



Nicholson School of Communication  
Annual Evaluation Standards and Procedures  
**Non-Tenure Earning Faculty**  
*Approved by Academic Affairs 12/3/2012*

Faculty members are responsible for reporting their accomplishments in teaching and service. The NSC Director will evaluate the reported work in each category and will also provide an overall evaluation. To be considered for an evaluation of outstanding overall, a faculty member must be outstanding in teaching and at least satisfactory in service. The specific procedure for calculating the overall evaluation is detailed below.\*

If a faculty member fails to reach at least satisfactory in each category, the faculty member shall receive an overall rating of conditional. If the failure continues for more than one year, the faculty member shall receive an overall rating of unsatisfactory.

\* For purposes of calculating an overall evaluation, individual evaluations of teaching and service are assigned the following values: Outstanding = 4, Above Satisfactory = 3, Satisfactory = 2, Conditional = 0. The categories of evaluation are weighted as follows: teaching 80%, service 20%. The overall evaluation is assigned according to the table below.

Weighted Total	Overall Evaluation
3.5 or above	Outstanding
2.5 – 3.49	Above Satisfactory
1.5 – 2.49	Satisfactory
below 1.5	Conditional
below 1.5 for 2 or more years – Unsatisfactory	

**Regarding Variations in Assignments (Non-Tenure Track Faculty)**

It is recognized that some faculty members may have administrative or other duties that result in variations in their assigned teaching load. The Annual Standards described herein apply to teaching of as many courses as the faculty member is assigned to teach. The standard for satisfactory, above satisfactory, or outstanding teaching will simply apply to more courses for those who are assigned to teach more courses, and apply to fewer courses for those assigned fewer courses. In the case of service, the standards for faculty service are the same regardless of their teaching assignment.

## **I. Teaching**

### **Conditional/Unsatisfactory**

The first year that a faculty member fails to achieve all requirements for “Satisfactory”, the performance will be marked conditional. In the second and subsequent years of not achieving all requirements for satisfactory, the rating will be Unsatisfactory.

### **Level I: Satisfactory**

In order to achieve a rating of “Satisfactory,” the faculty member must satisfy ALL of the following criteria for all classes taught:

1. Meets classes on a regular basis as scheduled
2. Demonstrates satisfactory performance in the classroom as evidenced by SPI scores that are generally consistent with School norms
3. Is available at scheduled office hours
4. Provides effective and accurate advisement when requested
5. Replies in a timely fashion to student inquiries
6. Submits book orders on time as required by state legislation
7. Provides regular evaluative feedback on student assignments
8. Submits grades on time
9. Unless previously approved by the Director, gives the final exam during the scheduled final exam period
10. Provides and follows a syllabus that follows the current university guidelines
11. Provides a copy of the syllabus for each class to the School office

### **Level II: Above Satisfactory**

In order to receive a rating of “Above Satisfactory,” the faculty member must satisfy ALL Level I criteria and accomplish at least THREE of the following:

1. Supervises one or more internships
2. Teaches one or more independent studies or research projects of one or more credit hours
3. Guides students in a class who present their work to a local group or convention or who present their work through off-campus media
4. Assists students in developing their skills outside the classroom such as...
  - a. Debate or other speech presentation
  - b. Student newspaper
  - c. Student radio/TV activities
5. Has student evaluations (SPI) of overall teaching effectiveness that exceed the COS mean
6. Teaches three different courses (3 credits or more) during the calendar year.
7. Teaches one large lecture course (more than 90 students)
8. Attends two or more short university sponsored teaching related workshops (e.g., FCTL one hour workshops)
9. Attends a multi-day teaching workshop (e.g., FCTL winter workshop, summer institute)
10. Publishes textbook chapter or teaching article
11. Receives funding/compensation through a teaching grant
12. Mentors a student through any UCF recognized undergraduate research initiative, e.g., RAMP, SMART, or McNair

13. Other - Performs some other noteworthy teaching activity that is not listed. (Note: Activity must be specified and faculty must provide satisfactory documentation)

### **Level III: Outstanding**

Faculty members seeking an “Outstanding” rating in teaching shall present appropriate evidence to the Director. To receive a rating of Outstanding, faculty must complete all requirements for Satisfactory and Above Satisfactory, plus do one of the following: complete two additional activities from Above Satisfactory, Complete two additional activities from Outstanding, or complete one additional activity from Above Satisfactory and one from Outstanding.

1. Author textbook
2. External recognition of outstanding student performance that resulted from work presented in the faculty member’s class
3. External Funding secured for the preparation of instructional materials
4. Teaching awards (e.g., University teaching awards, TIP)
5. Creating a new course (as indicated in the COS annual report)
6. Other - Performs some other noteworthy teaching activity that is not listed. (Note: Activity must be specified and faculty must provide satisfactory documentation)

## **II. Service**

Regardless of their teaching load, all faculty are expected to engage in Service Activities to the University, State, College, School, and/or Profession.

In addition to the activities listed under each category, faculty have an opportunity to record “Other Service” which is not included among any of the categories below. In assessing the items reported as “Other Service,” the NSC Director will consider variables such as “relevance to the faculty’s area of expertise” and “relevance to the NSC or university mission” in weighting the merit of the activity.

### **Conditional/Unsatisfactory**

The first year that a faculty member fails to achieve all requirements for “Satisfactory”, the performance will be marked conditional. In the second and subsequent years of not achieving all requirements for satisfactory, the rating will be Unsatisfactory.

### **Level I: Satisfactory**

In order to achieve a rating of “Satisfactory,” the faculty member must actively participate\* in at least one School committee as well as TWO of the following:

1. Active membership in one or more professional organizations: national, regional, or state
2. Moderator at a local, state, regional, national or international convention
3. Enrolled in course seeking advanced degree
4. Board member of community organization related to the faculty member’s area of professional expertise
5. Active member\* of an additional School or Area committee or a college or university committee

6. Speech to public school group in an area of the faculty member's area of professional expertise
7. Speech to local or civic organization in the faculty member's area of professional expertise
8. Speak to a class of another faculty member
9. Speak to a student organization on this campus or other campuses
10. Involve students in community projects related to area
11. Serve as liaison to University (e.g., library acquisitions)
12. Lead at a (Transfer) Orientation Day
13. Active membership\* in an *ad hoc* committee (may be counted multiple times)
14. 1-3 Reviews for established journals

\*Regular attendance is expected for all area meetings and committee meetings unless the faculty member has been otherwise excused (e.g., due to conference travel, medical reasons, or work responsibility conflicts). The School Director will receive meeting minutes of attendance or a report from the committee chair and determine whether attendance obligations have been fulfilled.

## **Level II: Above Satisfactory**

In order to achieve a rating of "Above Satisfactory," Level I criteria must be met, PLUS at least TWO of the following:

1. Member of state, regional, or national committee
2. Satisfactorily chair School, College, or University committee  
(Committee chairs of School committees will present a brief committee report to the School Director.) (May be counted once for each committee chaired)
3. Chair a local professional group
4. Active member\* of an additional School or Area committee or a college or university committee (May be counted once for each committee membership)
5. Speech in the faculty member's area of expertise to local, state, regional, or national professional group
6. Professional work or unpaid consulting for local group or schools in the faculty member's area of professional expertise
7. Supervise School or Area program, equipment, or School function (e.g., grammar test or similar)
8. Supervise School function (e.g., responsible for annual assessment of Undergraduate Program)
9. Write a successful application for the purchase of equipment needed for UCF classroom
10. Writing or editing a newsletter for a professional group
11. Conduct workshop or seminar for state, regional, national or international professional organization, schools, etc.
12. Serve as a scholarly critic/respondent/discussant at a state, regional, national or international committee
13. Advise or sponsor a student organization whose mission is part of the academic program of the School, College or University

14. Provide service to a charitable organization utilizing the faculty member's area of professional expertise
15. Review four or more manuscripts for academic or professional journals or serve on a journal editorial review board.
16. Review manuscripts for academic conferences (local, regional, national, international; member's area of professional expertise)
17. Other (please explain and document)

### **Level III: Outstanding**

Faculty members seeking an "Outstanding" rating in service shall present appropriate evidence to the Director. It is presumed that the person applying will have clearly exceeded the requirements for Levels I and II. To receive a rating of Outstanding, faculty must complete all requirements for Satisfactory and Above Satisfactory, plus do one of the following: complete two additional activities from Above Satisfactory, Complete two additional activities from Outstanding, or complete one additional activity from Satisfactory and one from Outstanding.

1. Chair a state, regional, or national professional group
2. Officer for national organization in field
3. Chair a national committee in field
4. Editor, associate editor, or assistant editor of professional journal or magazine in faculty member's professional field
5. Recipient of service award (University, regional or national) related to the faculty member's area of professional expertise
6. Chair or direct state, regional, or national non-profit organizations related to the faculty member's area of professional expertise
7. Chair a major college, university or SUS committee (e.g., college tenure and promotion committee, faculty senate)
8. Other (please explain and document)

Revised on 17 Oct 2012 and approved NSC faculty



**Annual Evaluation Standards and Procedures  
Non-Tenure Earning Faculty**

*Approved by Academic Affairs 12/3/2012*

<b>Name</b>	
<b>Academic Year</b>	

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*\* For purposes of calculating an overall evaluation, individual evaluations of teaching and service are assigned the following values: Outstanding = 4, Above Satisfactory = 3, Satisfactory = 2, Conditional = 0. The categories of evaluation are weighted as follows: teaching 80%, service 20%. The overall evaluation is assigned according to the table below.*

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3.5 or above	Outstanding
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1.5-2.49	Satisfactory
below 1.5	Conditional
below 1.5 for 2 or more years	Unsatisfactory

*Regarding Variations in Assignments (Non-Tenure Track Faculty)*

It is recognized that some faculty members may have administrative or other duties that result in variations in their assigned teaching load. The Annual Standards described herein apply to teaching of as many courses as the faculty member is assigned to teach. The standard for satisfactory, above satisfactory, or outstanding teaching will simply apply to more courses for those who are assigned to teach more courses, and apply to fewer courses for those assigned fewer courses. In the case of service, the standards for faculty service are the same regardless of their teaching assignment.

*Please refer to the Nicholson Resource pages for the most current and complete AESP document.*





**Level III: Outstanding** - Faculty members seeking an “Outstanding” rating in teaching shall present appropriate evidence to the Director. To receive a rating of Outstanding, faculty must complete all requirements for Satisfactory and Above Satisfactory, plus do one of the following: complete two additional activities from Above Satisfactory, Complete two additional activities from Outstanding, or complete one additional activity from Above Satisfactory and one from Outstanding.

Met (Y/N):	Standard Met:	Documentation:

## Service

Regardless of their teaching load, all faculty are expected to engage in Service Activities to the University, State, College, School, and/or Profession. In addition to the activities listed under each category, faculty have an opportunity to record "Other Service" which is not included among any of the categories below. In assessing the items reported as "Other Service," the NSC Director will consider variables such as "relevance to the faculty's area of expertise" and "relevance to the NSC or university mission" in weighting the merit of the activity.

**LEVEL 1: Satisfactory** - In order to achieve a rating of "Satisfactory," the faculty member must actively participate\* in at least one School committee as well as TWO of the following:

Met (Y/N):	Standard Met:	Documentation:
	Active member* of a School or Area committee	

**Level II: Above Satisfactory** - In order to achieve a rating of "Above Satisfactory," Level I criteria must be met, PLUS at least TWO of the following:

Met (Y/N):	Standard Met:	Documentation:


**Level III: Outstanding** - Faculty members seeking an “Outstanding” rating in service shall present appropriate evidence to the Director. It is presumed that the person applying will have clearly exceeded the requirements for Levels I and II. To receive a rating of Outstanding, faculty must complete all requirements for Satisfactory and Above Satisfactory, plus do one of the following: complete two additional activities from Above Satisfactory, Complete two additional activities from Outstanding, or complete one additional activity from Satisfactory and one from Outstanding.

Met (Y/N):	Standard Met:	Documentation:

**Note:** \* Regular attendance is expected for all area meetings and committee meetings unless the faculty member has been otherwise excused (e.g., due to conference travel, medical reasons, or work responsibility conflicts). The School Director will receive meeting minutes of attendance or a report from the committee chair and determine whether attendance obligations have been fulfilled.

**This page is provided should you choose to include a narrative or summary statement regarding your AESP submission.**



Kimiko Akita 2012-2013

George Bagley 2013-2014

Rufus Barfield 2014-2015

Timothy Brown 2015-2016

Richard Brunson

Steve Collins

Tim Coombs

Katie Coronado

Denise DeLorme

Melissa Dodd

Michelle Dusseau

Rita Graham

Christine Hanlon

Sally Hastings

Shari Hodgson

Sherry Holladay

Lindsay Hudock

Jim Katt

Will Kinnally

Paul Leader

Boyd Lindsley

John Malala  
Jonathan Matusitz  
Jim McCafferty  
Joan McCain  
Ann Miller  
George Musambira  
Steve Neel  
Lindsay Neuberger  
Gino Perrotte  
Manning Pynn  
Stephanie Rice  
Bridget Rubenking  
Jennifer Sandoval  
Jerry Sublette  
Kim Voss  
Harry Weger  
Karisa Workman  
David Young

Teaches three different courses (3 credits or more) during the calendar year (COS 1.1)

Teaches one large lecture course (more than 90 students) (COS # 1.1)

Mentors a student through any UCF recognized undergraduate research initiative, e.g., RAMP, SMART, or McNair (COS #1.3)

Teaches one or more independent studies or research projects of one or more credit hours (COS # 1.4)

Supervises one or more internships (COS # 1.5)

Guides students in a class who present their work to a local group or convention or who present their work through off-campus media (COS # 1.7)

Assists students in developing their skills outside the classroom (COS # 1.7)

Has student evaluations (SPI) of overall teaching effectiveness that exceed the COS mean

Attends two or more short university sponsored teaching related workshops (e.g., FCTL one hour workshops) (COS # 1.7)

Attends a multi-day teaching workshop (e.g., FCTL winter workshop, summer institute) (COS # 1.7)

Publishes textbook chapter or teaching article (COS #1.7)

Receives funding/compensation through a teaching grant (a grant in the SoTL area counts under research) (COS # 1.7)

Other - Performs some other noteworthy teaching activity that is not listed (Note: Activity must be specified and faculty must provide satisfactory documentation) (COS # 1.7)





Author textbook

yes

External recognition of outstanding student performance that resulted from work presented in the faculty member's class

no

External Funding secured for the preparation of instructional materials

Teaching awards (e.g., University teaching awards, TIP)

Creating a new course (as indicated in the COS annual report)

Other - Performs some other noteworthy teaching activity that is not listed. (Note: Activity must be specified and faculty must provide satisfactory documentation)



Active membership in one or more professional organizations: national, regional, or state	Member of state, regional, or national committee
Moderator at a local, state, regional, national or international convention	Satisfactorily chair School, College, or University committee.(Committee chairs of School committees will present a brief committee report to the School Director.) (May be counted once for each committee chaired)
Enrolled in course seeking advanced degree	Chair a local professional group
Board member of community organization related to the faculty member's area of professional expertise	Active member* of an additional School or Area committee or a college or university committee (May be counted once for each committee membership)
Active member* of an additional School or Area committee or a college or university committee	Speech in the faculty member's area of expertise to local, state, regional, or national professional group
Speech to public school group in an area of the faculty member's area of professional expertise	Professional work or unpaid consulting for local group or schools in the faculty member's area of professional expertise
Speech to local or civic organization in the faculty member's area of professional expertise	Supervise School or Area program, equipment, or School function (e.g., grammar test or similar)
Speak to a class of another faculty member	Supervise School function (e.g., responsible for annual assessment of Undergraduate Program)
Speak to a student organization on this campus or other campuses	Write a successful application for the purchase of equipment needed for UCF classroom
Involve students in community projects related to area	Writing or editing a newsletter for a professional group
Serve as liaison to University (e.g., library acquisitions)	Conduct workshop or seminar for state, regional, national or international professional organization, schools, etc.
Lead at a (Transfer) Orientation Day	Serve as a scholarly critic/respondent/discussant at a state, regional, national or international committee
Active membership* in an ad hoc committee (may be counted multiple times)	Advise or sponsor a student organization whose mission is part of the academic program of the School, College or University
1-3 Reviews for established journals	Provide service to a charitable organization utilizing the faculty member's area of professional expertise Review four or more manuscripts for academic or professional journals or serve on a journal editorial review board Review manuscripts for academic conferences (local, regional, national, international; member's area of professional expertise) Other (please explain and document)



Chair a state, regional, or national professional group

Outstanding

Officer for national organization in field

Above Satisfactory

Chair a national committee in field

Satisfactory

Editor, associate editor, or assistant editor of professional journal or magazine in faculty member's professional field

Recipient of service award (University, regional or national) related to the faculty member's area of professional expertise

Chair or direct state, regional, or national non-profit organizations related to the faculty member's area of professional expertise

Chair a major college, university or SUS committee (e.g., college tenure and promotion committee, faculty senate)

Other (please explain and document)