

Department of Chemistry

EVALUATION OF INSTRUMENTATION SPECIALISTS

Annual Evaluation Standards & Procedures

Intended for first use in the 2013-2014 academic year

Introduction

The Standards & Guidelines documents will form the basis of all faculty evaluations in the Chemistry Department. Annual evaluations will be based on this document.

Basic Assumptions

1. Faculty at the Instrumentation Specialist rank are not tenure-earning and will normally not have a research assignment. Annual evaluations will be based only on those areas in which there is a formal assignment.
2. Review of performance will emphasize “quality” rather than “quantity.”

This document has three parts: Part I provides the guidelines for the evaluation of faculty with the rank of Instrumentation Specialist in the Chemistry Department. Part II lists the evaluation Standards topics, classified as major or minor, for meritorious performance. Part III sets forth the level of performance required to achieve Outstanding, Above Satisfactory, Satisfactory, Conditional and Unsatisfactory ratings in the Overall annual evaluation.

The Department of Chemistry follows the rules set by the BOT/UFF Collective Bargaining Agreement, and the guidelines set by the College of Sciences. As a further supplement, the Department of Chemistry establishes the following guidelines to help faculty with the rank of Instrumentation Specialist in understanding what is expected for meritorious performance.

Part I. EVALUATION GUIDELINES

I. Instrument Maintenance and Upkeep

Instruments are expected to be functioning properly with minimum downtime. Routine maintenance and calibration should be performed in such a manner as to minimize the disruption to research and teaching. Every effort should be made to troubleshoot and repair any issues without the need for paying a third-party technician.

II. Teaching/Training

Prospective users should be trained to operate the instruments in a manner that is safe for both the user and equipment. Beyond safe operating procedures, users should also be taught fundamentals and theory when it facilitates their ability to use an instrument

and/or a desire to learn more is expressed. In addition to user training, time should be spent assisting undergraduate lab courses by introducing students to instrumentation, explaining how it works and why it is useful for a particular analysis, and helping run/analyze data.

III. Collaboration and Service

The research efforts of the department and the university should be supported in every way possible. These include staying abreast of instrumental and experimental advances, providing advice and analysis, and running experiments. Collaborative research is encouraged, including work with researchers not affiliated with the university.

IV. Other

Other university duties are occasionally assigned for special activities such as administrative duties or other special projects. Since the nature of these assignments is variable no attempt is made to specify evaluation in proportion to the total amount of time the assignment is weighted in the annual assignment form.

Part II. INSTRUMENTATION SPECIALIST EVALUATION STANDARDS

I. Instrument Maintenance and Upkeep

- A. Routine Maintenance and Calibration --- MAJOR
- B. Troubleshooting and Repairing --- MAJOR
- C. Repairing Minor Laboratory Equipment --- MINOR
- D. Maintaining and Cleaning Shared Laboratory Space – MAJOR
- E. Providing for Easy Access and Use of Instrumentation
 - i. Maintain reservation and usage log --- MAJOR
 - ii. Maintain website with useful information for current and perspective users --- MINOR

II. Teaching/Training

- A. Training Users on Instrument Operation --- MAJOR
- B. Assisting with Undergraduate Lab Instrument Use --- MAJOR
- C. Teaching Fundamentals and Theory via Discussion Group or Seminar --- MINOR

III. Collaboration and Service

- A. Consulting
 - i) Advising faculty and students --- MAJOR
 - ii) Running experiments --- MAJOR
 - iii) New hardware acquisitions --- MINOR
 - iv) Working with clients not affiliated with the university --- MINOR

- B. Professional development --- MINOR
 - i) Conferences
 - ii) Courses

- C. Service to the department
 - i) Contributions in departmental committees --- MINOR
 - ii) Oversight of major departmental facilities & other non-assigned activities --- MINOR

- D. Service on College and University committees, involvement in interdisciplinary and interdepartmental activities --- MINOR

- E. Service to elementary and secondary schools --- MINOR

- F. Service to the Central Florida community ---MINOR

Part III. DETERMINATION OF ANNUAL EVALUATIONS

Annual performance in each of the MAJOR Standards areas (see Part II) will be evaluated on a scale of 0 to 5. Annual performance in each of the MINOR Standards areas will be evaluated on a scale of 0 to 3. The number of MAJOR and MINOR Standards in each of the evaluation categories is shown in Table 1.

Table 1*

	MAJOR	MINOR
Instrumentation, Teaching, Collaboration	8	11

The numerical scores that result will be used to determine the Overall annual evaluation. In cases where Other Assigned Duties make up a portion of an evaluatee's assignment, the chair will adjust the multiplier such that the total FTE teaching, research, and service equals 1.00. Table 2 shows the scores needed achieve the indicated evaluation for that category.

Table 2*

	Overall Evaluation
Outstanding (O)	≥ 58
Above Satisfactory (AS)	52-57
Satisfactory (S)	36-51
Conditional (C)	24-35
Unsatisfactory (U)	≤ 23

- Ratings for Other duties will be incorporated into Tables 1 and 2, if assigned.

Instrumentation Specialist

What follows is a representative example of each of the following ratings:

Outstanding
Above Satisfactory
Satisfactory
Conditional
Unsatisfactory

Outstanding

I. Instrument Maintenance and Upkeep

A. Routine Maintenance and Calibration --- *weekly maintenance and regular calibration* **Major, 5 pts.**

B. Troubleshooting and Repairing --- *repair/replace facility components and restore equipment to good working order in a timely manner*, **Major, 5 pts.**

C. Repairing Minor Laboratory Equipment --- *repair/replace facility components two or more times* **Minor, 2 pts.**

D. Maintaining and Cleaning Shared Laboratory Space --- *maintain and clean space where housing major equipment weekly* **Major, 5 pts.**

E. Providing for Easy Access and Use of Instrumentation

i. Maintain reservation and usage log --- *maintain up-to-date user logs and reservation system on a monthly basis* **Major, 5 pts.**

ii. Maintain website with useful information for current and perspective users --- *check currency of instrumentation portion of website on a monthly basis and provide regular updates* **Minor, 3 pts.**

II. Teaching/Training

A. Training Users on Instrument Operation --- *train users in basic instrumentation usage in a timely manner, provide advanced training four times per year* **Major, 5 pts.**

B. Assisting with Undergraduate Lab Instrument Use --- *help develop and facilitate experiments in appropriate undergraduate teaching labs* **Major, 5 pts.**

C. Teaching Fundamentals and Theory via Discussion Group or Seminar --- *conduct regular discussion groups to discuss aspects of instrumentation use not covered in basic training* **Minor, 3 pts.**

III. Collaboration and Service

A. Consulting

- i) Advising faculty and students --- *consult with 6 or more faculty/students/postdocs on use of instrumental methods to solve chemical problems* **Major, 5 pts.**
- ii) Running experiments --- *run 6 or more advanced analyses per year* **Major, 5 pts.**
- iii) New hardware acquisitions --- *help acquire new or upgraded hardware, as funds and interests permit* **Minor, 3 pts.**
- iv) Working with clients not affiliated with the university --- *work external clients at least 2 times* **Minor, 2 pts.**

B. Professional development --- *attend at least 1 relevant conference and 1 vendor training course* **Minor, 3 pts.**

- i) Conferences
- ii) Courses

C. Service to the department

- i) Contributions in departmental committees --- *participate in at least 1 committee or faculty search regularly* **Minor, 3 pts.**
- ii) Oversight of major departmental facilities & other non-assigned activities --- *oversee at least 2 major instrumentation facility locations* **Minor, 3 pts.**

D. Service on College and University committees, involvement in interdisciplinary and interdepartmental activities --- **Minor, 0 pts.**

E. Service to elementary and secondary schools --- *give 3 or more science demonstrations to K-12 students* **Minor, 3 pts.**

F. Service to the Central Florida community --- *judge or assist with 2 or more science fairs or Olympiads* **Minor, 3 pts.**

Total Points = 68

Above Satisfactory

I. Instrument Maintenance and Upkeep

A. Routine Maintenance and Calibration --- *weekly maintenance and regular calibration* **Major, 5 pts.**

B. Troubleshooting and Repairing --- *repair/replace facility components and restore equipment to good working order in a timely manner, Major, 5 pts.*

C. Repairing Minor Laboratory Equipment --- *repair/replace facility components two or more times Minor, 2 pts.*

D. Maintaining and Cleaning Shared Laboratory Space --- *maintain and clean space where housing major equipment sporadically Major, 3 pts.*

E. Providing for Easy Access and Use of Instrumentation

i. Maintain reservation and usage log --- *maintain up-to-date user logs and reservation system on a monthly basis Major, 5 pts.*

ii. Maintain website with useful information for current and perspective users --- *check currency of instrumentation portion of website on a monthly basis and provide regular updates Minor, 3 pts.*

II. Teaching/Training

A. Training Users on Instrument Operation --- *train users in basic instrumentation usage in a timely manner, provide advanced training four times per year Major, 5 pts.*

B. Assisting with Undergraduate Lab Instrument Use --- *help develop and facilitate experiments in appropriate undergraduate teaching labs Major, 5 pts.*

C. Teaching Fundamentals and Theory via Discussion Group or Seminar --- *conduct regular discussion groups to discuss aspects of instrumentation use not covered in basic training Minor, 3 pts.*

III. Collaboration and Service

A. Consulting

i) Advising faculty and students --- *consult with 4 faculty/students/postdocs on use of instrumental methods to solve chemical problems Major, 3 pts.*

ii) Running experiments --- *run 4 advanced analyses per year Major, 3 pts.*

iii) New hardware acquisitions --- *help acquire new or upgraded hardware, as funds and interests permit Minor, 3 pts.*

iv) Working with clients not affiliated with the university --- *work external clients at least 1 time Minor, 1 pts.*

B. Professional development --- *attend at least 1 relevant conference and 1 vendor training course Minor, 3 pts.*

i) Conferences

ii) Courses

C. Service to the department

i) Contributions in departmental committees --- *participate in at least 1 committee or faculty search regularly* **Minor, 3 pts.**

ii) Oversight of major departmental facilities & other non-assigned activities --- *oversee at least 2 major instrumentation facility locations* **Minor, 3 pts.**

D. Service on College and University committees, involvement in interdisciplinary and interdepartmental activities --- **Minor, 0 pts.**

E. Service to elementary and secondary schools --- **Minor, 0 pts.**

F. Service to the Central Florida community --- **Minor, 0 pts.**

Total Points = 55

Satisfactory

I. Instrument Maintenance and Upkeep

A. Routine Maintenance and Calibration --- *weekly maintenance and regular calibration* **Major, 5 pts.**

B. Troubleshooting and Repairing --- *repair/replace facility components and restore equipment to good working order in a timely manner,* **Major, 5 pts.**

C. Repairing Minor Laboratory Equipment --- *repair/replace facility components two or more times* **Minor, 2 pts.**

D. Maintaining and Cleaning Shared Laboratory Space --- *maintain and clean space where housing major equipment rarely* **Major, 1 pts.**

E. Providing for Easy Access and Use of Instrumentation

i. Maintain reservation and usage log --- *maintain up-to-date user logs and reservation system on a sporadic basis* **Major, 3 pts.**

ii. Maintain website with useful information for current and perspective users --- *check currency of instrumentation portion of website on a monthly basis and provide regular updates* **Minor, 3 pts.**

II. Teaching/Training

A. Training Users on Instrument Operation --- *train users in basic instrumentation usage in a timely manner, provide advanced training four times per year* **Major, 5 pts.**

B. Assisting with Undergraduate Lab Instrument Use --- *help develop and facilitate experiments in appropriate undergraduate teaching labs* **Major, 5 pts.**

C. Teaching Fundamentals and Theory via Discussion Group or Seminar --- *conduct regular discussion groups to discuss aspects of instrumentation use not covered in basic training* **Minor, 3 pts.**

III. Collaboration and Service

A. Consulting

i) Advising faculty and students --- *consult with 2 faculty/students/postdocs on use of instrumental methods to solve chemical problems* **Major, 1 pts.**

ii) Running experiments --- *run 2 advanced analyses per year* **Major, 1 pts.**

iii) New hardware acquisitions --- *help acquire new or upgraded hardware, as funds and interests permit* **Minor, 3 pts.**

iv) Working with clients not affiliated with the university --- **Minor, 0 pts.**

B. Professional development --- **Minor, 0 pts.**

i) Conferences

ii) Courses

C. Service to the department

i) Contributions in departmental committees --- **Minor, 0 pts.**

ii) Oversight of major departmental facilities & other non-assigned activities --- *oversee at least 2 major instrumentation facility locations* **Minor, 3 pts.**

D. Service on College and University committees, involvement in interdisciplinary and interdepartmental activities --- **Minor, 0 pts.**

E. Service to elementary and secondary schools --- **Minor, 0 pts.**

F. Service to the Central Florida community --- **Minor, 0 pts.**

Total Points = 40

Conditional

I. Instrument Maintenance and Upkeep

A. Routine Maintenance and Calibration --- *sporadic maintenance and calibration leading to occasional complaints about instruments* **Major, 3 pts.**

B. Troubleshooting and Repairing --- *repair/replace facility components and restore equipment to good working order over lengthy period of time* **Major, 3 pts.**

C. Repairing Minor Laboratory Equipment --- **Minor, 0 pts.**

D. Maintaining and Cleaning Shared Laboratory Space --- *maintain and clean space where housing major equipment rarely* **Major, 1 pts.**

E. Providing for Easy Access and Use of Instrumentation

i. Maintain reservation and usage log --- *maintain up-to-date user logs and reservation system on a sporadic basis* **Major, 3 pts.**

ii. Maintain website with useful information for current and perspective users --- *check currency of instrumentation portion of website on a monthly basis and provide regular updates* **Minor, 3 pts.**

II. Teaching/Training

A. Training Users on Instrument Operation --- *train users in basic instrumentation usage after multiple requests* **Major, 1 pts.**

B. Assisting with Undergraduate Lab Instrument Use --- *facilitate experiments in appropriate undergraduate teaching labs* **Major, 3 pts.**

C. Teaching Fundamentals and Theory via Discussion Group or Seminar --- **Minor, 0 pts.**

III. Collaboration and Service

A. Consulting

i) Advising faculty and students --- *consult with 2 faculty/students/postdocs on use of instrumental methods to solve chemical problems* **Major, 1 pts.**

ii) Running experiments --- *run 2 advanced analyses per year* **Major, 1 pts.**

iii) New hardware acquisitions --- *help acquire new or upgraded hardware, as funds and interests permit* **Minor, 3 pts.**

iv) Working with clients not affiliated with the university --- **Minor, 0 pts.**

B. Professional development --- **Minor, 0 pts.**

i) Conferences

ii) Courses

C. Service to the department

i) Contributions in departmental committees --- **Minor, 0 pts.**

ii) Oversight of major departmental facilities & other non-assigned activities --- *oversee at least 2 major instrumentation facility locations* **Minor, 3 pts.**

D. Service on College and University committees, involvement in interdisciplinary and interdepartmental activities --- **Minor, 0 pts.**

E. Service to elementary and secondary schools --- **Minor, 0 pts.**

F. Service to the Central Florida community --- **Minor, 0 pts.**

Total Points = 25

Unsatisfactory

I. Instrument Maintenance and Upkeep

A. Routine Maintenance and Calibration --- *instruments perform poorly or don't work at all* --- **Major, 0 pts.**

B. Troubleshooting and Repairing --- *instruments remain broken* --- **Major, 0 pts.**

C. Repairing Minor Laboratory Equipment --- **Minor, 0 pts.**

D. Maintaining and Cleaning Shared Laboratory Space --- *maintain and clean space where housing major equipment rarely* **Major, 1 pts.**

E. Providing for Easy Access and Use of Instrumentation

i. Maintain reservation and usage log --- *maintain up-to-date user logs and reservation system on a sporadic basis* **Major, 3 pts.**

ii. Maintain website with useful information for current and perspective users --- *check currency of instrumentation portion of website on a monthly basis and provide regular updates* **Minor, 3 pts.**

II. Teaching/Training

A. Training Users on Instrument Operation --- *train users in basic instrumentation usage after multiple requests* **Major, 1 pts.**

B. Assisting with Undergraduate Lab Instrument Use --- *facilitate experiments in appropriate undergraduate teaching labs* **Major, 3 pts.**

C. Teaching Fundamentals and Theory via Discussion Group or Seminar --- **Minor, 0 pts.**

III. Collaboration and Service

A. Consulting

i) Advising faculty and students --- *consult with 2 faculty/students/postdocs on use of instrumental methods to solve chemical problems* **Major, 1 pts.**

ii) Running experiments --- *run 2 advanced analyses per year* **Major, 1 pts.**

iii) New hardware acquisitions --- *help acquire new or upgraded hardware, as funds and interests permit* **Minor, 3 pts.**

iv) Working with clients not affiliated with the university --- **Minor, 0 pts.**

B. Professional development --- **Minor, 0 pts.**

i) Conferences

ii) Courses

C. Service to the department

i) Contributions in departmental committees --- **Minor, 0 pts.**

ii) Oversight of major departmental facilities & other non-assigned activities --- *oversee at least 2 major instrumentation facility locations* **Minor, 3 pts.**

D. Service on College and University committees, involvement in interdisciplinary and interdepartmental activities --- **Minor, 0 pts.**

E. Service to elementary and secondary schools --- **Minor, 0 pts.**

F. Service to the Central Florida community --- **Minor, 0 pts.**

Total Points = 19