DEPARTMENT OF POLITICAL SCIENCE

ANNUAL EVALUATION STANDARDS AND PROCEDURES

Tenured/Tenure-Earning Faculty

Approved by Majority of Tenured Faculty on March 28, 2017

Approved – Faulty Excellence – April 2017
Available for first use academic year 2017-18

Name:

Date:

Teaching Load:

PREFACE
Some measure of interpretation is required in the implementation of any set of guidelines such as these. Interpretation of the guidelines in individual cases is the responsibility of the Chair. However, the expressed spirit and purpose of these guidelines is to establish minimum evaluation ranks associated with various levels of performance.

In evaluating faculty, the chair shall take into consideration peer input, which will be provided by a committee elected by the department consisting of three tenured faculty members and a tenure-earning faculty member, who shall act as an alternate. The alternate shall attend all meetings and will participate when matters relating to another member of the committee are at hand. The alternate will not sit on review of the files of other tenure-earning faculty members. The committee will consult with the Department Chair on general concerns and interpretations of the Annual Evaluation Standards and Procedures guidelines.
In all cases, the final decisions are the sole responsibility of the Chair.

NOTE: Receipt of Excellence awards, TIP, RIA and SoTL are not necessarily evidence of Outstanding in the current evaluation period.

INSTRUCTIONAL ACTIVITIES

Teaching constitutes a major component of the assignment of all faculty in the department, regardless of rank. We expect all faculty to be effective classroom teachers, to engage with individual students outside of assigned classes, and to advise students. We also encourage faculty to engage in professional development opportunities that improve teaching, and to contribute to discussions on teaching on campus and at conferences. It is important that all faculty use teaching strategies that are appropriate for a diverse student body and support UCF's mission of broadening access to higher education. Quality of instructional activities is measured in a variety of ways including student perceptions and student learning, self-reflection and reporting, and chair and peer review.

Notes:
In calculating student evaluation scores, a faculty member will include all courses evaluated as required by university policy. SPI scores are calculated as the mean of all course means per evaluation period for the question rating the "Overall effectiveness of instructor." Individual student instruction, such as Honors in the Major, Internships, or Independent Research, shall be excluded from this calculation. All sections of a course taught in V mode shall be combined into one score.
Faculty are expected to provide documentation of their accomplishments wherever appropriate or possible ambiguity exists.
SoTL is defined as a "rigorous and thoughtful investigation of student learning, with the results made available for public review" (Carnegie, available at http://www.sotl.ilstu.edu/downloads/pdf/definingSoTL.pdf).

Minimum expectations for all evaluation categories:

1. ____Teaches in accordance with the Collective Bargaining Agreement, UCF Policies & Procedures, the rules laid out in the Teaching at UCF Handbook, and the APSA Guide to Ethics.

2. ____Meets assigned classes regularly as scheduled, including giving the final assessment during the final exam period, unless a prior arrangement has been made with the Chair.

3. ____Keeps assigned office hours according to department policy.

4. ____Replies to student inquiries in a timely fashion (in general, within no more than 48 hours).

5. ____Provides effective and accurate advisement when requested.

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. ____Provides syllabi that are clear, detailed, complete, and conform to University policy.

10. ____Must demonstrate substantial writing components (2,000 words or more) in all classes.

11. ___Faculty will provide a reflective statement of no more than 500 words that discusses pedagogical approaches, course innovations and revisions, student learning activities and assessments/evaluation methods, and learner outcomes that demonstrate course quality. Please provide your reflective essay at the end of this document.

12. _____Has scores on the Student Perception of Instruction (SPI) surveys that average 3.0 or above.

UNSATISFACTORY:
Failure to carry out all of the above will result in an Unsatisfactory rating. A rating of Conditional for two years in a row will also result in a rating of Unsatisfactory.

CONDITIONAL:
In order to receive a rating of Conditional, a faculty member fails to meet the criteria for Satisfactory.

SATISFACTORY:
Must have a minimum of **4 points** from the following list of activities. (Note: For all items on the list, no more than 2 points may be accumulated for each activity unless otherwise noted.)

ABOVE SATISFACTORY:
Must have a minimum of **6 points** from the following list of activities. (Note: For all items on the list, no more than 2 points may be accumulated for each activity unless otherwise noted.)

OUTSTANDING:
Must have a minimum of **8 points** from the following list of activities. (Note: For all items on the list, no more than 2 points may be accumulated for each activity unless otherwise noted.)

Activities:

Faculty can score points by engaging in a variety of teaching-related activities in the areas of classroom teaching, individual student supervision and advising, activities to improve teaching, and publications.

1. ____Teaches one new course of 3 credit hours or more, or teaches a course previously taught as face-to-face as a V, M, or W course, or otherwise documents substantial revisions to a course previously taught (1 pt).

2. ____Has scores on the Student Perception of Instruction (SPI) surveys that average 4.2 or above (1 pt)

3. ____Is the chairperson for at least one doctoral dissertation where the student is making good progress. (2 pts; maximum of 4 pts total. Co-chairs or Vice-chairs: 1 pt each, total of 2 pts)

4. ___Is the teaching mentor for a PhD student (.5 pt per student)

5. ___Is a committee member for at least one doctoral dissertation where the student is making good progress. (1 pt, maximum of 3 pts total)

6. ___Is the chairperson for at least one MA thesis where the student is making good progress. (1 pt, maximum of 3 pts total)

7. __ Is a committee member for at least one MA thesis where the student is making good progress. (.5 pt)

8. ___Is the chairperson for at least one undergraduate Honor's thesis where the student is making good progress. (1 pt, maximum of 3 pts total)

9. ____Is a committee member for at least one undergraduate Honor's thesis where the student is making good progress. (.5 pt)

10. ____Has served on a PhD oral or comprehensive exam committee (.5 pt per student, max of 1 pt.)

11. ____Has participated as instructor in the pre-semester PhD methods workshop (1 pt)

12. ____Has served as reader for MA non-thesis paper (1 pt for first reader; .5 for second reader)

13. ____Has served on the MA comprehensive exams committee (.5pt per student, max of 1 pt)

14. ____Has written letters of recommendation for students. (.5 per 5 students, maximum of 1 pts total)

15. ____Has directed at least 3 student credit hours of independent research or independent study or supervised an undergraduate student in research credit hours (xxx4912). (1 pt)

16. ___Has mentored a student to submit for participation in UCF's research showcase (undergraduate or graduate), or to submit for publication in UCF's Undergraduate Research Journal (.5 pts per student, max of 1 pt,)

17. ___Has mentored an undergraduate or graduate student to present a paper or poster at a professional conference or submit a manuscript to an academic journal (.5 pts per student, max of 1pt)

18. ____Has served in a teaching capacity as faculty supervisor for at least one internship. (1 pt)

19. ____Has co-authored a conference paper with an undergraduate or graduate student. (1 pt)

20. ____Has co-authored a published journal article with an undergraduate or graduate student. (1 pt)

21. ____Is funded on one UCF teaching grant or course development initiative. (1 pt)

22. ____Obtains an external teaching or course development grant. (1 pt)

23. ____Has attended a teaching related workshops on campus (.5 pt)

24. ____Has attended a multi-day teaching workshop or conference, such as the FCTL Winter or Summer Conference or the APSA Teaching & Learning Conference (1 pt)

25. ____Authors a textbook, first or subsequent editions. First editions will count for two evaluation periods; subsequent editions for one evaluation period (2 pts first ed., 1 pt subsequent eds.)

26. ____Publishes a workbook or study guide (1pt)

27. ____Publishes a peer-reviewed article on teaching and learning that is not SoTL (see NOTE above for definition of SoTL) (1.5 pts)

28. ____Publishes a non-peer reviewed article on teaching and learning in a non-UCF outlet that is not SoTL research. See Note above for a definition of SoTL. (1 pt)

29. ____ Publishes an article on teaching in a non-peer reviewed UCF outlet, such as the *Faculty Focus* (.5 pt)

RESEARCH AND CREATIVE ACTIVITIES
Faculty are expected to provide documentation wherever appropriate.

Research and scholarship form an important part of UCF's and the department's mission. All tenure-earning and tenured faculty members are expected to have an active research agenda. Research activity includes presenting papers at conferences, pursuing external funding, and, most importantly, publishing scholarship in high quality outlets. The quality of journals is particularly important for faculty with a higher research assignment.

Notes:
A maximum of 2 checks can be made per category unless otherwise noted.
For all grants, credit is provided only for the evaluation period when the grant is awarded; the dollar amount refers to the portion credited to the faculty member. Internal departmental/COS match grants receive no credit.
Articles published in predatory journals receive no credit (see, e.g.
https://www.consumer.ftc.gov/blog/academics-and-scientists-beware-predatory-journal-publishers). Faculty are discouraged to publish in such journals.
All impact factor scores are based on Thompson Reuters Journal Citation Reports – documentation required.

Category A

1. ____Authors a scheduled paper presented at a regional, national or international professional meeting (faculty on a 2/2 load must author at a national or international professional meeting).

2. ____Submits a research manuscript to a peer-reviewed journal or submits a completed book manuscript, documentation required.

3. ____Submits an internal or small external research grant proposal (less than $ 20,000).

Category B

1. ____Publishes a peer-reviewed article in a Selected Papers series or Proceedings.

2. ____Publishes subsequent editions of scholarly book that require substantial amounts of additional research and writing.

3. ____Publishes an invited or editorially reviewed article (or for faculty on a 2/2 load in a journal that has a 5-year impact factor but is below .5).

4. ____Publishes a bibliographic essay or a review essay.

5. ____Is funded on a research grant (internal or external, less than $20,000).

6. ____Edits a special issue of a journal.

7. ____Publishes an edited book.

8. ____Publishes a book chapter with a scholarly press.

9. ____ Submits an external grant application (over $20,000).

10. ____ Publishes a peer-reviewed article in a professional journal (faculty on a 2/2 load must publish in a journal with a 5-year impact factor of (.5) or higher).

Category C

1. ____ Publishes one peer-reviewed research article in a professional journal and satisfies three other research related activities listed in the above categories A and/or B (no more than two items from any single criteria)

2. *____ Authors a substantial scholarly book, first edition [quality of press and review process to be documented]. Publication of a scholarly book shall result in the awarding of an "Outstanding" for two consecutive evaluation periods. Books published with a top university press such as Cambridge UP, Oxford UP, or Princeton UP will have additional credit equivalent of one item in Category A for a third year.*

3. ____ Publishes two peer-reviewed research articles in professional journals (faculty on a 2/2 load must publish in a journal with a 5-year impact factor of .5 or higher as listed in the Thompson Reuters Journal Citation Reports (JCR) – documentation required).

4. Publishes one peer-reviewed research article in a professional journal of very high impact (a 5-year impact factor of 2.8 or higher as listed in the Thompson Reuters Journal Citation Reports (JCR) – documentation required; faculty have the opportunity to provide additional information to demonstrate high impact)*.

5. ____Is funded on an external research grant of $20,000 or greater

UNSATISFACTORY

Failure to meet the criteria for a Satisfactory rating or above for a given teaching load in two consecutive evaluation periods shall result in a rating of Unsatisfactory.

CONDITIONAL

Failure to meet the criteria for a Satisfactory rating or above for a given teaching load in any given evaluation period shall result in a rating of Conditional.

SATISFACTORY

Faculty on a 2/2 load:
____all items in Category A or multiples of item 2 and either item 1 or item 3
or
___item 1 or 2 from A and any item from B

Faculty on a 2/3 load:
___ any 2 items in Category A
or
___multiple participation on one item in Category A

Faculty on a 3/3 load:
___ 1 item in Category A

ABOVE SATISFACTORY

Faculty on a 2/2 load:
___ 1 item in Category A and 2 items in Category B, one of which must be 7, 8, 9, or 10.

Faculty on a 2/3 load:
___Meets the criteria for Satisfactory and checks any item in Category B 1-9
or
___ item 10 in Category B.

Faculty on a 3/3 load:
___Meets the criteria for satisfactory and 2 additional items (or multiple participation) in Category A
or
___ Meets the criteria for satisfactory and 1 item from 1-5 in Category B.

OUTSTANDING

Faculty on a 2/2 load:
___ any item 2-4 in Category C
or
___item 5 in Category C and any one item from Category A or B

Faculty on a 2/3 load:
___ any item in Category C

Faculty on a 3/3 load:
___ meets any item 6-10 in Category B
or
___Meets the criteria for Satisfactory and any item in Category C

SERVICE AND PROFESSIONAL DEVELOPMENT

All faculty members are expected to engage in service. Areas of service include the university, the profession, and the community. Minimum expectations for service are:

1. ____Regularly attends department meetings.

2. ____Actively participates in any assigned department committee (credit for the committee is listed below; if assigned to a committee, must be actively participating to meet minimum criteria).

3. ____Provides an updated professional CV at least once a year for posting on the departmental website

Failure to meet the minimum expectations will result in an automatic "unsatisfactory" rating in service.

Faculty members can engage in any of the following service activities; additional activities not listed here can be documented as "other." Each activity listed below is worth 1 point unless otherwise noted. A maximum of 2 points can be earned for any single item listed below. Faculty members must meet the following requirements for ratings in service:

UNSATISFACTORY
A faculty member who scores 0 pts from the list below, or who has two consecutive years of Conditional, will be rated "unsatisfactory."

CONDITIONAL
A faculty member who scores between **1 and 3** points from the list below will be rated "conditional."

SATISFACTORY
A faculty member who scores **4 or 5** points from the list below will be rated "satisfactory."

ABOVE SATISFACTORY
A faculty member who scores **6 or 7** points from the list below will be rated "above satisfactory."

OUTSTANDING
A faculty member who scores **8 or more points** from the list below will be rated "outstanding."

1. ____Chairs or is a member of a search committee for a faculty position.

2. ____Is an active member or chair of a department, college, or university committee (.5 for member, 1 pt for chair).

3. ____Advises an active student organization, or has a special advising function (e.g. low-GPA advisor), or has conducted a special advising workshop, such as a Careers or Law School Admissions workshop, or has conducted a Transfer or FTIC orientation, or has engaged in other special advising functions.

4. ____Successfully coordinates the Department's undergraduate, graduate, internship, HIM, or similar program, or successfully serves as the College or Departmental pre-law advisor, or serves as the principal advisor for a major, minor, or certificate housed in the department.

5. ____Successfully directs a Program, Center, or Institute housed in the department (e.g. IC CAE, Kurdish Political Studies).

6. ____Attends graduation and graduation reception.

7. ____Is assigned as a mentor for tenure-earning member of the department or of another department.

8. ____Leads a teaching related workshop for the department, college, university or profession.

9. ____Is awarded a major grant of any type that provides benefit to the Department.

10. ___Organizes a scholarly symposium or conference with multiple speakers or panels on campus.

11. ____Reviews a manuscript for a professional journal (.5 per article review, 2 pts max), a professionally related book manuscript a book proposal, or a proposal from a federal granting agency, such as the NSF (3 pts maximum for all items together).

12. ____Is the chairperson for, a discussant, or a roundtable participant, on a panel at a state, regional, national, or international professional meeting.

13. ____Serves as section or program chair for a professional conference (2 pts for national or international conferences).

14. ___Is an invited consultant to, spokesperson for, or keynote speaker at a local, state, regional, national, or international organization or meeting, or is invited as a consultant to the government on political issues.

15. ____Serves as a principal officer, meeting organizer or member or chair of a major committee for a state, regional, national, or international professional association.

16. ____Publishes a book review in a professional journal.

17. ____Serves as an external reviewer for tenure and/or promotion.

18. ____Serves as editorial board member or book review editor for a professional journal

19. ____ Serves as editor of a professional journal. (2 pts)

20. ____ Receives public recognition for outstanding service to the university, community, or profession

21. ____Conducts a program review for a department at another university. (2 pts)

22. ___ Engages the public in discussions about politics and political science by publishing an op-ed in a newspaper or publishing postings on professional blogs (e.g. Monkey Cage).

23. ____Serves as a credited media source for a print or electronic story on government, politics, or policy (.5 per interview).

24. ____Serves the community in profession-related service.

25. ___ Other activities can be documented.

OVERALL EVALUATION

2/3 and 2/2 Teaching Load:

Each Unsatisfactory rating   = 0 points
Each Conditional rating   = 1 point
Each Satisfactory rating   = 2 points
Each Above Satisfactory rating   = 3 points
Each Outstanding rating in Teaching or Service   = 4 points
Outstanding rating in Research   = 5 points

By summing in the three categories, the final evaluation is as follows:

Unsatisfactory: 0-2 points overall
Conditional: 3-5 points overall
Satisfactory: 6-7 points overall with evaluation of conditional in no more than one category.
Above Satisfactory: 8-10 points overall with no category less than Satisfactory and at least an Above Satisfactory in Research or Teaching.
Outstanding: 11-13 points.

3/3 Teaching Load

Each Unsatisfactory rating   = 0 points
Each Conditional rating   = 1 point
Each Satisfactory rating   = 2 points
Each Above Satisfactory rating   = 3 points
Outstanding rating in Teaching   = 5 points
Each Outstanding rating in Research   = 4 points
or Service

By summing in the three categories, the final evaluation is as follows:
Unsatisfactory: 0-2 points overall
Conditional: 3-5 points overall
Satisfactory: 6-7 points overall with evaluation of conditional in no more than one category.
Above Satisfactory: 8-10 points overall with no category less than Satisfactory and at least an Above Satisfactory in Research or Teaching.
Outstanding: 11-13 points overall.

NOTE:
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.