

**ANNUAL EVALUATION STANDARDS AND PROCEDURES  
DEPARTMENT OF HISTORY  
UNIVERSITY OF CENTRAL FLORIDA**

**Approved for first use in the 2013-2014 evaluation year.**

**TEACHING**

The History Department has a commitment to excellence in teaching at the undergraduate level as well as in the graduate program. It is expected that all faculty will devote significant time and effort to teaching and provide students with intellectually stimulating classes.

The above satisfactory and outstanding categories will depend on teaching load. The standard teaching load for tenured and tenure track faculty in the History department is a 3-2 (or 2-3). The standard load for instructors and lecturers is a 4-4.

Evaluation of faculty teaching will be based on an assessment of the following:

1. Student Perceptions of Instruction
2. Course syllabi
3. Other class materials such as class notes, student exams, peer evaluations, and assignments, and any other materials relevant to the faculty member's teaching assignment
4. Unsolicited student communications (not anonymous)

**Unsatisfactory and Conditional**

The faculty member will receive a conditional rating if they fail to satisfy the conditions outlined in the Satisfactory section below.

If the faculty member fails to satisfy these conditions for a second year in a row, they will receive an unsatisfactory rating.

**Satisfactory**

The faculty member (including instructors/lecturers/tenured and tenure track faculty) will receive a rating of "Satisfactory" in teaching based on fulfilling all of the following standards:

1. Meets classes on a regular basis as scheduled
2. Holds scheduled office hours
3. Replies in a timely fashion to student inquiries
4. Provides effective and accurate advisement when requested
5. Provides clear, detailed course syllabi that meet the university requirements
6. Gives fair examinations and returns them in a timely fashion
7. Gives final examinations during the final examination period in compliance with university regulations
8. Treats students in a respectful, professional way
9. Submits book orders on time
10. Submits grades on time

11. Writes letters of recommendation for students (when appropriate)

### **Above Satisfactory**

A **tenured or tenure track** faculty member will receive a rating of “Above Satisfactory” if the faculty member meets the standards for a “Satisfactory” rating and in addition attains three (3) of the following.

1. Has student evaluations in a majority of courses above the CAH mean. This criterion will be measured by a comparison of the “Overall Assessment of Instructor” item
2. Has student evaluations in a majority of courses above the department mean. This criterion will be measured by a comparison of the “Overall Assessment of Instructor” item
3. Teaches an honors class
4. Teaches a graduate course
5. Serves as a member of an MA thesis committee
6. Serves as a member of an Honors in the Major thesis committee
7. Teaches HIS 4150 History and Historians
8. Teaches a web course (either M or W)
9. Teaches a large class of at least 75 students.
10. Teaches a new course
11. Gives independent study courses that total at least two hours of semester credit
12. Performs some other noteworthy teaching activity that is not included in the above items. Faculty must provide documentation of such noteworthy teaching activity.
13. Participates in a teaching-related workshop
14. Teaches more than 200 students in the yearly evaluation period
15. Directs a minor studies program (without a course release)
16. Directs an undergraduate research project including RAMP, LEAD, or a SMART project

### **Outstanding**

A **tenured or tenure track** faculty member will receive a rating of “Outstanding” if the faculty member meets the standards for an “Above Satisfactory” rating and in addition attains one of the following

1. Fulfills a total of seven (7) of the standards in the “Above Satisfactory” category
2. Wins a UCF TIP Award
3. Wins a CAH or UCF Excellence in Teaching Award
4. Supervises a completed MA thesis
5. Supervises a completed Honors in the Major thesis
6. Administers the History MA program as Graduate Coordinator
7. Administers the History GEP program as GEP Coordinator
8. Directs the Public History Program

### **Above Satisfactory**

An **instructor or lecturer** will receive a rating of “Above Satisfactory” if the faculty member meets the standards for a “Satisfactory” rating and in addition attains three (3) of the following.

1. Has student evaluations in a majority of courses above the CAH mean. This criterion will be measured by a comparison of the “Overall Assessment of Instructor” item
2. Has student evaluations in a majority of courses above the department mean. This criterion will be measured by a comparison of the “Overall Assessment of Instructor” item
3. Teaches an honors class
4. Teaches a graduate course
5. Serves as a member of an MA thesis committee
6. Serves as a member of an Honors in the Major thesis committee
7. Teaches HIS 4150History and Historians
8. Teaches a web course (either M or W)
9. Teaches a large class of at least 75 students.
10. Teaches a new course
11. Gives independent study courses that total at least two hours of semester credit
12. Performs some other noteworthy teaching activity that is not included in the above items. Faculty must provide documentation of such noteworthy teaching activity.
13. Participates in a teaching-related workshop
14. Teaches more than 200 students in the yearly evaluation period
15. Directs a minor studies program (without a course release)
16. Directs an undergraduate research project including RAMP, LEAD, or a SMART project
17. Teaches more than 5 classes in an evaluation period
18. Teaches an upper level (3000/4000 level) course

### **Outstanding**

An **Instructor or Lecturer** will receive a rating of “Outstanding” if the faculty member meets the standards for an “Above Satisfactory” rating and in addition attains one of the following

1. Fulfills a total of seven (7) of the standards in the “Above Satisfactory” category
2. Wins a UCF TIP Award
3. Wins a CAH or UCF Excellence in Teaching Award
4. Supervises a completed MA thesis
5. Supervises a completed Honors in the Major thesis
6. Administers the History GEP program as GEP Coordinator

## **RESEARCH**

The History Department expects all tenured and tenure-track faculty to have an active research program with a view to publishing scholarly monographs and peer-reviewed articles in international, national, and regional journals. It is understood that in the discipline of history, research and publication take time, and the tangible products of research may not appear in any given year. It is also understood that the burden of producing books and articles weighs most heavily upon those in fields outside of United States history because historians in such fields must travel long distances, usually at their own expense, in order to do their research. Ultimately, however, success in research means publication of scholarly monographs and peer-reviewed articles and it is on these bases that faculty research must be judged. Faculty will be expected to provide documentation for all research activity when requested to do so.

While many instructors and lecturers in the department conduct research, by definition it is not part of their assignment.

### **Unsatisfactory and Conditional**

The faculty member will receive a conditional rating if they fail to satisfy the conditions outlined in the Satisfactory section below.

If the faculty member fails to satisfy these conditions for a second year in a row, they will receive an unsatisfactory rating.

### **Satisfactory**

The faculty member will receive a rating of “Satisfactory” if the faculty member meets one of the following standards:

1. Demonstrates progress on a book length manuscript
2. Submits a substantial article to a peer-reviewed journal
3. Publishes a book review in a scholarly journal
4. Publishes an article in a non-peer-reviewed journal
5. Submits a grant proposal, internal or external
6. Authors a scheduled paper presented at a state, regional, national, or international professional conference

### **Above Satisfactory**

The faculty member will receive a rating of “Above Satisfactory” if the faculty member meets the requirements for a “Satisfactory” rating and in addition fulfills one of the following standards:

1. Publishes a peer-reviewed book chapter (written or translated)\*
2. Has an article accepted or published in a peer-reviewed journal (written or translated)\*
3. Has a book manuscript under consideration with favorable readers’ reports or under contract at a reputable press.
4. Has an internal grant proposal funded

## **Outstanding**

The faculty member will receive a rating of “Outstanding” if the faculty member meets any one of the following standards:

1. Publishes a scholarly monograph or translates one\*\*
2. Publishes an edited book or translates one
3. Publishes two articles in peer-reviewed journals or two book chapters or one article in a peer-reviewed journal and one book chapter\*
4. Publishes an article in a peer-reviewed journal or a book chapter and presents two papers at state, regional, national, or international conferences\*
5. Obtains a funded external grant
6. Publishes as co-author a scholarly book\*\*\*
7. Publishes a text book with a reputable press
8. Wins a UCF RIA Award
9. Wins a UCF or CAH Excellence in Research Award

\*Articles will be counted when accepted or published (but not both). Documentation of the acceptance of articles is required.

\*\*Publication of a monograph is of such significance that it shall be rewarded with a rating of “Outstanding” in Research for two consecutive years.

\*\*\*Co-authorships of books or articles are less common in history than many other disciplines. Therefore, co-authored works will be evaluated on a case-by-case basis with the UCF author expected to provide a clear and definitive description of his or her contribution to the work.

## **EDITORSHIP OF THE *FLORIDA HISTORICAL QUARTERLY***

Editorship of the *Florida Historical Quarterly* will count as research. The following standards will constitute the basis of the evaluation with an elaboration with more precise details to be the subject of agreement between the editor of the *FHQ* and the chair of the history department.

## **Unsatisfactory and Conditional**

The faculty member will receive a conditional rating if they fail to satisfy the conditions outlined in the Satisfactory section below.

If the faculty member fails to satisfy these conditions for a second year in a row, they will receive an unsatisfactory rating.

### Satisfactory

- Editor produces four issues of the journal a year in a timely fashion
- Journal articles reflect state and regional historiography

### Above Satisfactory

- Journal editor publishes articles by regionally and nationally known authors

### Outstanding

- Editor and/or articles published in the *FHQ* receive national recognition (e.g. national prizes awarded for articles, editor selected for service on national association boards, etc.)

## **SERVICE**

All tenured and tenure-track faculty are expected to provide service to the department, the college, and the university as well as to professional organizations.

While many instructors and lecturers provide service to the department, by definition it is not part of their assignment.

### **Unsatisfactory and Conditional**

The faculty member will receive a conditional rating if they fail to satisfy the conditions outlined in the Satisfactory section below.

If the faculty member fails to satisfy these conditions for a second year in a row, they will receive an unsatisfactory rating.

### **Satisfactory**

The faculty member will receive a rating of “Satisfactory” if the faculty member meets three (3) of the following standards:

1. Serves on two or more departmental standing committees
2. Serves on a department search committee
3. Serves on a CAH committee
4. Serves on a university committee
5. Chairs a department standing committee
6. Chairs a department search committee
7. Chairs a CAH committee
8. Chairs a university committee
9. Chairs the department’s Research Colloquium series or Department Book Presentation Series
10. Provides substantial service to a student organization
11. Gives a public lecture on a historical subject to a local or regional group or organization
12. Gives a talk on a historical subject to a public, private, or charter school or consults with a public, private, or charter school to improve history education
13. Serves as an officer for a local, regional, state, national or international professional organization.
14. Evaluates a manuscript for a professional journal or assesses a book for publication for a press
15. Publishes a book review in a newspaper
16. Serves as a chairperson for, or a discussant on, a panel at a state, regional, national or international professional meeting.
17. Provides an interview on a historical subject to a local or national media outlet

18. Is responsible for a public lecture by a distinguished figure from outside UCF at UCF
19. Organizes a professional conference, seminar, or workshop
20. Serves on an editorial board
21. Serves on a professional advisory board
22. Heads the department Institutional Effectiveness Committee
23. Advises or assists with Phi Alpha Theta
24. Serves on the UCF Faculty Senate
25. Represents the History department at a graduation ceremony
26. Administers a foreign language exam for a graduate student.
27. Wins a UCF Service Award (counts as two standards)

### **Above Satisfactory**

The faculty member will receive a rating of “Above Satisfactory” if the faculty member meets five (5) of the standards listed above.

### **Outstanding**

The faculty member will receive a rating of “Outstanding” if the faculty member meets seven (7) of the standards listed above.

### **OTHER UNIVERSITY DUTIES**

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.

### **OVERALL FACULTY RATING**

The History Department believes that for the performance of its mission Research and Teaching are critical and rank equally. In order to achieve an overall rating of Outstanding, it is understood that a tenured or tenure track faculty member must achieve a rating of Outstanding in either Research or Teaching and no less than an Above Satisfactory in the other area. An instructor or lecturer’s Teaching rating will serve as their overall rating.

Revised January 2013