

University of Delaware

*FIPSE - Funded
Analysis of Faculty Activity*

Selected Measures of Out-of-Classroom Faculty Activity

Definition of Terms

[PDF version] 

The following definitions correspond to the measures of out-of-classroom faculty activity being collected as part of an enhanced and expanded Delaware Study of Instructional Costs and Productivity. These definitions are guidelines. In addition to these guidelines, please use your own institutional conventions to complete the data collection instrument. Similar to the instructional cost and productivity portion of the Delaware Study, this portion will collect data for a 12-month period. While most faculty work on a 9-month contract, for purposes of this data collection we are defining an academic year in terms of 12 months. **Specifically, we seek information for the 12-month period that corresponds to the faculty evaluation process that was most recently completed.** While there are supplemental, clinical, and other types of faculty, this portion of the study will collect data for **full-time and part-time tenured and tenure-track faculty only**.

In addition, we ask for your feedback on the degree of difficulty in assembling the requested information.

(A) FTE Tenured and Tenure-Track Faculty: This number reflects all full- and part-time tenured and tenure-track faculty employed at your institution during the 12 months under examination. This will include faculty currently employed in this discipline, as well as tenured and tenure-track faculty who may have been employed at any point during the most recent 12-month evaluation period, but who have subsequently retired or left the institution. Also include faculty on paid leaves such as sabbaticals. Each faculty member who appropriately falls within this 12-month time frame should be counted only once, using the full-time equivalency listed in your institution's personnel database.

(B) Number of FTE Faculty Included in the Data Collected: This number reflects the total number of full-time equivalent tenured and tenure-track faculty reported above who are included in the data collected on the summary form.

(1) Number of Refereed Journal Articles, Book Chapters, and/or Creative Works Published by Faculty During the Most Recent 12-Month Evaluation Period: Use your institution's definition of what constitutes a refereed journal article. Single author articles are obviously counted once. In the instance of co-authored journal articles, where faculty are from different institutions, count the article once. If both faculty are from the same institution and discipline count the article twice, as it represents out-of-class activity for each individual. If the faculty are from different disciplines at your institution, count the article once for the relevant discipline. **Note: The work must be published, i.e., initially published either in hard copy or online during the most recent 12-month evaluation period. This category may**

include papers (not abstracts) published in proceedings of professional associations or meetings.

(2) *Number of Non-Refereed Journal Articles, Book Chapters, and/or Creative Works Published by Faculty During the Most Recent 12-Month Evaluation Period:* Use the same counting convention as for refereed journal articles and book chapters. **Note: The work must be published, i.e., initially published either in hard copy or online during the most recent 12-month evaluation period. This category may also include papers (not abstracts) published in proceedings of professional associations or meetings. This item excludes self-publishing.**

(3) *Number of Single-Author or Joint-Author Books or Monographs Published by Faculty During the Most Recent 12-Month Evaluation Period:* This item is seeking information on volumes produced by faculty. These volumes must be published by an academic or commercial press. Use the same counting convention with respect to joint authorship as was the case for journal articles and book chapters. **Note: The work must be in print, i.e., initially published either in hard copy or online during the most recent 12-month evaluation period.**

(4) *Number of Books, Collections, and/or Monographs Edited by Faculty During the Most Recent 12-Month Evaluation Period:* This item seeks the number of books, collections, and monographs edited by faculty. Use the same counting convention as for journal articles and book chapters. **Note: The work must be in print, i.e., initially published either in hard copy or online during the most recent 12-month evaluation period.**

(5) *Number of Books, Journal Articles, and/or Manuscripts Reviewed by Faculty During the Most Recent 12-Month Evaluation Period:* This item refers to the number of reviews of books or journal articles in print or manuscripts submitted to a publisher. This includes reviews for a university press or a scholarly journal. The review must have occurred during the most recent 12-month evaluation period.

(6) *Number of Juried Shows, Commissioned Performances, Creative Readings, or Competitive Exhibitions by Faculty During the Most Recent 12-Month Evaluation Period:* This item is seeking information on scholarly productions in the fine, performing, and visual arts. Implicit in this measure is the endorsement of a jury or referee. Accordingly, this item seeks an art exhibition at a gallery or museum, as opposed to an all-faculty show at the home institution. Similarly, it seeks a musical or theatrical performance where the faculty member is composer, author, performer, conductor, designer, or director. Where the faculty member is performer, he/she is an invited artist as opposed to a participant at an event sponsored by the department.

(7) *Number of Editorial Positions Held by Faculty During the Most Recent 12-Month Evaluation Period:* This item seeks the number of instances where a faculty member in this department serves as editor, associate editor, assistant editor, or member of an editorial board for a scholarly publication directly related to the knowledge content in the discipline. This item excludes ad-hoc reviews (e.g., a single book review or article review, either solicited or unsolicited.).

(8) *Number of External Grant, Contract, and/or Scholarly Fellowship Proposals Approved by Institution on Behalf of Faculty During the Most Recent 12-Month Evaluation Period:*

This item seeks the number of external grant, contract, and scholarly fellowship proposals approved by your institution on behalf of faculty in this department.

(9) *Number of External Grants, Contracts, and/or Scholarly Fellowships Formally Awarded to the Institution on Behalf of Faculty (Principal Investigator or Co-Principal Investigator) During the Most Recent 12-Month Evaluation Period:* Where the instructional cost and productivity portion of the Delaware Study examines separately budgeted research and service expenditures, this item asks for the number of external grants, contracts, and scholarly fellowships (e.g., National Endowment for the Humanities, Guggenheim Foundation, etc.) awarded to institution on faculty's behalf during the most recent 12-month evaluation period, for **which a formal award letter is in hand, regardless of whether the funds have been expended**. While grants are often awarded for multiple years and funding is continuous, for purposes of this item, report the grant as awarded only in the year where the initial award letter is received.

(10) *Total Dollar Value for the Externally Funded Grants, Contracts, and Scholarly Fellowships Awarded During the Most Recent 12-Month Evaluation Period:* Report the face value of the grants, contracts, and scholarly fellowships cited in the previous item, whether or not the funds have been expended at the time of reporting.

(11) *Number of Internal Grants and/or Contracts Formally Awarded to Faculty (Principal Investigator or Co-Principal Investigator) During the Most Recent 12-Month Evaluation Period:* This item seeks the number of internal grants and contracts awarded to faculty during the most recent 12-month evaluation period, for which a formal award letter is in hand, regardless of whether the funds have been expended. While grants are often awarded for multiple years and funding is continuous, for purposes of this item, report the grant as awarded only in the year where the initial award letter is received.

(12) *Total Dollar Value for the Internally Funded Grants and Contracts Awarded During the Most Recent 12-Month Evaluation Period:* Report the face value of the grants and contracts cited in the previous item, whether or not the funds have been expended at the time of reporting.

(13) *Number of Provisional or Issued Patents Registered by Faculty During the Most Recent 12-Month Evaluation Period:* This item seeks the number of provisional or issued patents formally conferred by the U.S. Patent Office for faculty products directly related to scholarly research in this discipline.

(14) *Number of Courses Where Faculty Have Developed or Redesigned the Pedagogy or Curriculum During the Most Recent 12-Month Evaluation Period:* It is assumed that most faculty engage in some measure of course revision from year to year, if not from semester to semester, in order to keep their material current. However, this item is seeking the number of courses that have formally been developed or redesigned, in each instance, by one or more faculty within the discipline during the most recent 12-month evaluation period. The curriculum development/redesign may be under the auspices of an externally funded instructional grant; part of a course-release sponsored by the department for the specific purpose of enhancing instructional methods and materials; or may include new initiatives in distance education. The key determinant is that this goes beyond the normal updating in course preparation as part of instructional workload.

(15) Number of Formal Presentations Made by Faculty at State, Regional, National, and International Professional Meetings During the Most Recent 12-Month Evaluation Period:

This item seeks the number of invited and/or contributed papers, panels, poster sessions, performances, exhibitions, etc. by faculty during the most recent 12-month evaluation period. The key determinant is that the presentation was formal, i.e., listed in the meeting program and actually delivered by the faculty member. Single author presentations are obviously counted once. In the instance of a co-authored presentation, where faculty are from different institutions, count the presentation once. If both faculty are from the same institution and discipline count the presentation twice, as it represents out-of-class activity for each individual. If the faculty are from different disciplines at your institution, count the presentation once for the relevant discipline. A co-author does not need to be present for the presentation to count for that individual. The presentation must be made to count.

(16) Number of Leadership Positions in a Professional Association Held by Faculty During the Most Recent 12-month evaluation period: Membership in a professional association is insufficient for inclusion under this item; one can be a member without being active. The leadership position might include being a member of the board of directors or holding some other leadership position within a professional association (e.g., elected officer, committee chairperson, conference chair, etc.). Use your judgment as to what constitutes a leadership position.

(17) Number of Active Thesis/Dissertation Committees Where Faculty Served as First Reader or Chairperson During the Most Recent 12-Month Evaluation Period: This item is seeking a count of those committees (senior thesis, master's thesis, and doctoral dissertation) where a faculty member served as the first reader or chair, whichever term is more applicable.

Specifically, for each faculty member, we are looking for those committees for which he/she had primary responsibility for directing the study, meeting regularly with the student, and coordinating the overall efforts of the committee. An "active committee" is defined as one where progress has been made during the most recent 12-month evaluation period.

(18) Number of Active Thesis/Dissertation Committees Where Faculty Served in a Non-Chairing Role During the Most Recent 12-Month Evaluation Period: Service on thesis/dissertation committees is time consuming, even where the faculty member is not chairing. For each faculty member, we are seeking the number of committees where service was rendered other than as primary reader or committee chair. An "active committee" is defined as one where progress has been made during the most recent 12-month evaluation period. Use the same counting convention as with the previous item.

(19) Number of Undergraduate Students Formally Engaged in Research with a Faculty Mentor During the Most Recent 12-Month Evaluation Period: A significant number of four year institutions across the United States have either formal undergraduate research programs or capstone courses which bring together undergraduate students and full-time faculty mentors in a formal research project. This item seeks the number of undergraduate students who have been formally engaged in research during the most recent 12-month evaluation period, in a fashion consistent with practices at your institution. This might include students engaged in independent research, honors research, research with a faculty member for credit or non-credit, or paid research assistantships or research internships. This item excludes paid or unpaid student workers and work study (e.g., students who set up laboratories, etc.).

Count each student only once within the 12-month time frame.

(20) *Number of Graduate Students Formally Engaged in Non-Credit Research with a Faculty Mentor for During the Most Recent 12-Month Evaluation Period:* This item seeks the number of graduate students who have been formally engaged in non-credit research during the most recent 12-month evaluation period, in a fashion consistent with practices at your institution. Count each student only once within the 12-month time frame.

(21) *Number of Clinical, Practicum, and/or Internship Students Formally Assigned to Faculty During the Most Recent 12-Month Evaluation Period:* This item seeks to capture faculty activity associated with supervising students in various types of field experiences in clinical, practica, internship (non-research), cooperative, and service learning education programs. The students are engaged not only in formal coursework meeting at regularly scheduled times throughout an academic term, but also require on-site supervision by faculty at a formal work site as part of the educational experience.

(22) *Number of Students (Undergraduate and/or Graduate) Who Have Co-Authored a Journal Article or Book Chapter with a Faculty Mentor During the Most Recent 12-Month Evaluation Period:* Report the number of students who have co-authored a work with a faculty mentor during the 2001-02 academic year. The student must be listed as co-author in the publication. **Note: The work must be in print, i.e., published either in hard copy or online during the most recent 12-month evaluation period.**

(23) *Number of Students (Undergraduate and/or Graduate) Who Have Co-Presented a Paper at a Professional Meeting with a Faculty Mentor During the Most Recent 12-Month Evaluation Period:* Report the number of students who have co-presented a paper at a professional meeting with a faculty mentor during the most recent 12-month evaluation period. The student must be listed as co-presenter in the meeting program.

(24) *Total Number of Undergraduate Academic Advisees Formally Assigned to Faculty During the Most Recent 12-Month Evaluation Period:* This item asks you to report those undergraduate students **formally assigned** to faculty for academic advising during the most recent 12-month evaluation period. This item reflects formal academic advising to assigned students, as opposed to informal advice frequently given by faculty to students.

(25) *Total Number of Graduate Academic Advisees Formally Assigned to Faculty During the Most Recent 12-Month Evaluation Period:* This item asks you to report those graduate students formally assigned to faculty for academic advising during the most recent 12-month evaluation period. This item reflects formal academic advising to assigned students, as opposed to informal advice frequently given by faculty to students.

(26) *Number of Copyrighted Computer Creative Works by Faculty Related to Field of Expertise During the Most Recent 12-Month Evaluation Period:* This item asks you to report the number of computer-based creative works faculty have produced related to their field of expertise. The activity might include software development, web-based learning modules, etc. The activity must have taken place during the most recent 12-month evaluation period. This item does not include updating websites.

(27) *Number of Faculty Activities Related to Recognized or Visible Service to Profession During the Most Recent 12-Month Evaluation Period:* This item asks you to report the number of activities where faculty have engaged in high-level service to their profession. The service might be serving on a regional or national committee, reviewing grant proposals for a

professional organization and other agencies, serving as a volunteer juror for a show, performance, or exhibition, etc. This item includes external promotion and tenure reviews and external accreditation involvement. This item should exclude leadership positions held in professional associations. The activity must have taken place during the most recent 12-month evaluation period.

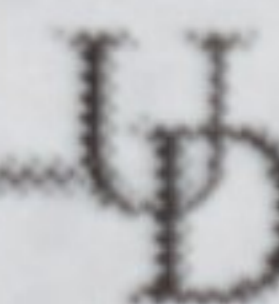
(28) Number of Faculty Extension and Outreach Activities Related to Field of Expertise During the Most Recent 12-Month Evaluation Period: This item asks you to report the number of activities where faculty have engaged in some form of extension or outreach related to their field of expertise. The outreach might include community workshops, invited talks to community groups, seminars, lectures, demonstrations, etc. This item should exclude formal presentations at state, regional, national, and international professional meetings. The activity must have taken place during the most recent 12-month evaluation period.

(29) Number of Faculty Activities Related to Institutional Service During the Most Recent 12-Month Evaluation Period: This item asks you to report the number of activities where faculty have engaged in some form of service to their institution. The service might be committee work (e.g., faculty senate work, promotion and tenure, curriculum/program development, developing service-learning and internship opportunities, etc.), service on the institutional accreditation self-study team, supervising a student organization or student service and community projects, faculty art shows, performances, and creative readings at home institution, etc. The activity must have taken place during the most recent 12-month evaluation period.

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Delaware Study of Instructional Costs and Productivity
Selected Measures of Out-of-Classroom Faculty Activity - Summary Form

Institution: _____

Discipline: _____ CIP Code: _____

Please carefully consult the data definitions accompanying this data collection form *before* reporting information. All data should be reported for a 12-month period, specifically the most recent 12-month faculty evaluation period as defined in the instructions. Please denote any not applicable data with 'na' and any data element that is truly zero, '0'.

- A. Total number of FTE tenured and tenure-track faculty. _____
- B. From the above total (question A), number of FTE faculty included in the data collected on this form. _____
- 1. Number of refereed journal articles, book chapters, and/or creative works published by faculty. _____
- 2. Number of non-refereed journal articles, book chapters, and/or creative works published by faculty. _____
- 3. Number of single-author or joint-author books or monographs published by faculty. _____
- 4. Number of books, collections, and/or monographs edited by faculty. _____
- 5. Number of books, journal articles, and/or manuscripts reviewed by faculty. _____
- 6. Number of juried shows, commissioned performances, creative readings, or competitive exhibitions by faculty. _____
- 7. Number of editorial positions held by faculty. _____
- 8. Number of external grant, contract, and/or scholarly fellowship proposals approved by institution on behalf of faculty. _____
- 9. Number of external grants, contracts, and/or scholarly fellowships formally awarded to institution on behalf of faculty. _____
- 10. Total dollar value for the externally funded grants, contracts, and scholarly fellowships reported in Item 9. _____
- 11. Number of internal grants and/or contracts formally awarded to faculty. _____
- 12. Total dollar value for the internally funded grants and contracts reported in Item 11. _____
- 13. Number of provisional or issued patents registered by faculty. _____
- 14. Number of courses where faculty have developed or redesigned the pedagogy or curriculum. _____
- 15. Number of formal presentations made by faculty at state, regional, national, and international professional meetings. _____

Delaware Study of Instructional Costs and Productivity
Selected Measures of Out-of-Classroom Faculty Activity - Summary Form

Institution: _____

Discipline: _____ CIP Code: _____

- 16. Number of leadership positions in a professional association held by faculty (e.g., elected officer, committee chairperson, conference chair, etc.). _____
- 17. Number of **active** thesis/dissertation committees where faculty served as first reader or chairperson. _____
- 18. Number of **active** thesis/dissertation committees where faculty served in a non-chairing role. _____
- 19. Number of **undergraduate** students formally engaged in research with a faculty mentor. _____
- 20. Number of **graduate** students formally engaged in **non-credit** research with a faculty mentor. _____
- 21. Number of clinical (e.g., student nurses), practicum students (e.g., student teachers), and/or internship students formally assigned to faculty. _____
- 22. Number of students (undergraduate and/or graduate) who have co-authored a journal article or book chapter with a faculty mentor. _____
- 23. Number of students (undergraduate and/or graduate) who have co-presented a paper at a professional meeting with a faculty mentor. _____
- 24. Total number of **undergraduate** academic advisees **formally assigned** to faculty. _____
- 25. Total number of **graduate** academic advisees **formally assigned** to faculty. _____
- 26. Number of copyrighted computer creative works related to field of expertise (e.g., software development, web-based learning modules, etc.). _____
- 27. Number of faculty activities related to recognized or visible service to profession (e.g., serve on a regional or national committee, review grant proposals, etc.). _____
- 28. Number of faculty extension and outreach activities related to field of expertise (e.g., community workshops, invited talks to community groups, seminars, lectures, demonstrations, etc.). _____
- 29. Number of faculty activities related to institutional service (e.g., faculty senator, promotion and tenure committee, other faculty committees, student activity advisor, etc.). _____

Thank You!