

**Examples for Documenting and Evaluating Faculty Research,
 Scholarship, and Creative Endeavor**

This document is intended to provide examples for documenting and evaluating faculty research, scholarship, and creative endeavor. The goal is to help faculty, chairs, and administrators distinguish between satisfactory and excellent research activity. Faculty, chairs, and deans/directors are encouraged to discuss the rubrics and modify or adapt them as appropriate in accordance with the standards and traditions of their disciplines. Differentiation in rubrics related to promotion to associate professor with tenure and promotion to the rank of professor is left to the interpretation of the academic departments.

For the purpose of evaluation, the University does not view research, scholarship, or creative endeavor as ends unto themselves. Rather, it is only through the processes of external peer review and dissemination that society derives tangible benefits from its investments in these activities. Therefore, in all cases, the ultimate measure of satisfactory or excellent achievement in research, scholarship, and creative endeavor is provided by appropriately peer-reviewed venues, such as an exhibit, performance, presentation, publication, or show.

Given the wide range of faculty activities that fall within the bounds of research, scholarship, and creative endeavor, the creation of rubrics defining a satisfactory or excellent record across all disciplines is extremely difficult. The scope of rubrics used must be broad enough to embrace all scholarly activities. Additionally, faculty, department chairs, and administrators should recognize that not all disciplines can be measured by the same rubrics. Therefore, this document presents a framework for consideration and not a definitive standard.

Category of Activity: Publications

Types of Documentation

- Book
- Book Chapter
- Article
- Proceeding
- Abstract

Evaluation Criteria

- Publication in an appropriate, peer reviewed outlet.
- Invited by recognized authorities for publication in an appropriate, peer reviewed outlet.
- Impact or significance assessed by: influence of the work on others' research as measured by citations, scholarly reputation of the publication outlet, recognition as a seminal or pivotal work in the field or other appropriate criteria as defined by the unit.

Summative Evaluation of Category

Importantly, assessment of quality is a subjective union of qualitative and quantitative review. As such, distinction between satisfactory and excellence in the category of publications is based first upon the impact or significance of the contributions and secondly upon the number of contributions.

Academic units have primary responsibility in defining metrics for satisfactory and excellent for the following: the quantity of publications, the range of acceptable publication types, the scholarly reputation of various outlets, and the equivalency between publication types.

Category of Activity: Poster or Oral Presentation**Types of Documentation**

Paper or poster presentation
Conference proceedings

Evaluation Criteria

Paper or poster presented at regional or national conference.
Invited by recognized authorities for presentation in an appropriate, peer reviewed outlet.
Paper or poster presented as part of a thematic, keynote, plenary or special session.
Author invited to submit a full manuscript based upon paper or poster presentation.

Summative Evaluation of Category

In some disciplines oral or poster presentations may be supported by written abstracts and/or proceedings. Academic units have primary responsibility in defining metrics for satisfactory and excellent in the following: the reputation of the conference, the significance of the presentation, the impact of the presentation.

Category of Activity: Creative Products, Performances, Exhibits**Types of Documentation**

Creative products, performances, exhibits
Master classes and workshop lectures
Inclusion in collections or publications

Evaluation Criteria

Work is presented at a refereed, adjudicated, juried, or curated venue.
Work is included or cited in special collection or reproduced in publication/textbook, including electronic or digital media.

Summative Evaluation of Category

The creative and professional arts are evaluated by criteria that closely parallel those used in other disciplines: peer-review, impact, and professional recognition. Academic units have primary responsibility in defining metrics for satisfactory and excellent in the following: the significance/ impact of the venue or event, the selectivity of the peer review process, and the equivalency between numbers and types of creative expression. Several additional factors unique to the arts must be considered. Completion of a work is not, in and of itself, a satisfactory measure of productivity. Rather, the work must be presented, evaluated, reviewed, or critiqued in some way. Conversely, a single work can be presented, performed, or exhibited multiple times. The specific circumstances of those multiple showings must be considered when evaluating satisfactory versus excellent activity.

Category of Activity: Grants and other Research Support Awards**Types of Documentation**

External support of research
 External support of research equipment /instrumentation
 External support for travel
 External support of undergraduate students
 External support of graduate students
 Internal awards from university programs

Evaluation Criteria

Number, frequency, consistency of external support.
 Total dollar value of award.
 Amount of facilities and administration costs born by award.
 Number of students (graduate or undergraduate) supported by the award.
 Competitiveness of the award program.

Summative Evaluation of Category

For those disciplines where significant opportunities for external support for research are available, procuring such support is a critical measure of research activity.
 External support of facilities, equipment, travel, and students is, however, available to nearly all disciplines and therefore is also an important measure of faculty productivity.
 While important, grants that are linked specifically to pedagogical enhancement should be used as measures of teaching excellence, unless the faculty member's primary research area is pedagogical research in the discipline.
 Academic units have primary responsibility in defining metrics for satisfactory and excellent for the following: relative significance of the magnitude of the award, the competitiveness of the award process, the impact of the award upon the researcher's career.

Category of Activity: Professional Reputation**Types of Documentation**

Providing peer review through proposal or manuscript review, serving as juror or curator
 Editorial Responsibilities
 Seminar, workshop, symposia organization /leadership
 Honors and awards
 External letters or other evaluations
 Leadership in professional organizations

Evaluation Criteria

Number, frequency, consistency and impact of peer review or editorial activity.
 Nature, source, significance of award or honor.
 Reputation of and relationship with source of external letters or evaluations.
 Nature, significance, impact of leadership activity.

Summative Evaluation of Category

Reputation is an abstract integration of successful accomplishment of activities described elsewhere in this document. Taken as an independent category here, the rubrics establish a process for evaluating a candidate's reputation.
 Academic units have primary responsibility in defining the concept of professional reputation as understood for the discipline. Likewise, they are charged with establishing metrics of professional reputation that define satisfactory and excellent.
 Importantly, professional reputation is built in a cumulative way throughout a career. As such, candidates for promotion to Associate Professor will be expected to provide evidence that they are establishing a national reputation, while candidates for promotion to Professor will be expected to have a more fully established national reputation.

Category of Activity: Engagement and Proprietary Research**Types of Documentation**

Patents and technological innovation
 Technical assistance agreements (TAAs)
 Proprietary research
 Collaborative commercialization
 Expert witness testimony

Evaluation Criteria

Outcome of patent process (provisional, full).
 Commercialization of technological innovation.
 External assessment of contribution relative to accepted industry standards.
 Significance, impact, extent of testimony.

Summative Evaluation of Criteria

A significant challenge faced by all universities is measuring and evaluating the intellectual impact of work performed in a non-profit, government, industrial, or proprietary setting. The traditions of the land-grant university and the urban regional university combine at IPFW and as such, applying the intellectual capital of the University to the needs of the region is central to our mission.

That being said, it remains a significant challenge for academic units to adequately evaluate the scholarly significance of these activities. It is suggested that units consider the process for evaluating faculty service (OAA Memo 04-2) as a model for collecting evidence of and assessing the impact of proprietary and commercial activity.

Category of Activity: Technical Reports, Professional Reference Books, Manuals**Types of Documentation**

Technical reports
 Professional reference books
 Manuals and other technical documents

Evaluation Criteria

Evaluator/supervisor provides an assessment of the contribution relative to accepted professional standards.
 Document or report recognized as an industry or professional standard.

Summative Evaluation of Category

There exists a wide range of professional publications that have limited or specific audiences and which are subject to various levels of peer-review. In all cases, however, the significance of the work is judged by its impact to the profession, to the client, or to the student. Note: many scholarly products that could be listed under this category could also be described in either the teaching or service documents.

Academic units have primary responsibility in defining metrics for satisfactory and excellent for use in evaluating the significance of contributions of this type. As with any non-traditional evidence of scholarly activity it is essential that the faculty member and the academic unit provide a clear and complete description of the activity and its significance.



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