

Annual Evaluation Standard & Procedures

Department of Biology
University of Central Florida

Introduction: This document will form the basis of all faculty annual evaluations in the Department.

The Department Chair will conduct the annual evaluation of each faculty member. The Chair will make his/her assessment based on:

- a) The annual report prepared by the faculty member,
- b) Student evaluation forms,
- c) The annual work-distribution assignment,
- d) Other information (such as direct observation) obtained by or provided to the Chair.

Annual report: Each faculty member will prepare an annual report according to the categories listed in this document. The faculty member may list additional categories (if appropriate) after consultation with the Chair.

Work distribution assignment: The workload of each faculty member will be divided into four categories: teaching, research, service and other assigned duties. The Chair will determine the distribution of effort in each category at the beginning of each academic year. Annual evaluations will be based only on those areas in which there is a formal assignment. Typical annual assignments for faculty are as follows:

	Teaching	Research	Service	Other
Graduate Faculty	0.45FTE	0.5FTE	0.05 FTE	0 FTE
Administrative Faculty	0.3 FTE	0.45FTE	0.05 FTE	0.2 FTE
Instructor/Lecturer Faculty	0.95 FTE	0 FTE	0.05 FTE	0 FTE

The Chair may modify work distribution assignments during the evaluation period to reflect unforeseen changes in activity.

Evaluation: The Chair will review the annual report and will assign point values for the listed activities after input from the faculty member. The sum of all activities in each category will be calculated. While the Chair will do the evaluation, he/she may refer evaluation questions to others for advice and recommendation.

Overall evaluation: The Chair will determine the overall performance of each faculty member. This will be based on the ratings for teaching, research, service and other assigned duties after adjustments for the work assignments. In no case will an individual receive an overall outstanding evaluation if they don't receive at least one outstanding in teaching or research, or if they receive less than satisfactory in one of the assigned categories.

The exact procedure will be as follows: The rating in each activity area will be summarized as Outstanding = 4, Above Satisfactory = 3, Satisfactory = 2, Conditional = 1, and Unsatisfactory = 0. Ratings will be multiplied by the percent work assignment for that activity. Thus, a graduate faculty member with an assigned **research** workload of 50% and a rating of *Above Satisfactory* would receive 150 pts for research (3 x 50). An instructor

with an assigned **teaching** workload of 95% and a rating of *Outstanding* would receive 380 points for teaching (4 x 95). An administrative faculty member with a 20% assignment to other duties and a rating of *Satisfactory* would receive 40 pts (2 x 20). The sum of these numbers across all assigned activity areas (max. = 400) will be converted to an overall evaluation by:

Outstanding =	351 - 400
Above satisfactory =	276 - 350
Satisfactory =	176 - 275
Conditional =	100 - 175
Unsatisfactory	<100

I. TEACHING (NB: Points are awarded per course or occurrence)

A. Evaluations from others:

No point limit.

A1. The student overall assessment of instructor *for each course* (i.e. each course taught is added separately to the total points).

75% or more of responding students rate overall assessment of instructor as good or excellent.	6
50-74% of responding students rate overall assessment of instructor as good or excellent	4
25-49% of responding students rate overall assessment of instructor as good or excellent	2
24% or less of responding students rate overall assessment of instructor as good or excellent	0

OR (only one of A1 or A2 may be used)

A2. Chair's evaluation of instruction (per course) may be based on: 1-6 points.
(scale to match A1)

a) Peer evaluation based on at least two visits per course by the chair or designated faculty member whose rank must be at or above Associate Professor /Associate Lecturer /Associate Instructor.

and/or

b) Faculty generated portfolios supporting learning evaluation, which may include some, or all, of the following:

- (i) Course syllabi.
- (ii) Course grade distribution, grade roster, and average class GPA to permit correction for harder grading /poorer student performance.
- (iii) Examples of student work or assessment (e.g. tests).
- (iv) Evidence of learning; e.g. comparison of pretests and post-tests.

B. Materials from faculty member:*Maximum of 20 pts.***B1. Class load factors:**

- | | |
|---|---|
| a) Significant rewrite of a lecture course or lab course (per course). | 2 |
| b) Excess teaching load beyond assignment or greater than 200 <i>total</i> students taught in any one semester. (Note: If two sections of the same course are taught for half a semester the total number of students taught will count.) | 4 |
| c) New course or lab course development or new format (e.g. online course) (per course). | 5 |
| d) Providing tutoring/help sessions/other support outside normal class/office hours. (per course) | 2 |
| e) Unassigned involvement in classes (guest lectures). | 1 |

B2. Presentations/publications/grants related to education (if not under research):

- | | |
|---|----|
| a) Presentation / workshop. | 2 |
| b) Consultant for, or review of, textbooks, lab books, etc. (per occurrence) | 1 |
| c) Publication of textbook, book chapter or manual (per occurrence). | 5 |
| d) Grants and contracts related to teaching: | |
| i). Submitted unique extramural proposal, in which your total annual funding share was: | |
| < \$5,000 | 1 |
| 2 | |
| > \$50,000). | 3 |
| ii) Received or continuing award, in which your total annual funding share was: | |
| < \$5,000 | 2 |
| < \$50,000). | 6 |
| > \$50,000). | 10 |

B3. Awards: (only one of a or b may be used)

- | | |
|---|----|
| a) College undergraduate/graduate excellence in teaching award | 5 |
| b) University undergraduate/graduate excellence in teaching award | 10 |
| c) TIP award | 10 |
| d) SOTL award | 10 |
| e) Major external teaching award | 10 |

C. Non-course teaching:*Maximum of 15 pts.***C1. Undergraduate student mentorship (per student per semester):**

- | | |
|----------------------|---|
| a) Independent study | 1 |
| b) Research | 2 |

C2. Graduate student mentorship (per student/per year)

- | | |
|--------------------------------------|---|
| a) Member graduate student committee | 1 |
| b) Graduate student chair | |
| i) Thesis/dissertation | 5 |
| ii) PSM/Non-thesis | 1 |

C3. Mentorship of post-doctoral associate or visiting scholar (per person/year). 4**C4. Non-assigned lectures/workshops per occurrence (if not included under service).** 2**C5. Direct supervision of GTAs (per student).** 1**D. Chair's discretionary pts for assignment, effort, workload, excellence and success.** 1-3

- E. Scale**
- Unsatisfactory < 5 (multiplier = 0)
 - Conditional ≥ 5 to < 10 (multiplier = 1)
 - Satisfactory ≥ 10 to < 20 (multiplier = 2)
 - Above satisfactory ≥ 20 to < 25 (multiplier = 3)
 - Outstanding ≥ 25 (multiplier = 4)

Examples of how faculty with differing assignments can achieve 'Outstanding' in teaching (≥ 25 pts. required).

Graduate and Administrative Faculty (0.45 FTE and 0.3 FTE respectively):

Graduate and administrative faculty are typically assigned two courses per year (1:1 load).

- | | |
|--|----------------|
| Two courses where 75% or more of students rate overall assessment of instructor as good or excellent (A1). | 12 pts. |
| Two undergraduates mentored in research (2 semesters each) (C1 part (b)) | 8 pts. |
| Chair of two graduate student thesis/dissertation committees (2 semesters each) (C2 part (b)) | 10 pts. |
| Total | 30 pts. |

Example for graduate faculty in their first or second year after hire when they are unlikely to have many students in their labs:

Two courses where 75% or more of students rate overall assessment of instructor as good or excellent (A1).	12 pts.
New course or lab course development or new format (e.g. online course; B1 part c)) (per course - example is for two courses).	10 pts.
Two undergraduates mentored in research (1 semesters each) (C1 part (b))	4 pts.
Member graduate student committee (example is two committees - C2 part (a))	2 pts.
Total	28 pts.

Example for Instructor/lecturer Faculty (0.95 FTE):

Instructor/Lecturer faculty are typically assigned 4-6 courses per year (3:3 load where one lecture and lab course counts as two courses).

Four courses where 75% or more of students rate overall assessment of instructor as good or excellent (A1).	24 pts.
Excess teaching load beyond assignment or greater than 300 <i>total</i> students taught in any one semester. (example is one semester) (B1 part (b))	4 pts.
Providing tutoring/help sessions/other support outside normal class/office hours. (per course) (B1 part (d)).	2 pts.
Total	30 pts.

II. Research (NB: Points in this category awarded per occurrence)

A. Grants & Contracts:

No point limit.

Unless otherwise indicated by the faculty member, the Department assumes that the PI and co-PIs of a grant proposal make equal and uniquely important contributions. Award total includes awards to postdoctoral associates, graduate and undergraduate student.

A1. Submitted unique extramural proposal, in which your total annual funding share was:

≤ \$5,000	1
< \$50,000	2
≥ \$50,000	3
≥ \$100,000	4

A2. Received or continuing award, in which your total annual funding share was:

≤ \$5,000	2
< \$50,000	6
≥ \$50,000	10
≥ \$100,000	15

A3. Extramural funding of a graduate research assistantship (per student/semester including summer) 2

B. Publications originating from the faculty member's lab (including postdoctoral associates, visiting scholars, and graduate and undergraduate students).

Unless otherwise indicated by the faculty member, the Department assumes that all authors of a paper make equal and uniquely important contributions.

B1. Unique research or review article accepted, in press, or published. *No point limit.*

a) ISI journal: (index based on previous year)

- ISI index <1.5 2
- ISI index 1.5-4.99 4
- ISI index 5-9.99 8
- ISI index >10 15

- b)
- editorial 2
 - book chapter or invited review article 5
 - book editor 10
 - author of an entire book 15

B2. Other *Maximum of 5pts.*

- non-peer reviewed or non-ISI journal or letter (i.e. correspondence) 1

C. Presentations originating from the faculty member's lab (including postdoctoral associates, visiting scholars, and graduate and undergraduate students, per presentation):

Unless otherwise indicated by the faculty member, the Department assumes that all authors of a presentation make equal and uniquely important contributions.

Maximum of 10 pts. for C1 and C2 combined; unlimited for C3.

C1. Oral presentation or poster at a regional meeting 1

C2. Oral presentation or poster at a national or international meeting 2

C3. Invited oral presentation. 4

D. Chair's discretionary pts for significance, prestige and contribution. 1-5

- E. Scale**
- Unsatisfactory < 5 (multiplier = 0)
 - Conditional ≥ 5 to < 10 (multiplier = 1)
 - Satisfactory ≥ 10 to < 20 (multiplier = 2)
 - Above satisfactory ≥ 20 to < 25 (multiplier = 3)
 - Outstanding ≥ 25 (multiplier = 4)

Examples of how faculty can achieve 'Outstanding' in research (≥ 25 pts. required).

All Graduate and Administrative Faculty (0.5 FTE and 0.45 FTE respectively):

- Received or continuing award, in which your total annual funding share was > \$50,000 (A2)	10 pts.
- Two unique research or review articles accepted, in press, or published with ISI index 2-4.99 (B1 part (a))	8 pts.
- Four oral presentations or posters at national or international meetings (C2)	8 pts.
Total	26 pts.

III. Service (NB: Points in this category awarded per occurrence)

A. Departmental service

Active participation on departmental, college and University committees is essential for faculty to properly discharge their duties. Accordingly, active participation on assigned committees is necessary for a service evaluation of satisfactory or better. Any faculty member who willfully fails to fulfill their departmental, college or University committee obligations without the chair's concurrence will be rated at conditional or unsatisfactory, regardless of points accrued in sections B, C, and D.

Given the prolonged duration of committee assignments there will be occasions where participation in other activities (e.g., teaching, participating on NSF Review panels, or attending activities of professional societies) will prevent attendance at departmental, college or university committee meetings. The Chair must take these other essential commitments into consideration when evaluating a faculty member's performance.

B. University service: Departmental, College or University: *No point limit.*
Tenure earning faculty member in first or second year multiply pts. by 2.

B1. Member of department committee (chair = double pts).	5
B2. Member of a college or university committee (chair = double pts).	6
B3. Student advising, orientation, and recruitment	4
B4. Advisor to student organization.	4

C. Community service dealing with biology and/or education: *No point limit.*

C1. Assistance given to schools (review board, science fairs, workshops).	3
C2. Presentations to schools, clubs or organizations.	3
C3. Workshops held, or training performed.	5

D. Involvement with governmental, professional, or public organization:

No point limit.

D1. Review journal manuscript.	2
D2. Review a grant proposal.	3
D3. Advisor, consultant or expert witness for an organization.	4
D4. Officer in an organization or professional society.	4
D5. Organized a professional meeting.	8
D6. Member of journal editorial board.	8
D7. Member of a grant review panel from agencies other than NIH/NSF.	6
D8. Member of NIH/NSF review panel.	10

E. Chair's discretionary pts. 1-3

F. Scale

Unsatisfactory = 0 (multiplier = 0)
Conditional ≥ 0 to < 5 (multiplier = 1)
Satisfactory ≥ 5 to < 10 (multiplier = 2)
Above satisfactory ≥ 10 to < 15 (multiplier = 3)
Outstanding ≥ 15 (multiplier = 4)

Examples of how faculty can achieve 'Outstanding' in service (≥ 15 pts. required).

All Graduate and Administrative Faculty (0.05 FTE):

- member of two departmental committees (B1)	10 pts
- member of one college/University committee (B2)	6 pts
- review journal manuscript (D1)	2 pts
Total	18 pts

Instructor/Lecturer (0.05 FTE):

- member of two departmental committees (B1)	10 pts
- student advising, orientation, and recruitment (B3)	4
- assistance given to schools (review board, science fairs, workshops) (C1)	3
Total	17 pts

IV. Other assigned duties

Faculty members are occasionally assigned special activities such as administrative duties or other special projects. Since the nature of these assignments is variable and infrequent, no attempt is made here to specify the categories used to evaluate these other assigned duties. Nevertheless, these activities will be evaluated as to their quality and in proportion to the total amount of time specified on the annual assignment form.