

Name	Department/Division
Teaching Activity	

Regular Courses Taught Calendar Year 2006 ¹ (SP06, SU06, FL06) e.g.: BSHC-500-01 FL06	Credit Hours for Course	Number of Students	IDEA Evaluation Score (adj. Progress-Relevant Objectives)
1.			
2.			
3.			
4.			

Other Teaching Activity

Other Courses Taught Calendar Year 2006 ¹ e.g.: CMHC-594-__ SP06 for Internship HSRC-699-00 for Dissertation Any Other Additional Teaching Activity	Credit Hours for Course	Number of Students	IDEA Evaluation Score (If applicable)
1.			
2.			
3.			
4.			

Current Advisement	Examinations Calendar Year 2006
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Program	Number of Advisees	Type	Number of Students	Chair-Number	First Reader-Number
MHA		Masters Oral Comprehensive			
MPH		Doctoral Written			
PhD		Doctoral Oral			
Total		Dissertation			

Other Mentoring (see Table 1 below)	Calendar Year 2006
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Activity	Number of Students or Other Units
PhD mentor	
Student 1 st author presentation	
Student co-author presentation	
Student 1 st author publication	
Student co-author publication	
Assist student/junior faculty in getting project funded	
Wrote letter of recommendation for internship, fellowship, graduate school, scholarship	
Other important mentoring activities (specify)	
Other important mentoring activities (specify)	

Peer Reviewed Publication Activity Calendar Year 2006 ²

Journal Article Citation (Please list Publications on FAR versus referring Department Chairs to CV)	FAE (1.0, 0.5, or 0.3)	Three Keywords ³
1.		1. 2. 3.
2.		1. 2. 3.
3.		1. 2. 3.
4.		1. 2. 3.
5.		1. 2. 3.

Other Publication Activity including those submitted or "In press" during 2006 ²

Publication Citation (Please list Publications on FAR versus referring Department Chairs to CV)	FAE (1.0, 0.5, or 0.3)	Three Keywords ³	Accepted (Y/N)
		1. 2. 3.	
		1. 2. 3.	
		1. 2. 3.	
		1. 2. 3.	
		1. 2. 3.	

Reviewer Activity in Calendar year 2006

Journal for Which You Reviewed	Number of Articles	Journal for Which You Reviewed	Number of Articles
1.		5.	
2.		6.	
3.		7.	
4.		8.	

External Funding Fiscal Year July 1, 2006 to June 30, 2007 ⁴

Title	Source	Role (e.g. PI, Co-PI)	Date From	Date To	Amount	% Time
1.						
2.						
3.						
4.						
5.						

External Funding Submitted for Review Fiscal Year July 1, 2006 to June 30, 2007 ⁵

Title	Source	Role (e.g. PI, Co-PI)	Date From	Date To	Amount	% Time
1.						
2.						
3.						
4.						
5.						

Presentations

Title of Presentation	Meeting	Location	Dates
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Continuing Education Activities

Title of Presentation	Meeting	Location	Dates
1.			
2.			
3.			
4.			
5.			
6.			

Service to the School of Public Health

Service to Saint Louis University

Committee Name	Member or Chair	Committee Name	Member or Chair
Computer & Information Systems Committee			
Coordinating Committee			
Staff/Faculty Committee			
Tenure & Promotion Committee			
Ad Hoc:			
Ad Hoc:			
Ad Hoc:			

Community Service Calendar Year 2006

Organization Name & Address	N, S, L*	Number of Hours in Year	Board Member or Officer (Y/N)	Population Served ⁴	Collaborators in SPH, HSC, SLU ⁵
1.					
2.					
3.					

1. Importance or Impact: _____
2. Importance or Impact: _____
3. Importance or Impact: _____

Service to the Profession

Organization Name & Address	N, S, L*	Number of Hours in Year	Board Member or Officer (Y/N)	Population Served ⁴	Collaborators in SPH, HSC, SLU ⁵
1.					
2.					
3.					

1. Importance or Impact: _____

2. Importance or Impact: _____

3. Importance or Impact: _____

***N**- National **S**-State **L**-Local

Notes for footnotes

1. All courses taught for credit should be listed.
2. For publication activity, a curriculum vita with the appropriate publications highlighted in yellow may be attached as an alternative. Each citation should include the authors listed in the order that they appear on the publication; the full title; the full name of the journal, volume number, issue number, month and year, and inclusive pages for each article; and the editors, if appropriate, publication location, publishing company, and date of publication for each book.
3. Enter three keywords you would like used for the University's online publication web site. When any one of these words is entered during a web search, the results of the search will include your journal article.
4. The "% Time" column in the external funding section should indicate the percentage of your time that is bought out by each individual project.
5. In the service section:
 - A. Describe the population that is served such as the "residents of the State" or "residents of the City of St. Louis."
 - B. Collaborators are any individuals or groups within Saint Louis University who participated in the organization or activity as well as yourself.
 - C. State the importance of impact of the service work only for those activities that you want counted in the FISS and refer to Table 2 below to see an example of service activities.
6. Additional lines may be added to any section to accommodate more activity in each area.

Teaching & Mentoring Score

The teaching and mentoring score is the weighted combination of the adjusted-T IDEA score (100 point scale) for "Progress on Relevant Objectives" (2-fold weight) and mentoring activities (1-fold weight). For all classes taught in the Spring, Summer, and Fall of 2006, IDEA scores for similar courses are averaged. Individuals who teach more than two courses during the evaluation period may select their top two IDEA scores. Mentoring is scored based on the activities in Table 1. After teaching and mentoring scores are ranked and weighted, the distribution for the entire SPH faculty is used to determine a percentile rank for each faculty member.

Research Score

The total number of peer-reviewed publications in calendar year 2006 determines the research score. This score includes articles, chapters, and books. It applies the same scoring system as the tenure process, calculating "publication equivalents" of 1.0 for first authorship, 0.5 for second authorship, and 0.3 for third and subsequent authorship. To serve as a proxy for quality, the publication equivalent is doubled for impact factors greater than 0.75 and for publications with lower impact scores whose impact can be demonstrated in other ways as described in the P & T guidelines for Research.

Funding Score

The funding score is the percent "buy-out" during the current academic year from grants, contracts, teaching, and consulting provided that these funds are not used as additive pay.

Service/Practice Score

For the current academic year, this score consists of a number of factors that show outstanding contributions in building linkages with professional, university, and local communities. For each activity to be considered as a significant service/practice contribution, the faculty member should describe the specific activity/service contributed (including time commitment and specific contribution), the impact/significance of the contribution, and the recognition gained by the activity. Faculty should refer to the service guidelines in Table 2. An overall percentile rank will be determined for each faculty member.

Overall Score

Merit raises are based on the overall score. The overall score is a weighted average of the above ranks: 1) teaching & mentoring (40%); 2) research (30%); 3) funding (15%); and 4) service/practice (15%). Positions with primary administrative components (Arrington [40%], Leet [40%], Kurz [40%], True [30%]) include an administrative score that is developed and weighted by the Dean—other scores are reduced proportionally. A summary of the Chair/Associate Dean Evaluation Form and the Dean's assessment of administrative performance determine the administrative score. Differences in individual overall scores among the School's Faculty will be reflected in equal interval percentage merit raises for the coming year. To address compression, the Dean and Chairs may hold up to 20% out of the raise pool.

*Revision approved by School faculty in February 2003 (Approved for a three academic year period.)

Sample Activities	Points per Unit of Activity
PhD mentor during the year when a student defends his/her dissertation	3
PhD mentor during years other than that in which a student defends his/her dissertation	1
PhD committee member during the year when a student defends his/her dissertation	1
Student first author presentation/poster at national/regional meeting	1
Student co-author presentation/poster at national/regional meeting	0.5
Student first author publication in peer reviewed journal	2
Student co-author publication in peer reviewed journal	1
Assisting student/junior faculty in getting project funded without compensation	1
Letter of recommendation for ASPH internship or fellowship; employment; further graduate school; or scholarship award	0.5/student

*Presentations and publications apply to the preceding calendar year, as for the Research Score.

Sample Activities	Other Factors	Points per Unit of Activity
Journal article reviews (maximum of 5 points)	Assistant Professor Associate Professor Professor	1 0.5 0.33
Grant/contract review panel	Per meeting	1
University committee beyond expectations (at least 20 hours)	Member Chair	1 1-2
Additional SPH committee (at least 20 hours)	Member Chair	0.50 1
National committee (at least 20 hours)		1
State committee (at least 20 hours)		1
Local committee (at least 20 hours)	Health-related	1
Class lectures for others		0.25
Journal editor/associate editor		3
Editorial board (at least 20 hours)		1
Division director		2
Graduate Council, Faculty Senator, other university committees		1