**Department of Kinesiology**

**Post-Tenure (Associate Professor) Faculty Productivity Report for the 2023 Calendar Year**

Each faculty member must submit a productivity report for the current calendar year. The onus is on an individual faculty member to clearly communicate one’s productivity. Please refer any questions to members of the personnel committee (i.e., Leapetswe Malete (chair), Janet Hauck, Florian Kagerer, and Katharine Currie).

1. A complete productivity report consists of the following sections:
	1. Completing this productivity report.
	2. SIRS/SPLS summary forms for each course that you taught in the past 3 years – regardless of whether you taught a particular course during the current reporting period (courses taught during Spring 2020, Fall 2020, Spring 2021 are optional).
* SIRS/SPLS from the current reporting year are most important for this evaluation period.
* Please provide pdf files from the online SIRS/SPLS by printing your SIRS/SPLS report to a .pdf file.
	1. Your current curriculum vita.
* Please note that all items relevant to the reporting period should be highlighted.
* Only “count” publications that were published in final form during the reporting period. Items currently in press, epub ahead of print, or submitted should not be “counted”.
* Do not include impact factors, citations for your publications, role on multi-author papers.
* Impact factors can, however, be noted in more descriptive sections (e.g., Narrative, productivity report, etc.).

 d) Narrative if within 2 years of seeking promotion to Full Professor – otherwise this is unnecessary.

 e) Professional accomplishments.

Each document should be saved as a .pdf file and labeled using your name, year, and section (see below).

Malete\_23\_Productvity

Malete\_23\_SPLS

Malete \_23\_CV

Malete\_23\_Narrative (only if within 2 years of seeking promotion)

Pfeiffer \_23\_Professional\_Accomplishments (this document can be saved as an excel file)

1. Report only those accomplishments associated with your assigned time in KIN within the calendar year of interest unless otherwise noted on the form. Scores from previous years should not be included. The committee recognizes that some work by persons with joint appointments could legitimately be claimed as productivity in more than one academic unit. But we ask that you count your work only once, reporting the activity only in the “best fit” unit. If you aren’t sure whether to report a particular accomplishment in KIN, please include the item in your KIN report along with an explanation why this productivity should be considered as a KIN contribution. *In addition to your KIN report*, faculty members with joint appointments should submit a summary of activities in other academic unit(s) directly to the KIN department chairperson.
2. Treat instruction, research, and service as separate categories. Report each indicators of productivity only in the most appropriate category, when possible.
3. Be sure to provide some detailed information regarding grants (e.g., salary support, # of assistantships, etc.).
4. The Personnel Committee does not expect responses to each query in the productivity form. If you have nothing to report, either leave the field blank or enter “nothing to report”.
5. Submit your productivity documents to the Personnel Committee by uploading them to a confidential folder.
6. Please use this link: [ LINK for 2023-2024 KIN Faculty Review](https://michiganstate.sharepoint.com/%3Af%3A/r/sites/KINfaculty/Shared%20Documents/Faculty%20Annual%20Review/2022-23%20Annual%20review?csf=1&web=1&e=uBM1Gp)
7. Use your MSU email address to log in.  After you log in, click “***Documents***” on the left panel, then folder “***Annual review***”, then folder “***2023***”.
8. You will see the folder that you have permission to access. You will have access to this folder through February 12, 2024. On February 13, 2024 this folder automatically will migrate to a new folder where only the Personnel Committee will have access to it.
9. If there is any access issue or needed tech support, please contact Dave Dai (daix@msu.edu).

**(Optional)**

**On this page you may address how COVID-19 has affected your work flow in 2023.**

Per the department chair in 2023:

*“Considering the highly disruptive impact of COVID‐19, thoroughly document how the pandemic has affected your workflow, adjustments you have made to help you make progress on your core scholarly goals, education you have sought and efforts you have made to expand your teaching skill set, efforts to maintain strong connection with your students, and so forth. Our evaluation of 2023 performance will take into consideration the challenges faced and unique efforts expended by faculty during the pandemic.”*

**(Required)**

**Briefly describe any efforts that you have made in 2023 to address and/or advance diversity, equity, and inclusion at MSU through your core work (i.e., teaching, research, and service).**

**(Optional)**

**In no more than 350 words you may summarize your productivity in 2023.** **This is a good place to highlight any special activities in which you engaged and/or document the impact of those activities. You also may wish to explain your author contributions on publications and grant proposals, here or in #7.**

**(Required)**

**Briefly describe how you addressed feedback provided in your previous evaluation letter during the current evaluation period.**

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| --- | --- | --- | --- |
| Name |  |  |  |
|  | Last | First | Middle |
| Present Rank: |  | Appointment Basis: | AY | or | AN |
|  | Place an X to indicate academic appointment |

**Appointment:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Primary Department:  |  | Primary College:  |  | % Time in Unit |  |
| Secondary Department: |  | Secondary College: |  | % Time in Unit |  |
| Other Department:  |  | Other College:  |  | % Time in Unit |  |

If there were any anomalies in your assignment (such as a mid-year change), please explain those below:

**Load Distribution within Kinesiology:**

Indicate your load distribution only as it applies within the Department of Kinesiology. The total percent load should equal the percent time in Kinesiology.

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| --- | --- | --- | --- | --- | --- |
| **Year** | **Teaching** | **Advising** | **Service** | **Research** | **Other** |
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1. **Teaching**

**Peer/Other Evaluation of Teaching**

Please note if anyone observed your teaching during the current reporting period. Briefly state who observed, their credentials, and the date, time, and course observed. Do not forget to include a copy of the assessment with your report.

**Ratings**

For each fixed-credit course, provide SIRS/SPLS ratings (to the nearest tenth) and original SIRS/SPLS reports (in .pdf format) for this year below. Please group together any courses which were taught in multiple semesters. Provide an average across multiple sections for the same course (if you taught multiple sections for a course), and explain how you computed the average (e.g., if it was a weighted average or straight average across sections). For Course Demands and Course Organization, please report the instructor score (not the non-instructor score) provided on the report.

**SIRS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Semester** | **Course Number** | **Number of Students** | **SIRS 1****Instructor****Involvem.** | **SIRS 2****Student****Interest** | **SIRS 3****Student-****Instructor****Interact.** | **SIRS 4****Course****Demands** | **SIRS 5****Course****Organiz.** |
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**SPLS**

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| **Semester** | **Course Number** | **Number of Students** | **SPLS 1****Expect.** | **SPLS 2****Org.** | **SPLS 3****Atmosphere.** | **SPLS 4****Expanded****Underst.**  | **SPLS 5****Demonstrate****Underst.**  | **SPLS 6****Increased****Interest**  | **SPLS 7****Workload**  |
| FS23 | KIN173 | X | X | X | X | X | X | X | X |

1. **Non-Credit Instruction**

List other instructional activities such as (a) supervising honors options in your assigned courses, (b) non-credit courses/certificate programs, licensure programs, conferences, seminars, workshops, etc., (c) serving as instructor of record (IOR). Include duties for each course for which you are IOR. Include non-credit instruction that involves international, comparative, or global content delivered either to domestic or international groups, either here or abroad.

1. **Academic Advising**

Provide the requested information regarding students for whom you are the primary advisor. Report admission and graduation dates in this format – FS23, SS23, or US23. A space is provided below the table to provide explanations about academic progress if needed. If needed, create space to list more advisees by cutting and pasting rows from the table. You may also report if you played a primary role in a non-advisee’s program (e.g., served as thesis chair but not as the primary advisor).

Doctoral Students:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Last Name** | **Admit Date** | **Active/Inactive** | **Program Plan Completed** | **Comprehensive Exams Completed** | **Last Annual Review Completed** | **Anticipated Graduation Date** |
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Explanation of academic progress if needed:

Masters Students:

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| **Last Name** | **Admit Date** | **Active/Inactive** | **Thesis/Non-Thesis** | **Last Annual Review Completed** | **Anticipated Graduation Date** |
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Explanation of academic progress if needed:

1. **Other Academic Advising**

Declare any advising of undergraduate students including research mentoring, student organizations, etc. Also, note if undergraduate students are only involved in data collection activities, or if you are actually mentoring them in research experiences (e.g., presentations). Also declare other instances (aside from previously noted) of advising graduate students and post-doctoral research fellows, including journal/lab groups, student organizations, etc. This should include any instances of informal mentoring that took up a significant portion of your time. Also list any awards or peer recognition (within and outside the university) you have received for advising.

Undergraduate Advising:

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| **Student Name** | **Role** | **Anticipated Graduate Date** |
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Doctoral Student Committees (for students who you are not the primary advisor):

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| **Student Name** | **Role** | **Anticipated Graduate Date** |
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Master’s Student Committees (for students who you are not the primary advisor):

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| --- | --- | --- |
| **Student Name** | **Role** | **Anticipated Graduate Date** |
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Other Student or Post-Doctoral Fellow Advising:

1. **Service to Scholarly and Professional Organizations, the University, or the Community**

List significant committee/administrative responsibilities not clearly described on your CV. This may include contributions to scholarly and professional organizations, the University, or the broader community. Provide some idea of level of commitment required (e.g., attend 2 board meetings per year). For service related to reviewing, please include detail regarding the total number of items reviewed/managed for each organization. Reviewing multiple versions of a manuscript (e.g., 3: original submission, first revision, second revision) should be counted as reviewing multiple manuscripts (e.g., 3 manuscripts reviewed). This should only be completed for service commitments. Also, for those individuals who have high service commitments, please be sure to provide details regarding your role (e.g., program coordinator, graduate coordinator, etc.).

1. **Information Regarding Grant Proposals/Funding not Reflected on CV.**

Please note relevant information regarding grant proposals that may not appear on your CV (e.g., number and level of graduate assistantships in KIN). Be sure this section includes your contributions to proposals if not obvious on your CV.

1. **Contributions or Accomplishments Not Reflected on Your CV**

List significant scholarly accomplishments or achievements not clearly described on your CV. If helpful, provide some context for the achievement as well as your level of contribution. Please include any training/education experiences in which you were engaged that were not required by the university. For example, if you completed a workshop on classroom practices, seminar on equity and inclusion, etc. please report.