

Department of Biology Annual Evaluation Standards and Procedures (AESP) Instructor/Lecturer

Academic Year: _____

Approved by Faculty Excellence
Available for first use 2019-20

Performance evaluation for _____ Rank: _____

Overall Evaluation

The overall performance of each faculty member will be determined by the Chair. This will be based on the ratings for teaching, service and other assigned duties after adjustments for the work assignments. This adjustment will allow the evaluation of individuals (e.g., faculty and instructors) with different assignments. In no case will an individual receive an overall outstanding evaluation if they don't receive a minimum of an **Above Satisfactory** evaluation in all assigned categories as per their work assignment.

The exact procedure is as follows: **The rating in each activity area is converted to points on the appropriate spreadsheet tab, where Outstanding = 4, Above Satisfactory = 3, Satisfactory = 2, Conditional = 1, and Unsatisfactory = 0.** These are multiplied by the percent work assignment for that activity - see below. **Scoring expectations would be pro-rated if an academic assignment is <1.0 FTE. The Chair will fill in the Assignment based on the AA-17 and the spreadsheet will automatically fill in the Worksheet Rating scores in the table below to calculate the Evaluation Scores and the Overall Performance Rating.**

Thus, someone with an assigned a **Teaching** workload of 90% and a rating of *Outstanding* (4) would receive 360 pts. Someone with an assigned **Service** workload of 10% and a rating of *Satisfactory*(2) would receive 20 pts. Someone with an assignment of 30% to **Other Assigned Duties** and a rating of *Above Satisfactory* (3) would receive 90 pts. The sum of these numbers (max. = 400) is converted to an overall evaluation using:

Outstanding = 351 - 400
Above satisfactory = 276 - 350
Satisfactory = 176 - 275
Conditional = 100 - 175
Unsatisfactory <100

Assignment (%) x Worksheet Rating = Sub SCORE

Score from <i>Teaching</i> =	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Score from <i>Service</i> =	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Score from <i>Other Duties</i> =	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Assignment =	<input type="text" value="0"/>	Total Evaluation Score =	<input type="text" value="0"/>

Overall performance is rated as

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I. Teaching

Faculty in the Department of Biology strive to interact with their students in a professional and respectful manner, and need to meet the following expectations: Any faculty member who willfully fails to fulfill these expectations will be rated as conditional or unsatisfactory regardless of points accrued in sections B and C.

1. Teach effectively with appropriate content, learning objectives, rigor, and pedagogical approaches.
2. Reply to reasonable student inquiries in a timely and appropriate fashion through communication methods (e.g. email, Webcourses) outlined in the course syllabus.
3. Provide clear detailed course syllabi that meet university requirements.
4. Provide regular and timely evaluative feedback on student assessments (exams, quizzes, papers, homework).
5. Meet with students as may be required under UCF Policy 4-400 during the final examination period.

A. Teaching evaluations (Note: Points allocated in A1 + A2 are based on average scores calculated by the spreadsheet, maximum of 25 points):

A1) Student Perception of Instruction (SPI) score for each course (Q10)

- 70% or more of responding students rate as very good or excellent
- 50%-69% of responding students rate as very good or excellent
- 25%-49% of responding students rate as very good or excellent
- 24% or less of responding students rate as very good or excellent

Points	Courses	Total Points	Score
15	0	0	
12	0	0	
9	0	0	
6	0	0	
A1 Average Score (/15):			0

A2) Chair's evaluation of instruction based on faculty generated portfolios supporting learning evaluation

These may include some, or all, of the following: course syllabi; course grade distribution, and average class GPA to permit correction for harder grading or poorer student performance; examples of student work or assessment (e.g. tests); evidence of student learning (e.g. comparison of pre-tests and post-tests) and results of peer evaluation of teaching

Evaluation Criteria (2.5 pts per question per course):

1) Is there evidence that the faculty member is organized and prepared? (e.g., syllabi)				
2) Is there evidence that the faculty member is using appropriate/current materials for the subject at hand? (e.g. powerpoint lecture)				
3) Is there evidence of use of innovative teaching techniques?				
4) Is there evidence that students have been made aware of the expectations of the faculty member? (e.g., syllabi)				

Overall Assessment	Points	Courses	Total Points	Score
excellent	10	0	0	
good	7.5	0	0	
needs attention	5	0	0	
poor	2.5	0	0	
lacking	0	0	0	
A2 Average Score (/10):			0	
Section A Total (/25):			0	

B. Materials from Faculty Member (Maximum of 20 points)

B1) Class load and course development factors:

- a) Significant rewrite of a lecture course or lab course (per course)
- b) New course or lab course development or new format (e.g. Online Course) (per course)
- c) Development of Project Based Learning (PBL) modules
- d) Providing additional tutoring/help sessions/other support outside normal class /office hours (per course)
- e) Involvement in unassigned classes (e.g., guest lecturer) (points per lecture)

B2) Presentations/publications/grants related to education:

- a) Presentation/Workshop (points per event)
 - b) Publication of book chapter or manual (per occurrence)
 - c) Publication of text book
- d) Grants and contracts related to teaching:
- i) Submitted unique extramural proposal, in which the total annual funding share was:
 - a) <\$5,000
 - b) <\$50,000
 - c) >\$50,000
 - ii) Received or continuing award, in which your total annual funding share was:
 - a) <\$5,000
 - b) <\$50,000
 - c) >\$50,000

B3) Teaching Awards: (only one Undergraduate or one Graduate award may be used)

Points	Occurrences	Score
5	0	0
5	0	0
5	0	0
2	0	0
1	0	0
B1 Subtotal		0
Points	Occurrences	Score
2	0	0
5	0	0
15	0	0
1	0	0
2	0	0
3	0	0
2	0	0
6	0	0
10	0	0
B2 Subtotal		0
Points	Occurrences	Score

- a) COS Undergraduate or Graduate Excellence in Teaching award
- b) UCF Undergraduate or Graduate Excellence in Teaching award
- c) Teaching Incentive Program (TIP) award
- d) Major external teaching award

5	0	0
10	0	0
10	0	0
10	0	0
B3 Subtotal		0
Section B Total:		0

C. Non-course Teaching: (Maximum of 10 Points)

C1) Undergraduate student mentorship (per student per semester):

- a) Independent Study
- b) Research
- c) Honors in the Major advising
- d) Oral presentation or poster by a mentored undergraduate student (see C1.a or C1.b) at a regional meeting
- e) Oral presentation or poster by a mentored undergraduate student (see C1.a or C1.b) at a national or international meeting

C2) Direct supervision of UTAs/GTAs (per student per semester)

Points	Occurrences	Score
1	0	0
2	0	0
2	0	0
1	0	0
2	0	0
1	0	0
Section C Total		0

D. Chair's discretionary points for assignment, effort, workload, excellence and success

Points	Points Given	Score
1-5	0	0
Section D Total		0

E. Scale		FTE =0.95	FTE ≥0.6 and <0.95
0	Unsatisfactory < 5 (score = 0)	0	0
1	Conditional ≥ 5 to < 10 (score = 1)	5	2.5
2	Satisfactory ≥ 10 to < 15 (score = 2)	10	5
3	Above satisfactory ≥15 to < 20 (score = 3)	15	7.5
4	Outstanding ≥ 20 (score = 4)	20	10

Points from Section A:	0
Points from Section B:	0
Points from Section C:	0
Points from Section D:	0
Total	0

SCALE Score =

0	0
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Actual Score =

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II. Service (Points in this category awarded per occurrence)

Active participation on departmental, college and University committees is essential for faculty to properly discharge their duties and it is expected that all faculty will at a minimum serve on one of the departmental Undergraduate, Graduate, or Facilities & Space Committees. Active participation on assigned committees is necessary for a service evaluation of satisfactory or better. Any faculty member who willfully fails to fulfill their departmental, college or University committee obligations without the chair's concurrence will be rated at conditional or unsatisfactory, regardless of points accrued in sections B, C, and D.

Given the prolonged duration of committee assignments there will be occasions where participation in other activities (e.g., teaching, participating on NSF Review panels, or attending activities of professional societies) will prevent attendance at departmental, college or university committee meetings. The Chair must take these other essential commitments into consideration when evaluating a faculty member's performance.

A. University Service: Departmental, College or University above minimum expectations:

- A1) Significant engagement in Undergraduate academic advising (/year)
- A2) Member of department committee
Chair of department committee
- A3) Member of a College or University committee or similar working group
Chair of College/UCF committee or similar working group
- A4) Participate in new student orientation and/or recruitment (per event)
- A5) Advisor to UCF recognized student organization
- A6) Engagement in Dept/COS/UCF philanthropic activities (attend fundraiser, write proposals, etc)
- A7) Attend UCF graduation (pts per graduation ceremony)
- A8) Recipient of major COS/UCF service award (including FCTL, Women's Center, Faculty Excellence)

Points	Occurrences	Score
5	0	0
5	0	0
10	0	0
5	0	0
10	0	0
4	0	0
2	0	0
2	0	0
2	0	0
10	0	0
Section A Total:		0

B. Community service dealing with biology and/or education:

- B1) Assistance given to educational organizations (review board, science fairs, workshops)
- B2) Presentations to schools, clubs or organizations
- B3) Planning, leading, and coordinating workshops or specialized training sessions
- B4) Consultant for, or review of, textbooks, lab books, etc.
- B5) Engaged in/developing high impact outreach promoting the Department
- B6) Recipient of a major external service award
- B7) Development of apps (can count under either Research or Service)

Points	Occurrences	Score
3	0	0
3	0	0
5	0	0
5	0	0
2	0	0
10	0	0
10	0	0
Section B Total:		0

C. Involvement with governmental, professional or public organizations:

- C1) Review a journal manuscript
- C2) Review an external grant proposal (pts per occurrence)
- C3) Advisor, consultant or expert witness for an organization

Points	Occurrences	Score
1	0	0
1	0	0
4	0	0

- C4) Officer in an organization or professional society
- C5) Organized a professional society meeting
- C6) Member of State advisory or review panels
- C7) Member of NSF/NIH or other federal agency review or advisory panel

4	0	0
8	0	0
6	0	0
10	0	0
Section C Total:		0

D. Extraordinary professional service

- D1) Developing and managing major outreach project
- D2) Member/Associate Editor of journal editorial board
- D3) Section editor or Editor-in-Chief of a professional journal
- D4) Serving on Board of Directors of an NGO
- D5) Initiating/developing major curricular changes in the Department
- D6) Director of a UCF Center or Institute, or Major Departmental Initiative

Points	Occurrences	
10	0	0
5	0	0
20	0	0
5	0	0
5	0	0
15	0	0
Section D Total:		0

E. Chair's discretionary points

Points Possible	Points Given	Score
1-5	0	0
Section E Total:		0

F. Scale

		FTE ≤0.05	FTE >0.05 and <0.30
0	Unsatisfactory <2 (or <5)	0	0
1	Conditional ≥2 to < 5 (or ≥5 to < 10)	2	5
2	Satisfactory ≥5 to <10 (or ≥10 to <15)	5	10
3	Above satisfactory ≥10 to <15 (or ≥15 to <20)	10	20
4	Outstanding ≥15 (or ≥20)	15	30

Points from Section A:	0
Points from Section B:	0
Points from Section C:	0
Points from Section D:	0
Points from Section E:	0
Total:	0

SCALE Score =

0	0
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Actual Score =

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III. Faculty Other Assigned Duties Worksheet

Faculty members are occasionally assigned special activities such as administrative duties or other special projects. Since the nature of these assignments is variable and infrequent, no attempt is made here to specify the categories used to evaluate these other assigned duties. Nevertheless, these activities will be evaluated as to their quality and in proportion to the total amount of time specified on the annual assignment form.

Unsatisfactory (score = 0)
Conditional (score = 1)
Satisfactory (score = 2)
Above satisfactory (score = 3)
Outstanding (score = 4)

Score =