

TO: Rich Beck
FROM: Grady Price Blount
DATE: 14 March 2008

re: Department Head PAA Criteria – College of Sciences

Attached are the department head PAA criteria from the College of Sciences. The eight department heads from our unit met on three occasions and crafted a unanimous vote supporting these criteria and the associated point values.

A handwritten signature in cursive script, appearing to read "G. P. Blount", with a horizontal line extending to the right.

Department Head Criteria

College of Sciences


 Dean of the College

 3-14-08
 Date

Administrative Duties (minimum of 9 points required for Professional Achievement Award)

Category A: Higher level contributions (3 points each)
College Support

Activity	College Support		
	Yes	No	Abstain
1 Affirmative tenure decision for a faculty member	8	-	
2 Promotion in academic rank for a faculty member	8	-	
3 Conduct ongoing assessment of program-level outcomes, design and implement plans for achieving program-level goals	8	-	
4 Prepare and administer successful application for program accreditation (3+)	8	-	
5 Develop and implement a new degree program requiring substantial changes (i.e. many new courses, several new faculty, additional external accreditation, etc.) (3+)	8	-	
6 Funding of extramural grant to support major department or program initiative (3+)	8	-	
7 Lead a significant strategic initiative in alignment with Department and College Missions that results in a major modification in the modus operandi	8	-	
8 Effectively communicate to Dean and Provost departmental needs for on-going maintenance, deferred maintenance, and personnel	8	-	
9 Prepare annual report for outside agency	8	-	

Category B: Moderate level contributions (2 points each)
College Support

Activity	College Support		
	Yes	No	Abstain
1 PAA for faculty member	8	-	
2 Recruiting activities or initiatives leading to successful recruitment of students	8	-	
3 Successful recruitment of tenure-track faculty member	8	-	
4 Prepare requests that result in new budget items/funding to support department mission and goals	8	-	
5 Administer, prepare, and conduct a Program Review	8	-	
6 Develop and implement a new degree program requiring moderate changes (i.e. a degree program that requires new faculty, new courses, and/or new facilities or equipment)	8	-	
7 In consultation with the faculty, generate effective class schedules that ensure efficient room utilization and appropriate faculty workloads	8	-	
8 Assess all sections identified as core classes to ensure students gain the content knowledge specified by THECB requirements	8	-	

Category C: Lower level contributions (1 point each)
College Support

Activity	College Support		
	Yes	No	Abstain
1 Publication in a peer-reviewed journal by a faculty member	8	-	
2 One point for each \$10k extramural funding secured by department faculty	8	-	
3 Successful recruitment of non tenure-track faculty member	8	-	
4 Attend workshop, conference or special training in higher education administration	8	-	
5 Develop and implement a new degree program requiring only minimal changes (i.e. a degree program that requires only one or two new courses).	8	-	
6 Process routine paperwork accurately and quickly (e.g. grade changes, purchase requisitions, small class exemptions, travel requests, etc.)	8	-	
7 Delegates, but retains responsibility for appropriate activities in higher level (2 or 3 point) categories	8	-	
8	8	-	