

Document reviewed Oct. 16, 2007, with no revisions made.


Department Chair

12-10-07
Date


PAC Chair

Dec 10, 2007
Date

**University of North Texas
Department of Marketing and Logistics
Personnel Affairs Committee
December 14, 2000**

Guidelines for Submission of Faculty Information for Annual PAC Merit Evaluation.

DML PAC committee utilizes a peer review system. Each spring PAC committee members review faculty activity reports and supporting materials. A summary of the committee members' ratings of each department faculty member is provided to the department chair.

Merit evaluation will be based on a faculty member's performance for a three year rolling time period consisting of activities during the current calendar year and the two previous calendar years (as per Section II E of the Faculty Handbook). The performance evaluation will be based on three completed Faculty Annual Update Information Forms, one for each year, with supporting documentation. (FAUIF, Appendix 4 in the Faculty Handbook, attached. A more detailed mock-up is also attached here as Appendix C)

Beginning with the merit evaluation for 2001, all faculty will be required to submit the FAUIF as explained above, on or before the Friday of dead week in the Fall semester..

Bases for merit evaluation are derived from DML objectives in the areas of teaching, research, and service. Anchors are provided to assist raters in assessing colleagues' performances. The success of the peer review system is predicated on the raters use of objectivity in assessing individuals' performances.

PAC Merit Evaluation Procedure

Based on established criteria (see Appendix A), members of the PAC will conduct peer merit evaluations. Each member of PAC will independently evaluate each faculty member (excluding themselves). The faculty will be evaluated separately for each of the three areas (Instructional Activities, Scholarly, Creative and Professional Activities and Administrative and Service Activities) as defined in the Faculty Annual Update Information Form. PAC members will assign each faculty member a score on a scale of 1 to 10 for each of the three areas, using the Performance Evaluation Form (Appendix 5 in the Faculty Handbook, see attached).

Each PAC member will submit this evaluation to the PAC chair. The PAC chair will compute the mean evaluation for each faculty member with and without the top and bottom ratings (i. e. the two extremes), consolidate the evaluations and prepare the distributions. The PAC will then meet and jointly reconcile the evaluations. After reconciliation, work load option weights will be applied and the results will be reported to the chair of the department on the Performance Evaluation Form.

4. Faculty Annual Update Information Form
VPAA 160,4/85

Appendix 4 in FH

FACULTY ANNUAL UPDATE INFORMATION
University of North Texas

Name _____ Rank _____

School/College

_____ Pe

riod _____

Department/Division

Instructions

- a) Follow the outline below and submit whatever information you choose to provide in the evaluation process.
- b) It is not necessary to respond to every item.
- c) Use this form as the cover sheet for your dossier.

Area I. INSTRUCTIONAL ACTIVITIES

- A. Instructional assignments and other teaching responsibilities.
- B. Syllabi for courses taught.
- C. Student evaluation for courses taught.
- D. New preparations and/or revisions.
- E. Statement of teaching philosophy and goals.
- F. Student advising related to the instructional process (include sponsorship of professional and pre-professional organizations).
- G. Dissertation, thesis, etc.
- H. Honors and awards for teaching.
- I. Teaching grants applied for: received and not received.
- J. Other instructional related activities.

Area II. SCHOLARLY, CREATIVE AND PROFESSIONAL ACTIVITIES

- A. Publications (include full biographic citations and copy of items reported).
- B. Concerts, recitals, art shows, design displays, performances, productions, etc.
- C. Papers read or presented, panel membership, critical commentary, etc.
- D. Professional activity of the discipline, including editing/reviewing for a journal, chairing sessions at scholarly meetings, holding committee positions/offices in professional organizations.
- E. Scholarly/creative and research activity not resulting in publication or public presentation.
- F. Honors and awards for scholarly, creative and professional activity.
- G. Research grants (or contracts, etc.) applied for: received and not received.

Area III. ADMINISTRATION AND SERVICE

- A. To the University (committee, senate, special assignments, etc.).
- B. To the College or School (committees, administrative tasks, etc.).
- C. To the Department or Division, including supervision of TAs, TFs, if a reduction in teaching load.
- D. To the Community Outside the University (city, county, state, etc.).
- E. Student advising not related to teaching (social fraternities, sororities, clubs, etc.).
- F. Uncompensated professionally related public service activities (serving as a consultant, workshop/seminar leader, etc.).
- G. Honors and awards for service.
- H. Other.

PERFORMANCE EVALUATION FORM

Name _____ Date _____

Time Period _____ FTE _____

Rank _____

Department or Division _____ Approved by: _____

College or School College of Business Administration Approved by: _____

Fractional FTE= Fraction of faculty member's time assigned to tasks A, C, E.

Instructional Activities (Fractional FTE):

(Rating within Unit)

High				Medium					Low	
10	9	8	7	6	5	4	3	2	1	0

A X B

Scholarly, Creative and Professional Activities (Fractional FTE):

(Rating within Unit)

High				Medium					Low	
10	9	8	7	6	5	4	3	2	1	0

C X D

Administration and Services (Fractional FTE):

(Rating within Unit)

High				Medium					Low	
10	9	8	7	6	5	4	3	2	1	0

E X F

Overall Performance (Fractional FTE-A+B+E)

Fractional Teaching FTE time Research Rating

Plus Fractional Research FTE times Research Rating

Plus Fractional Administration FTE time Administration and Service Rating

Overall Performance Rating Within Unit:

TOTAL:

High				Medium					Low	
10	9	8	7	6	5	4	3	2	1	0

Total

Appendix A
Suggested Basing Points for Performance Evaluation

Instructional Activities

Evidence of exemplary or excellent instruction (8, 9, or 10 rating):

Major role in developing a new program for DML.
Develop and implement a new course.
Chair a doctoral dissertation (first year)
Take a conventional course to full web-based instruction (first year)
Secure an instructional grant of \$5000 or more from UNT or other entity
Achieve a student driven teaching award

Student evaluation ratings of 3.5 or greater.

Evidence of good or passable instruction (6 or 7 rating):

Continued updating of course content to reflect contemporary practice.
Teaching a varied mix of courses (two or more preparations per semester)
Achieve a faculty driven teaching award
Student evaluation ratings of 3.5 or greater.
Service on two or more doctoral dissertation committees

Evidence of marginal or poor instruction (5 or below rating):

Student evaluation ratings of less than 3.5
Little or no evidence of course development
No participation in graduate level instruction (thesis or dissertation committee memberships)

Scholarly Activities

Evidence of exemplary or excellent scholarly activity (8, 9, or 10 rating):

Publish two or more A level journal articles over three years along with two or more B grade journal articles and...

Publish one AA journal article over three years along with two or more B grade journal articles.

Serve as a track chair for a national level conference (e.g., Winter AMA, Summer AMA Educator's Conference, AMS Conference) [not a substitute for publication].

Preside over a Special Interest Group for AMA.

Edit an A or B grade journal (not a substitute for publication).

Achieve significant research funding from an outside entity (\$5000 or more).

Evidence of good or passable research (6 or 7 rating):

Publish one A journal article over three years or two or more B grade journal articles and...

Session chair for AMA or AMS meeting

Discussant at AMA or AMS meeting.

Review four or more submissions for A or B grade journal

Editorial board member for AA, A level journal.

Evidence of marginal or poor research (5 or below rating):

Publish one B grade journal article over three years...

Participate in regional academic conferences.

Limited role as a reviewer or national conference participant.

Textbook and case reviews.

Service Activities

Service activities are performed primarily by tenured faculty. Pursuant to tenure requirements, assistant professors are restricted in service activities.

Center directors or faculty senators receive 8 or above for service.

Ph.D. or M.B.A. representatives receive 8 or above for service.

Evidence of exemplary or excellent service activities (8, 9, or 10 rating) :

Serve on one university level committee of a demanding nature (e.g., University tenure committee) and...

One or more college level committees (e.g., curriculum committee).

Department PAC or PAT.

Department curriculum committee

Other evidence of service of an outstanding nature to UNT or to the community as a representative of UNT (e.g., Pittsburgh Challenge coach)... [Needs to be documented as such and substantiated through the department chair or PAC in advance.]

Evidence of good or passable service (6 or 7 rating):

Department PAC or PAT

Department curriculum committee

Representative to a COBA level committee (e.g., technology or library committee)

Department election judge (assistant professor only)

Sponsor of a UNT student organization within COBA (e.g., Delta Sigma Pi, Phi Chi Theta, LOGSA)

Evidence of marginal or poor service (5 or below rating):

Service that falls outside DML, COBA, or UNT domains (e.g., school board, chamber of commerce).

Appendix B
PAC list of Journals

Please note the following:

1. There will no longer be a AA list. These journals have been folded into the A list.
2. The A list contains 20 journals. The B list has 40 journals. All of these journals are either Marketing and/or Logistics journals. PAC decided unanimously that both of these lists will be capped at these numbers. That is, in order to add a journal to the A list, an existing A journal has to make way and likewise for the B list. Any faculty member may make a recommendation for a change in the journal lists by bringing the request to the PAC by the last Friday in September. PAC will consider this request and bring its recommendation to the DM&L faculty.
3. PAC has also identified a group of 15 non-Marketing/Logistics journals that are nevertheless well regarded. Any publication in these will be duly taken into account in the merit evaluation process.
4. There will no longer be a point scheme for journal publications/conference presentations etc. Instead, the PAC will do a peer merit evaluation in the scholarly, creative and professional activities area, as described earlier.

Department of Marketing & Logistics
PAT Journal List
Adopted: May 8, 2007

Seq #	Journal Name	Category
1	International Journal of Physical Distribution and Logistics Management	A
2	Industrial Marketing Management	A
3	International Journal of Logistics Management	A
4	International Marketing Review	A
5	Journal of Transportation Management	A
6	Journal of Academy of Marketing Science	A
7	Journal of Advertising	A
8	Journal of Advertising Research	A
9	Journal of Business Logistics	A
10	Journal of Business Research	A
11	Journal of Consumer Psychology	A
12	Journal of Consumer Research	A
13	Journal of International Marketing	A
14	Journal of Macro Marketing	A
15	Journal of Marketing	A
16	Journal of Marketing Research	A
17	Journal of Personal Selling & Sales Management	A
18	Journal of Product Innovation Management	A
19	Journal of Public Policy and Marketing	A
20	Journal of Retailing	A
21	Journal of Services Marketing	A
22	Journal of Services Research	A
23	Journal of Supply Chain Management	A
24	Journal of Transport Economics and Policy	A
25	Marketing Science	A
26	Transportation	A
27	Transportation Journal	A
28	Transportation Research	A

LIST OF 40 CATEGORY B JOURNALS	
B1	Business Horizons
B2	European Journal of Marketing
B3	Industrial Marketing Management
B4	International Business Review
B5	International Journal of Physical Distribution and Materials Management
B6	International Journal of Advertising
B7	International Journal of Bank Marketing
B8	International Journal of Logistics Management
B9	International Journal of Research in Marketing
B10	International Journal of Retailing
B11	International Marketing Review
B12	Intl J of Retailing and Distribution Management
B13	J of Advertising Education
B14	J of Applied Business Research
B15	J of Business and Industrial Marketing
B16	J of Business to Business Marketing
B17	J of Consumer Marketing
B18	J of Current Issues and Research in Advtg
B19	J of Global Marketing
B20	J of Interactive Marketing (formerly J of Direct Marketing)
B21	J of Marketing Channels
B22	J of Marketing Education
B23	J of Marketing Management
B24	J of Marketing Theory and Practice
B25	J of Professional Services Marketing
B26	J of Retail Banking
B27	J of Retailing and Consumer Services
B28	J of Services Marketing
B29	J of Strategic Marketing
B30	J of Supply Chain Management
B31	J of Market Research Society (UK)
B32	J of Transportation Review
B33	Logistics and Transportation Review
B34	Marketing Education Review
B 35	Marketing Health Services (was J of Health Care Marketing)
B36	Marketing Letters
B37	Production and Inventory Management Journal
B38	Psychology and Marketing
B39	Service Industries Journal
B40	Transportation Journal

LIST OF NON-MARKETING/LOGISTICS JOURNALS THAT ARE WELL REGARDED		
NML1	Academy of Management Journal	
NML2	Academy of Management Review	
NML3	American Economic Review	
NML4	California Management Review	
NML5	Harvard Business Review	
NML6	J of Applied Psychology	
NML7	J of Business (U of Chicago)	
NML8	J of Political Economy	
NML9	J of Product Innovation Management	
NML10	Journal of World Business (formerly CJWB)	
NML11	Long Range Planning	
NML12	Public Opinion Quarterly	
NML13	Sloan Management Review	
NML14	Strategic Management Journal	
NML15	Structural Equations Modeling	

- B. Syllabi for courses taught.
- C. Student evaluations for courses taught
- D. New preparations and/or revisions.
- E. Statement of teaching philosophy and goals.
- F. Student advising related to the instructional process (include sponsorship of professional and pre-professional organizations).
- G. Dissertation, thesis etc.
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- F. Honors and awards for scholarly, creative and professional activity.
- G. Research grants (or contracts, etc.) Applied for: received and not received.
- H. Other

AREA III. ADMINISTRATION AND SERVICE

A. To the University (committee, senate, special assignments, etc.)

Name of committee	Role (Chair, Secretary, Member, etc.)	Elected or Appointed	Standing or Temporary	Number of Meetings Attended
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B. To the College or School (committee, administrative tasks, etc.)

Name of committee	Role (Chair, Secretary, Member, etc.)	Elected or Appointed	Standing or Temporary	Number of Meetings Attended
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C. To the Department or Division, including supervision of TAs, TFs, if without reduction in teaching load.

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D. To the Community Outside the University (city, county, state, etc.).

E. Student advising not related to teaching (social fraternities, sororities, clubs, etc.)

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