarship) | 1-3 |
|  | Submitted external grant proposal, PI or Co-I (considering substance/significance of own contribution, anticipated impact, amount of grant, source of grant, etc.) | 6-10 |
|  | Submitted internal grant proposal or competitive sabbatical application, PI or Co-I (considering substance/significance of own contribution, anticipated impact, amount of grant, etc.) | 2-4 |
|  | Submitted book proposal, author or co-author | 2 |
|  |  |  |
| j. Any other research/ scholarly/ creative activities demonstrably related to the faculty member’s discipline | Received award for research/scholarship (considering prestige, competitiveness, internal vs. external, etc.) | 1-5 |
|  | Received fellowship (e.g., Fulbright fellowship, competitive sabbatical) | 1-5 |
|  | Other research/ scholarly/ creative activities with supportive documentation | 1-5 |
|  | Coauthor student research presentation at UNF scholarly conference | 1 |

**Point Ranges\* (rounded up to the next whole number) for Categories**

**Meets Expectations**: 4-7 points

**Exceeds Expectations**: 8-16 points

**Far Exceeds Expectations**: 17 or more points

**Below Expectations**: 1-3 points

**Unsatisfactory**: 0 points

\*To earn “Meets Expectations” all minimum research/scholarship activities required must be met per the CBA 18.4 (b)(4)a., in addition to earning the required number of points.