FLL EVALUATION METRICS
(Revised: February, 2007)

I. TEACHING METRIC

A faculty member receiving a major honor/recognition (e.g. DeCTFL Teacher of the Year, UDel Distinguished Teaching Award) earns a 9 for two consecutive years.

Otherwise points are earned as follows:

BASE POINTS:
Base points in the area of teaching will be calculated as follows: for a combined average rating of 4.5 and above on course evaluation question 7 (What is your overall evaluation of the instructor’s teaching of this course?): 6 points; for 4.0 and above: 4.5 points; for below 4.0: 3 points.

ADDITIONAL MERIT POINTS FOR TEACHING-RELATED ACTIVITIES (may total up to 3):
- Receiving external teaching-related grant 1
- Receiving in-house teaching-related grant .5
- Gradebook Manager .5 to 1
- Creation and teaching of a new course .5 to 1
- Honors add-on section .25 to .5
- Second writing section .5
- Faculty Advisor to Minors (depending on # of minors) .25 to 1
- Participation in faculty development workshop or pedagogically-oriented professional meeting (Points depend on length of workshop/meeting and may not be multiplied to total > .5) .25 to .5
- Pedagogical talk or presentation of workshop at professional meeting .5
  (May not be multiplied to total > 1)
- Pedagogically-related talk on campus or at secondary schools .25
  (May not be multiplied to total > .5)
- Planning & execution of a pedagogically-oriented extracurricular event .25 to 1
- Coordinating multi-section language courses during winter and summer sessions. .25 to 1
  (The number of merit points awarded will depend on the number of sections managed: e.g., .25 for coordinating 2-3 sections, .5 for 4-5 sections. Course Coordinators may choose to add these merit points under the TEACHING or the SERVICE category.)
- Serving on language faculty committees (e.g. text adoption, course revision, etc.; may not be multiplied to total > .5) .25
- Faculty Advisor to Honor Society .5
- Direct independent study course 1 per course
- Direct undergraduate thesis .5
Direct M.A. thesis: 1
Serve as 2nd reader of undergraduate or M.A. thesis: .25
Reader of PhD dissertation (internal or external): .5
Honors Reader: 1.0
Contributing materials to textbooks (exercises, tests, dialogues, web or computer-based materials) or to national tests or contests (ETS, AATF/AATSP/AATI/AATG etc.); recording/videotaping materials for these vehicles: .25 to 1
Office in professional pedagogical organizations (state, regional, national, international): .5
Pre- and post-departure duties involved w/ directing, co-directing, or assistant directing a study abroad program: .5 to 1
Creating a new study abroad program: .5 to 1
Average class size of >25 students per semester: .25/semester

II. SERVICE METRIC

Note #1: Faculty should bear in mind that many service responsibilities extend over the course of two calendar years, so that, in many cases, the point awarded would total half of the maximum provided for that activity.

Note #2: The Department Chair, on the advice and with the consent of the Executive Committee, will have the authority to add activities to or delete them from this metric, and to assign appropriate point values, both for the sake of fairness, and also to maintain balance with the teaching and scholarship metrics. As changes are made, they would then be published and distributed to the FLL faculty.

Service to the Department of Foreign Languages & Literatures

Leadership Positions
Associate Chair: 7 – 9
Director of Graduate Studies: 7 – 9
Director of Undergraduate Studies: 6 – 8
Scheduling Officer: 7 – 9
Placement Advisor: 2
Search Committee Chair: 3
P&T Committee Chair (Full or Associate): 2 – 3
Language Faculty Chair: 2 – 6 (depending on language faculty size)
Sequence Supervisor: 2 – 6 (depending on language faculty size)
Course Coordinator: 2 – 6 (depending on language faculty size)
Teaching Assistant Observer: 2-6 (depending on language faculty size)
Transfer of Credit Officer: 0.5 – 4 (depending on language faculty size)
<table>
<thead>
<tr>
<th>Position</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polyglot Editor-in-Chief</td>
<td>4 – 6</td>
</tr>
<tr>
<td>P&amp;T Subcommittee Chair</td>
<td>1</td>
</tr>
<tr>
<td>Peer Review Subcommittee Chair</td>
<td>1</td>
</tr>
<tr>
<td>Election Officer</td>
<td>2 – 3</td>
</tr>
<tr>
<td>Technology Committee Convener</td>
<td>0.5</td>
</tr>
<tr>
<td>Library Committee Convener</td>
<td>0.5</td>
</tr>
<tr>
<td>(when the committee has business)</td>
<td></td>
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<tr>
<td>Film Studies Committee Convener</td>
<td>0.5</td>
</tr>
<tr>
<td>Liaison to Study Abroad &amp; Exchange Programs</td>
<td>0.5 – 2</td>
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<tr>
<td>Honors Day Coordinator</td>
<td>0.5</td>
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**Membership Positions**

<table>
<thead>
<tr>
<th>Committee</th>
<th>Time</th>
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<tbody>
<tr>
<td>Executive/Personnel Committee</td>
<td>1 – 2</td>
</tr>
<tr>
<td>Graduate Studies Committee</td>
<td>1 – 2</td>
</tr>
<tr>
<td>Undergraduate Studies Committee</td>
<td>1 – 2</td>
</tr>
<tr>
<td>Polyglot Contributing Editor</td>
<td>2</td>
</tr>
<tr>
<td>P&amp;T Subcommittee</td>
<td>1</td>
</tr>
<tr>
<td>Peer Review Subcommittee</td>
<td>1</td>
</tr>
<tr>
<td>Search Committee</td>
<td>1 – 2</td>
</tr>
<tr>
<td>Scholarship/Internship Committee</td>
<td>1</td>
</tr>
<tr>
<td>Distinguished Lecture, etc. Committees</td>
<td>1</td>
</tr>
<tr>
<td>Convocation Committee</td>
<td>1</td>
</tr>
<tr>
<td>Mentoring colleagues</td>
<td>0.5</td>
</tr>
<tr>
<td>Study Abroad Interviews</td>
<td>0.5 – 1 (depending on number interviewed)</td>
</tr>
<tr>
<td>Other ad hoc committee membership (e.g., Film Studies, Technology, Library, etc.)</td>
<td>1 – 2</td>
</tr>
<tr>
<td>Miscellaneous (Retirement organizer, eulogies, etc.)</td>
<td>1</td>
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**Service to the College of Arts & Science**

<table>
<thead>
<tr>
<th>Role</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;S Senator</td>
<td>0.5 – 1</td>
</tr>
<tr>
<td>A&amp;S Committee Chair</td>
<td>2 – 6</td>
</tr>
<tr>
<td>A&amp;S Committee Member</td>
<td>1 – 3</td>
</tr>
<tr>
<td>Area Studies Program Chair</td>
<td>2 – 6</td>
</tr>
<tr>
<td>(e.g., Latin American Studies, etc.)</td>
<td></td>
</tr>
<tr>
<td>Area Studies Program Member</td>
<td>0.5 – 2</td>
</tr>
<tr>
<td>Other Program Chair</td>
<td>2 – 6</td>
</tr>
<tr>
<td>(e.g., Women's Studies, Comp. Lit., etc.)</td>
<td></td>
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<tr>
<td>Other Program Member</td>
<td>0.5 – 2</td>
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**Service to the University of Delaware**

<table>
<thead>
<tr>
<th>Role</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>University Senator</td>
<td>0.5 – 1</td>
</tr>
<tr>
<td>University Committee Chair</td>
<td>2 – 4</td>
</tr>
<tr>
<td>University Committee Member</td>
<td>1 – 3</td>
</tr>
<tr>
<td>FLL Representative to UD outreach events</td>
<td></td>
</tr>
</tbody>
</table>
(e.g., Delaware Decision Days, etc.) 0.5
United Way, Wellness, etc. liaison 0.5

**Service to the Profession**
Proposal reviewer (NEH, ACLS, etc.) 0.5
External evaluator for promotion cases 0.5
Evaluator for conference papers 0.5
Office in professional organizations
  international, national, regional 1 – 3
Conference session Chair or Organizer 0.5
Conference Organizer 1 – 2
Reports (published) 0.5

**Service to the Community**
Informal talks given to community groups 0.5
Volunteer teaching of the target language 0.5

**Honors & Awards**
International, national, community service award 0.5 – 3

**Other Service (please specify and justify)** 0.5 – 2 (depending on time expended)

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**III. SCHOLARSHIP METRIC**

Note: where range is indicated, point value will be assigned according to the reputation of the journal or press, the length of the publication and the breadth and depth of research. Authored scholarly books of 100 pages or more count when they are accepted for publication (i.e. when a contract is issued) and then again either the following year or when they are published, according to the faculty member’s wishes. Other publications count either when they are accepted for publication or when they appear, but not both (the faculty member decides). Print and electronic publications count equally. Work published by vanity presses, print or electronic, has no point value. Co-authored or co-edited publications: divide point value by number of authors/editors. Faculty who earn more than 9 points in a given year may not carry over the surplus points to the following year.

**A. Books: (2-9)**
Authored scholarly books (>100 pp) (university, trade or academic press): 7-9
Authored scholarly books (50-99 pp): 5-7
Authored scholarly books (<49 pp): 3-4
Scholarly editions: 3-7
Edited volumes: 4-6
Creative works (book-length, published by a recognized trade press): 3-9
Textbooks (published by recognized textbook publisher): 5-7
Revised edition of book or textbook: 2-3
Translations (book-length): 3-5
Book-length annotated bibliographies pub. by a university, trade or academic press: 3-5

B. Scholarly Articles and Notes (.5-3):
--in refereed journals: 2-3
--in refereed, edited collections: 2-3
--in proceedings volumes: 1-2
--in non-refereed journals or non-refereed self-edited collections: 1-1.5
--book chapters: 1.5-2.5
--notes (<5 pp) in any of above: .5

C. Grants and Awards: (.5-3)
Major external grant (e.g. Guggenheim, NEH, ACLS): 3-5
Other external grant (e.g. NEH Summer Grant, Folger): 1
Major external awards/prizes (MLA book award; best article in a refereed journal): 2-3
Other external awards/prizes: .5

D. Assorted Other Publications (.1 - 1.5)
The following will have a maximum value of .5:
Standard Encyclopedia Entries
Book reviews (in academic journals and reputable periodicals)
Abstracts
Reprint of book or article

The following will have a value of between .5 and 1.5:
Substantial Encyclopedia Entries
Review articles (>5 pp)
Bibliographies (article-length)
Annotated bibliographies (article-length)
Workbooks
Book prefaces
Creative works (poems, short stories)
Films and videotapes (for distribution by publisher)

E. Electronic Media (.5-5)
/software, multimedia, internet-based materials w/ scholarly foundation/
CD-ROM: (value varies with type of publication, as above)

Note: the combined total of points earned in the following categories may not exceed 5
**F. Oral Presentations: (.5 - 2.5)**
- Plenary speaker, national or international conference: 2.5
- Plenary speaker, regional conference: 1.5
- Invited lecture (off-campus) (at least 45 min.): 1.5
- Invited lecture (on-campus --e.g. Women’s Studies Series, Women of Promise Dinner) 1
- Conference paper (20-30 min.): 1
- Respondent, Discussant, Round-table participant: .5

**G. Other: (.5 - 3)**
- Editor, university or academic press: 2-3
- Editor of a refereed journal: 2-3
- Guest Editor of one issue of a refereed journal: 1.5 - 2
- Board of Editors, university or academic press: .5 - 1
- Board of Editors, refereed journal: .5 - 1
- Consultant manuscript evaluator: Up to .5 (depending upon # and length of mss. evaluated)
- Participant in faculty development seminars on scholarly topics (>1 week min.): .5

**H. Work in Progress: (.5-1)**
- Book-length projects only. Hard evidence may be required. (may be counted for up to 3 yrs.)