DEPARTMENT OF ANTHROPOLOGY
ANNUAL EVALUATION STANDARDS & PROCEDURES

TENURED/TENURE EARNING FACULTY

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

NAME _____ ACADEMIC YEAR _____

Annual evaluation of Department faculty is a subjective process using both qualitative and quantitative data and information. The multidisciplinary interests and methodologies in the Department require that performance standards be flexible and general, and the annual evaluation of faculty will be a matter of individual assessment by the Department Chair in terms of the general guidelines and specific circumstances pertaining to each person.

The basis of the annual performance evaluation will be information obtained through the faculty annual report, student evaluation forms, annual assignment forms, and other information obtained from and provided to the Department Chair. All evaluations will be done by the Department Chair, and should questions arise over an assigned evaluation, faculty members may request a review and recommendation to be made to the Department Chair by his/her peers. Likewise, the Department Chair may refer evaluation questions to others for advice and recommendation.

This evaluation form should accompany the Faculty Annual Report and a current CV when it is submitted to the Department Chair for the annual faculty evaluation. Please place a check beside each item where an activity has been performed, following the specific instructions regarding the number of checks that should be used with regard to the same activity.

Reflecting the inclusion of teaching, research and service in their annual assignments, following the Department of Anthropology Variable Work Load Policy, faculty holding the rank of Assistant/Associate/ Professor, including those on a "Visiting" status, will be evaluated on instructional activities, research activities, and service.

INSTRUCTIONAL ACTIVITIES

Tenured or tenure-earning faculty are generally assigned a 2:2 teaching load per the Department of Anthropology Variable Work Load Policy. All faculty in the Department of Anthropology are expected to be excellent teachers; this is demonstrated by the following minimum standards:

1. Teaching effectively with appropriate content, learning objectives, rigor, and pedagogical approaches
2. Meeting face-to-face and mixed mode classes on a regular basis as scheduled
3. Maintaining a regular online presence, being present online at least once every two business days (email and within the learning management system) when teaching online courses
4. Holding scheduled office hours (2 hours in the office for each face-to-face course; 2 hours for each mixed-mode course [1 hour must be face-to-face, 1 hour may be held online]; 2 hours on-line for each online course)
5. Replying in a timely fashion to student inquiries within 2 business days (except when students have been notified through class announcements)
6. Providing effective and accurate advisement when requested
7. Submitting book orders on time as required by state legislation
8. Providing clear detailed course syllabi that meet university requirements
9. Providing regular and timely evaluative feedback on student assessments (exams, quizzes, papers, homework)
10. Meeting with students during the final examination period in compliance with university regulations
11. Submitting final grades by the university deadline.

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

CONDITIONAL:
Failure to carry out all of the above for one year will result in a conditional rating.

SATISFACTORY:
Must carry out all of the above and have two checks from the following 20 standards and one check in the chair-assigned teaching quality standards.

ABOVE SATISFACTORY:
Must carry out all of the above and have four checks from the following 20 standards and two checks in the chair-assigned teaching quality standards. Receiving a teaching award from the college or university (e.g., a TIP) shall result in the awarding of an "above satisfactory" rating.

OUTSTANDING:
Must carry out all of the above and have six checks from the following 20 standards and three checks in the chair-assigned teaching quality standards.

Note: With the exception of standard #20 and the Teaching Quality Measures, a maximum of 2 checks is permitted per each standard.

_____1.   Faculty member's mean SPI rating for the academic year is higher than the college mean.

_____2.   Faculty member's mean SPI rating for the academic year is higher than 4.25.

_____3.   Faculty member's mean SPI rating for the academic year is higher than 4.5.

_____4.   Advances instructional excellence by teaching pedagogically demanding courses such as an Honor seminar (non-GEP), graduate course, service learning course, Gordon Rule course, designated lab course, and/or Diversity course (please list the courses in each category).

_____5.   Teaches one large course (100 students or more in an undergraduate class) or an Honors GEP course (ANT 2000H and 2511H) (list the courses in each category).

_____6.   Teaches one new course of 3 credits or more or makes substantial changes (changing instructional mode, changing to a laboratory class, significantly revising a majority of lectures, changing textbooks or textbook editions, changing the majority of required readings) to an existing course (list the courses in each category and explain changes made).

_____7.   Teaches a study abroad course or research abroad program or field school (list the courses in each category).

_____8.   Serves as the chairperson for a M.A. thesis where the student is making academic progress (continuously enrolled and receiving satisfactory grades). Co-chairperson will receive one checkmark in the year when the student graduates. (list students)

_____9.   Serves as the chairperson for a Ph.D. dissertation where the student is making academic progress. Solo chairperson receives 2 checkmarks, whereas chairperson and co-chairperson receive 1 checkmark each.

_____10.   Serves as a committee member (not chairperson or co-chairperson) on two Ph.D. dissertations and/or M.A. theses when the students graduate in a single academic year.

_____11.   Serves as the chairperson for an Honors in the Major thesis. Co-chairperson will receive one checkmark in the year when the student graduates. (list students)

_____12.   Directs students through independent study, practicum, directed reading, or directed research and/or internship courses. (*Note: 1 check indicates 2-3 courses; 2 checks indicate 4 or more courses*.)

_____13.   Publishes a textbook, workbook, or study guide. Writing a textbook is worth two checks.

_____14.   Receives funding/compensation through an internal or external teaching grant (a grant in the SoTL area counts under research). Receipt of an NSF-REU or equivalent federal funding for teaching counts as 2 checks.

NOTE: Faculty can only earn a maximum of two checks total in measures 15-18 for the same student.

_____15.   Mentors a student through any UCF recognized undergraduate or graduate research initiative, e.g., RAMP, RAMP-UP, McNair; for SURF, SMART, LEADS, and FIRE, maximum of one check can be earned. (list students)

_____16.   Mentors UCF undergraduate or graduate student who receives an award at the SURE showcase or graduate research forum, or regional conference/organization (only one faculty member may take credit). (list students)

_____17.   Mentors UCF undergraduate or graduate student who receives an award at a national or international conference/organization (only one faculty member may take credit). (list students)

_____18.   Mentors or advises a UCF undergraduate or graduate student who presents as first author at a national or international meeting (only one faculty member may take credit). (list students)

_____19.   Mentors or advises a UCF undergraduate or graduate student who is a co-author on a peer-reviewed publication (only one faculty member may take credit).

_____20.   Other (faculty member may submit other teaching-related activities that merit consideration with substantiating narrative and including documentation, if appropriate). This standard may count for multiple checks.

Teaching Quality Measures

For evaluation in these measures, please provide specific examples. The Chair will assign these checks and provide total and Instructional Evaluation Rating for this section.

_____1.   Provides evidence of teaching quality through course instructional material (PowerPoints, assignments, rubrics). Provide one example (faculty choice).

_____2.   Provides evidence of teaching quality through evaluative measures that have clearly defined learning outcomes relative to course content (e.g. graded papers, exams, assignments, etc.). Provide one example (faculty choice).

_____3.   Provides evidence of teaching quality through content rigor and favorable student outcomes. Examples would include demonstrating adopting research-based methods (e.g. graded papers or presentation grading rubrics with examples ranging from the highest quality to the lowest quality work), pre-tests and post-tests, experiential learning examples (e.g. assignment directions and graded examples). Provide one example (faculty choice).

TOTAL NUMBER OF CHECKS (#1-#20): _____
TOTAL NUMBER OF CHECKS FROM TEACHING QUALITY MEASURES: _____

INSTRUCTIONAL ACTIVITIES EVALUATION RATING (i.e. outstanding, above satisfactory, etc.): _____

RECORD YOUR INSTRUCTIONAL ACTIVITIES EVALUATION RATING ON PAGE 11

RESEARCH ACTIVITIES

All tenured and tenure-earning faculty in the Department of Anthropology are expected to conduct research and maintain an active research program. Faculty are expected to be able to provide documentation of all research activities. The impact of the research activity is defined as follows:

A category 1 high-impact journal publication must appear in a journal (regardless of discipline) that is ranked among the top 25 in any disciplinary area (or any subdiscipline area) of Google Scholar, Scimago, ISI Web of Science, or ISI Web of Knowledge at the time of submission. Faculty can make an argument for identifying a journal as category 1 high impact if the journal is demonstrably equal to or above the lowest ranked journal's metric on any of these lists.   A category 1 high impact book is published with a university press.

A category 1 external grant includes all domestic or international federal agencies, foundations with a peer-reviewed open application process, or non-governmental organizations with a peer-reviewed open application process received as PI or Co-PI.

NOTE: Articles will be counted when accepted or published (but not both) and books and book chapters when in press or when published (but not both). Funded grants will be counted after receipt of formal award notification from granting agency. Multi-year grants can be counted for two consecutive years. Substantial category 1 high impact grants of large amounts over multiple years may be considered for more than two years of an outstanding rating.

UNSATISFACTORY:
Failure to carry out any of the research activities listed under Conditional will result in an unsatisfactory rating.

CONDITIONAL:
Must achieve one of the following options:

_____1. Authors a scheduled presentation at a state, regional, national or international professional meeting.

_____2. Submits an internal grant or contract for research or creative activities.

_____3. Submits a paper to a refereed publication.

_____4. Documents progress on research activities (list activity below).

SATISFACTORY:
Must achieve one of the following options:

_____5. Submits an external grant or contract for research related activities (list activity below).

_____6. Documents progress on a book length manuscript (provide book proposal, chapter drafts, or other relevant evidence).

_____7. Publishes a refereed publication.

_____8. Authors two different scheduled presentations at a regional, national or international professional meeting (must be first author on at least one paper).

_____9. Submits a final full-length archaeological research report, a final category 1 high impact grant report, or 2 or more forensic reports to an appropriate government agency.

_____10. Is funded on an internal grant or contract.

ABOVE SATISFACTORY:
Must achieve one of the following options:

_____11. Publishes a peer-reviewed research-related edited volume, and is lead author on at least one chapter/article (not including the introduction) in the same volume (which has been independently peer-reviewed through the publisher). Check is permitted for serving as the first or second editor.   Editing a journal special issue can be counted here but not in service.

_____12. Is funded on a new external research grant.

_____13.   Publishes two peer-reviewed publications (only one of which may be a book chapter).

_____14.   Publishes a peer-reviewed publication and is funded on a new external grant or contract.

_____15.   Is funded on an internal grant or contract and publishes in a category 1 high impact publication.

_____16.   Publishes a peer-reviewed book or research monograph (non-university press). Note: Publication of a peer-reviewed book or research monograph shall result in the awarding of an "above satisfactory" in research for two consecutive years if no more than two authors. If more than two authors, you receive above satisfactory for one year.

_____17.   Receives one of the following research awards from the college or university: RIA, SoTL, COS Excellence in Research Award, UCF Excellence in Research Award, COS Rising Star Award, UCF Reach for the Stars Award, COS Distinguished Researcher Award, Scroll and Quill Society.

OUTSTANDING:
Must achieve one of the following options:

_____18.   Publishes a category 1 high impact book. Note: Publication of a category 1 high impact book or research monograph shall result in the awarding of an "outstanding" in research for two consecutive years if no more than two authors.

_____19.   Publishes two publications with one in a category 1 high impact outlet.

_____20.   Publishes a category 1 high impact publication and is funded by a grant or contract.

_____21.   Awarded a category 1 high impact grant and publishes a peer-reviewed publication.

_____22.   Other: A faculty member may submit other high impact research-related activities that merit consideration with substantiating narrative and including documentation, if appropriate, concerning the world-class significance of their research.

RESEARCH ACTIVITIES EVALUATION RATING (i.e. outstanding, above satisfactory, etc.):
_____

RECORD YOUR RESEARCH ACTIVITIES EVALUATION RATING ON PAGE 11

SERVICE ACTIVITIES

Service to the Department, College, University, Community, and Profession is an important part of every faculty member's assignment. Faculty members are encouraged to provide supplemental information to the Chair in the form of letters or actual work they have completed to support their case for special meritorious performance. All faculty are expected to:

1. Attend all faculty meetings
2. Attend one commencement per academic year (Summer semester – Spring semester)
3. Participate in all department faculty searches by meeting all candidates, when possible, and actively participating in faculty discussion. Teaching commitments and office hours do not preclude participation.
4. All department faculty are expected to carry out service responsibilities.

UNSATISFACTORY:
Not satisfying the above expectations and fewer than 2 checks in the following 20 criteria.

CONDITIONAL:
Must satisfy the above and 2 checks in the following 20 criteria.

SATISFACTORY:
Must satisfy the above and 4 checks in the following 20 criteria including in both UCF and Profession/Community.

ABOVE SATISFACTORY:
Must satisfy the above and 6 checks in the following 20 criteria including in both UCF and Profession/Community.

OUTSTANDING:
Must satisfy the above and 8 or more checks in the following 20 criteria including in both UCF and Profession/Community.

Service to UCF Criteria (up to two checks can be used for each category)

_____ 1. Serves the university by service on a departmental committee (chairing a search committee counts for two checks).

_____ 2. Serves the university by service on a college committee (chairing a college committee counts for two checks).

_____ 3. Serves the university by service on a university committee (chairing a university committee counts for two checks).

_____4.   Serves the university by service with student organizations.

_____5.   Brings a scholarly multi-speaker symposium or conference to the campus.

_____6.   Otherwise documents outstanding service to the university. A faculty member may submit other service and professional development activities that merit consideration with substantiating narrative and documentation, if appropriate.

Profession and Community Criteria (up to two checks can be used for each category)

_____7.   Serves the university or community by giving a professionally-related talk to a local or regional group, organization or public school; or in some other way shares professional expertise with public schools.

_____8.   Serves the community by participation in a community engagement activity through volunteering with a professionally related community organization.

_____9.   Serves the community by serving on a committee or as an officer for a local, regional, or state organization, in profession-related service.

_____10.   Serves the profession by reviewing a manuscript for a professional journal.

_____11.   Serves as a reviewer for a proposal from a federal (national or international) or private granting agency (each grant review counts as one check).

_____12.   Serves on a federal (national or international) or foundation grant review panel (independent of those proposal reviews claimed for #11). Counts as two checks.

_____13.   Serves as a reviewer for a professionally-related full book manuscript for a publisher (does not include a pre-publication textbook).

_____14.   Publishes a book review or bibliographic essay for an academic journal or a national popular publication, or encyclopedia entry, or other widely distributed professional writing.

_____15.   Serves as an invited consultant to, or spokesperson for, a state or national or international organization or meeting.

_____16.   Serves as the organizer, chairperson (or co-chair) for, or a discussant on, a panel/session at a regional or national or international professional meeting.

_____17.   Serves on a major committee or sub-committee for a state, national, or international organization.

_____18.   Receives public recognition for outstanding service to the community or profession.

_____19.   Editor/Associate Editor of a book or monograph series, or an academic journal (editing an academic journal counts for two checks) or serves on an editorial board.

_____20.   Serves as an external tenure and/or promotional reviewer for another university or college.

_____21.   Otherwise documents outstanding service to the community or profession. A faculty member may submit other service and professional development activities that merit consideration with substantiating narrative and documentation, if appropriate.

TOTAL NUMBER OF CHECKS: _____

SERVICE ACTIVITIES EVALUATION RATING (i.e. outstanding, above satisfactory, etc.): _____

RECORD YOUR SERVICE ACTIVITIES EVALUATION RATING ON PAGE 11

OTHER 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 EVALUATION

This Overall Evaluation tool (also available as an Excel Calculator) takes in to account FTE assignment in the categories of instruction, research and service.

1. Enter your Evaluative Ratings:

        INSTRUCTIONAL EVALUATIVE RATING   _____

        RESEARCH EVALUATIVE RATING   _____

        SERVICE EVALUATIVE RATING   _____

2. Using your Evaluative Rating for each section, circle the value corresponding to your rating in each of the three rows.

Evaluation Area	Outstanding	Above Satisfactory	Satisfactory	Conditional	Unsatisfactory	FTE (In-Unit Assignment) percentage	Total (Evaluation Score x FTE)
Teaching	400	300	200	100	0		
Research	400	300	200	100	0		
Service	400	300	200	100	0		
						Sum of Total Column	

3. Enter your academic year FTE (In-Unit Assignment) percentage for each of the three categories (FTE scores will be provided by the Chair).

4. Calculate your total for each row by multiplying your score in each row by your FTE for that category. Sum the total column.

5. Using the total score from above, determine your Overall Evaluation from the table below.

Outstanding   360+*
Above Satisfactory   295-359*
Satisfactory   200-294
Conditional   <200 for one year
Unsatisfactory   <200 for 2 or more years in a row

*In order to receive an overall evaluation of Outstanding or Above Satisfactory, faculty members must be at least Satisfactory in all evaluated categories for which they were assigned at least 5% of their duties.

6. OVERALL EVALUATION: _____

OVERALL EVALUATION - Example

Tenure- Track Professor with a 2-2 teaching load and a typical research and service assignment.

1. Enter your Evaluative Ratings:

       INSTRUCTIONAL EVALUATIVE RATING   ABOVE SATISFACTORY
       RESEARCH EVALUATIVE RATING   OUTSTANDING
       SERVICE EVALUATIVE RATING   OUTSTANDING

2. Using your Evaluative Rating for each section, circle the value corresponding to your rating in each of the three rows.

Evaluation Area	Outstanding	Above Satisfactory	Satisfactory	Conditional	Unsatisfactory	FTE (In-Unit Assignment) percentage	Total (Evaluation Score x FTE)
Teaching	400	**300**	200	100	0	**.4**	**120**
Research	**400**	300	200	100	0	**.5**	**200**
Service	**400**	300	200	100	0	**.1**	**40**
						Sum of Total Column	**360**

Outstanding   360+*
Above Satisfactory   295-359*
Satisfactory   200-294
Conditional   <200 for one year
Unsatisfactory   <200 for 2 or more years in a row

*In order to receive an overall evaluation of Outstanding or Above Satisfactory, faculty members must be at least Satisfactory in all evaluated categories for which they were assigned at least 5% of their duties.

6. OVERALL EVALUATION: OUTSTANDING