**Department of Kinesiology**

**Pre-Tenure 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. New faculty members are encouraged to discuss putting together productivity documents with members of the personnel committee (i.e., Leapetswe Malete (chair), Janet Hauck, Florian Kagerer, and Katharine Currie) and/or senior faculty members in the department.

1. A complete productivity report consists of the following sections:
   1. Completing this productivity report. Please be sure to include your author contributions on publications and grant proposals within the 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 etc.).
  1. Narrative.
  2. One sample syllabus.
  3. One exemplary product from any area of productivity.
  4. 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

Malete\_23\_Syllabus

Malete\_23\_Exemplary

Malete\_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”.

1. Submit your productivity documents to the Personnel Committee by uploading them to a confidential folder.
2. Please use this link: [​Folder icon LINK for 2023-2024 KIN Faculty Review](https://michiganstate.sharepoint.com/:f:/r/sites/KINfaculty/Shared%20Documents/Faculty%20Annual%20Review/2022-23%20Annual%20review?csf=1&web=1&e=uBM1Gp)
3. 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***”.
4. 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.
5. If there is any access issue or needed tech support, please contact Dave Dai ([daix@msu.edu](mailto: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 work flow, 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.**

**(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: | % |
| Second Department: |  | Second 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Teaching** | **Advising** | **Service** | **Research** | **Other** |
| 2020 | % | % | % | % | % |
| 2021 | % | % | % | % | % |
| 2022 | % | % | % | % | % |

1. INSTRUCTION

**1.1. Teaching**

Indicate your instructional activities for both fixed-credit and variable credit courses for the current reporting period. Please note how many sections each TA taught. Do not include KIN 999 credits here, and please list KIN 995 under advising section.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Semester** | **Course Number** | **Credits** | **Number of Sections Taught** | | | **Number of Students** | **Number of Assistants** | **Notes** |
| Lec | Rec | Lab |
| Spring |  |  |  |  |  |  |  |  |
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| Summer |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
| Fall |  |  |  |  |  |  |  |  |
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Calculate student credit hours for fixed-credit and variable-credit courses. Multiply the number of students in a course times the number of credits for that course (e.g., 25 students enrolled in a 3-credit course = 75 student credit-hours). Add student credit hours across courses that you taught.

|  |  |  |  |
| --- | --- | --- | --- |
| **Total student credit hours in fixed-credit courses:** |  | **Total student credit hours in variable-credit courses:** |  |

For each fixed-credit course taught in this reporting year, provide SIRS/SPLS ratings for this year and the past two years below (to the nearest tenth). Please group together any courses which were taught in multiple semesters and provide an average across multiple sections for the same course (if you taught multiple sections for a course). Please 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 |

Example:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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.** |
| FS21 | KIN121 | X | X | X | X | X | X |
| FS22 | KIN121 | X | X | X | X | X | X |
| FS23 | KIN121 | X | X | X | X | X | X |
|  |  |  |  |  |  |  |  |
| SS21 | KIN173 | X | X | X | X | X | X |
| SS22 | KIN173 | X | X | X | X | X | X |
| SS23 | KIN173 | X | X | X | X | X | X |

**SPLS**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |

**1.2. 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.

**1.3. 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:

Master’s Students:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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:

**1.4. 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:

Graduate Advising:

Doctoral Student Committees (for students who you are not the primary advisor):

|  |  |
| --- | --- |
| **Student Name** | **Role** |
|  |  |
|  |  |
|  |  |

Masters Student Committees (for students who you are not the primary advisor):

|  |  |
| --- | --- |
| **Student Name** | **Role** |
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|  |  |

Post-Doctoral Fellow Advising:

**1.5. Scholarly Productivity by Students**

Provide reference citations to undergraduate or graduate student publications, presentations, papers, grants (internal and external) applied for and/or received, and other works from the current reporting period. This listing will be used as evidence about the extent to which you provide research mentoring to students. Only list your own advisees in this section, unless you played a major role in the scholarly product. Be sure to list any publications for which the students made contributions but were not first author.

Grants:

Manuscripts:

Abstracts:

Conference/Poster Presentations (not included in Abstracts):

**1.6. Other Professional Accomplishments by Students**

List significant student accomplishments such as leadership positions in professional organizations, curriculum development, outreach contributions, and awards received from the current reporting period. This listing will be used as evidence about the extent to which you provide professional development mentoring to students.

**1.7. List of Instructional Works**

List publications, presentations, papers, grants received, and other works that are primarily in support of or emanating from instructional activity.

**1.8. Other Evidence of Instructional Activity**

Cite other evidence of instructional productivity such as works/grants in progress or under review. Address instructional goals and approaches; innovative methods or curricular development; significant effects of instruction; and curatorial and patient care activities, etc. Include evidence of instructional awards and peer recognition (within and outside the university).

**1.9 Training/Education Experiences in Which You Participated**

Please note 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.

**1.10 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.

2. Research and Creative Activities

**2.1. Research Output**

Enter the number of your scholarly products in the appropriate cells of the following table. There is no need to report “0” values. Category 5, reviews, refers to textbook reviews or similar endeavors (not manuscript reviews or literature reviews you wrote for a journal). Category 6, artistic and creative endeavors, refers to exhibits, showings, scores, performances, recordings, etc. In the College of Education, faculty members have also used Category 6 to report software and instructional media products. Category 7 refers to a report about a scholarly project that cannot be characterized in Categories 1-5. Examples include a report to the sponsor of a research project, a position paper submitted to a public agency, etc. Faculty who did not spend the entire calendar year at MSU are encouraged to report all research and creative activities that occurred during the calendar year.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1. Books | 2. Book Chapters | 3. Bulletins or Monographs | 4. Articles | 5. Reviews | 6. Artistic and Creative Endeavors | 7. Reports or studies |
| Published |  |  |  |  |  |  |  |
| Accepted/In Press |  |  |  |  |  |  |  |

**2.2. Presentations**

Provide the number of research presentations for each audience. Presentations to non-professional audiences should be listed under service activities.

|  |  |
| --- | --- |
| 0 | Presentations to international audiences |
| 0 | Presentations to national audiences |
| 0 | Presentations to local audiences |
| 0 | Total number of presentations |

**2.3. List of Scholarly Products**

Provide reference citations to publications, presentations, papers, and other works that are primarily in support of or emanating from research activities. Indicate peer-reviewed or refereed items with an asterisk (\*). Include scholarly products co-authored with students even if you already reported such productivity in the advising section of this report. Indicate the status of manuscripts that have not yet been published. State your role on multi-authored papers and indicate how the primary or lead author can be identified. Please do not include abstracts that are accepted but have not yet been presented. **Only include products that were physically or electronically published in final form during the reporting period (calendar year). Items currently in press or submitted should not be included.** **All reference information should be reported within APA format.**

Books

Book Chapters

Bulletins or Monographs

Articles in Print or Electronically Published in Final Form

Reviews

Artistic and Creative Endeavors (exhibits, showings, scores, performances, recordings, etc)

Reports or Studies

Papers and Presentations for Learned Professional Organizations and Societies

Invited Lectures & Symposia (not included in Abstracts)

Published Abstracts (in print)

Other presentations

Other

**2.4. Other Evidence of Research/Creative Activity**

Cite other evidence of research and creative productivity such as: seminars, colloquia, invited papers; works/grants in progress or under review; patents; formation of research-related partnerships with organizations, industries, or communities; curatorial and patient care activities, etc. Include evidence of peer recognition (within and outside the university).

3. SERVICE WITHIN THE ACADEMIC AND BROADER COMMUNITY

**3.1. Service to Scholarly and Professional Organizations**

List significant committee/administrative responsibilities in support of scholarly and professional organizations (at the local, state, national, and international levels) including: elected and appointed offices held; committee memberships and memberships on review or accreditation teams; reports written and submitted; grants received in support of the organization; editorial positions, review boards and ad hoc review requests; and programs and conferences planned and coordinated, coordinated or served on a panel or chaired a session. Include evidence of contributions (e.g., evaluations by affected groups or peers). Provide some idea of level of commitment required (e.g., attend 2 board meetings per year). For services related to reviewing, please include detail regarding the total number of items reviewed/managed for each organization/journal/outlet. 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).

Professional Affiliations

Editorial Boards

Ad-Hoc Journal Reviewer

Ad-Hoc Grant Reviewer

Professional Society Service

**3.2. Service within the University**

List significant committee/administrative responsibilities and contributions within the University. Include service that advances the University’s equal opportunity/affirmative action commitment. Committee service includes: appointed and elected university, college, and department ad hoc or standing committees, grievance panels, councils, task forces, boards, or graduate committees. Administrative responsibilities include: the direction/coordination of programs or offices; admissions; participation in special studies or projects; collection development, care and use; grants received in support of the institution, etc. Describe roles in any major reports issued, policy changes recommended and implemented, and administrative units restructured. Include evidence of contributions (e.g., evaluations by peers and affected groups).

Administrative Services to the University

Administrative Services to the College of Education

Administrative Services to the Department of Kinesiology

**3.3. Hosting of Visiting Scholars**

Indicate if you hosted any visiting scholars (provide name), purpose of the visit (teaching, research, service), length of visit, from where the scholar came, and your role in hosting.

**3.4. Service within the Broader Community**

As a representative of the University, list significant contributions to local, national, or international communities that have not been listed elsewhere. This can include (but is not restricted to) outreach, MSU Extension, Professional and Clinical Programs, International Studies and Programs, and Urban Affairs Programs. Appropriate contributions or activities may include technical assistance, consulting arrangements, and information sharing; targeted publications and presentations; assistance with building of external capacity or assessment; cultural and civic programs; and efforts to build international competence (e.g., acquisition of language skills). Describe affected groups and evidence of contributions (e.g., evaluations by affected groups; development of innovative approaches, strategies, technologies, systems of delivery; patient care; awards). List evidence, such as grants, of activity that is primarily in support of or emanating from service within the broader community.

**3.5. Other Evidence of Service Activity**

Cite other evidence of service activity, including awards and peer recognition (within and outside the university).

4. GRANT PROPOSALS

List grant proposals submitted and in progress during reporting period relating to teaching, research and creative activities, or service within the academic and broader community. Include grants in support of outreach, international, urban, and extension activities. **In the description please indicate your role and the extent to which those funds would support salary savings in terms of percent effort, summer pay, graduate assistant support (e.g., number of ½-time or ¼-time assistantships), and equipment.** For subcontracts, please indicate the funds assigned to MSU within the appropriate column.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Name of Granting Agency | Date Submitted | Funding Requested | Status | | | Funding Amount Assigned to MSU  (if Applicable) | Principal/Co-Investigators  (if not faculty candidate) |
| Pending | Amount Funded | Not Funded |
| **1. Teaching** | | | | | | | | |
|  | Grantor: |  |  |  |  |  |  |  |
|  | Description: | | | | | | | |
|  |  | | | | | | | |
|  | Grantor: |  |  |  |  |  |  |  |
|  | Description: | | | | | | | |
|  |  | | | | | | | |
|  | Grantor: |  |  |  |  |  |  |  |
|  | Description: | | | | | | | |
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| **2. Research/Creative Activity** | | | | | | | | |
|  | Grantor: |  |  |  |  |  |  |  |
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| **3. Service/** | | | | | | | | |
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