

# Annual Evaluation Standards and Procedures (AESP)

Department of Clinical Sciences UCF  
College of Medicine

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## Introduction

The annual review process is designed to be fair, consistent, and useful in providing guidance to faculty, as well as an equitable opportunity to achieve successful academic promotion, earn merit increases, and develop exceptional faculty who will play essential roles in the advancement of the University of Central Florida and College of Medicine missions. The Department recognizes the importance of teaching, research, patient care and service, while honoring diverse patterns of activity and productivity. To allow for diversity of achievement, discretion is allowed during the annual review process for the chair and the individual faculty member to discuss adjustment of effort percentages for teaching, research, patient care and service. Faculty submit their Annual Report (Evaluation Materials) at the end of the reporting period, as specified by the university. The report summarizes accomplishments in teaching, research, clinical care and service during the review period.

## Chair Review and Final Ratings

The department chair determines the final performance ratings. The chair meets with each faculty member individually to discuss performance ratings and the rationale for such.

## Teaching

Methods of assessing teaching quality include both learner and peer evaluations. Teaching may take place in the classroom or in clinical environments. Faculty may also provide other materials, including informal and formal peer evaluations and materials (i.e., novel methodologies, awards) to demonstrate additional factors influencing their evaluations.

The minimum standards to receive a satisfactory rating for faculty assigned the minimum of one lecture class during the reporting period, regardless of research or clinical assignment, include the following:

1. Teach as scheduled.
2. Provides opportunities for students to ask questions.
3. Replies promptly to student inquiries, normally within 2 business days.
4. Serves as a student advisor when applicable and provides accurate and effective advisement when requested.
5. Provides regular and timely evaluative feedback on student assignments.
6. Submit grades on time.
7. Provides evidence that courses are taught with appropriate content, learning objectives, and rigor.

- a. **Outstanding:** Provides strong evidence of teaching effectiveness by highlighting student learning, using evidence-based pedagogy, etc. Conscientious and dedicated performance as an instructor, including but not limited to student ratings and providing exemplary learner advising/mentorship.
- b. **Above satisfactory:** Conscientious performance as an instructor including, but not limited to student ratings and learner advising/mentorship.
- c. **Satisfactory:** Acceptable performance as an instructor. This includes satisfying the minimum standards for satisfactory performance as described above.
- d. **Conditional:** Substantial shortcomings in teaching performance and/or learner advising.
- e. **Unsatisfactory:** Two consecutive years of conditional ratings in teaching performance.

## Research and Other Scholarly Activities

In evaluating faculty research, the department looks for evidence that the faculty member is actively engaged in research or scholarly/creative work. Expectations reflect the diverse array of clinical specialties, time assignments, and a mixture of early/mid/late career faculty in our evolving department. Faculty research may be basic, behavioral, translational, educational, and/or clinical, be sustained, and demonstrate significant impact or potential to impact on one's field at the regional, national, and/or international scope. All expectations are commensurate with the time allocation and faculty rank.

A satisfactory rating for research/scholarly involves an examination of several standards. This may include but is not limited to the following.

1. Co-authored peer-reviewed publications in respected journals within a faculty member's specialty, book chapters, and dissemination of curricula or published case reports.
  2. Poster presentations at conferences
  3. Mentoring FIRE students, residents, biomedical undergraduate or graduate students, or post-doctoral scientists.
  4. Participation in clinical trials
  5. Participation in quality assurance research
- a. **Outstanding:** This rating represents achievement at a high level of productivity, quality, and influence within a faculty member's field. The faculty member is actively engaged in research and student mentoring. Examples are a consistent record as a significant contributing or senior author in publications and/or disseminated scholarly works of merit and significance, a leadership role in a competitive research grant(s), and a consistent record of scientific presentations at national or international meetings.
  - b. **Above Satisfactory:** This rating represents progress towards impactful findings within a faculty member's field. Examples are publications in peer-reviewed journals and/or dissemination of scholarly works of merit and significance, mentoring of research students, and evidence of leadership of or contributions to successful research team efforts such as grant submissions.
  - c. **Satisfactory:** Acceptable record of engagement in research/scholarly activities. This includes satisfying the minimum standards for satisfactory performance as described above.
  - d. **Conditional:** A conditional rating suggests that faculty members must increase their research engagement, productivity, or scholarly contributions to meet the basic departmental standards.
  - e. **Unsatisfactory:** Unsatisfactory research and scholarly activities represent a failure to meet the basic standards for research productivity and engagement over an extended period (at least 2 consecutive years), signaling a critical need for improvement.

## Service:

All faculty members are expected to serve the department, the college, the university, and their professions. Institutional service may include serving on committees or task forces, writing reports and other internal documents, mentoring junior faculty, attending UCF commencement exercises, and accepting major administrative assignments inside or outside the Department.

Service to the profession may include reviewing manuscripts and grant proposals, serving in an official capacity within a professional organization, serving as an editor or member of an editorial board, and serving as an external reviewer for another institution. Faculty may also choose to provide professional service to the community, for example by serving on community boards or task forces, by consulting to public and private organizations, and by providing training or professional services to the members of the community. To be considered part of a faculty member's professional performance, community service should involve the application of professional expertise, not simply the contribution of time and effort. In general, service contributions may be documented by a list of activities undertaken during the year under review. Service to professional organizations is a component of service excellence and can involve activities as offices held in state, national or international societies.

The minimum standards to receive a satisfactory rating for service include the following:

1. Holds membership in at least 2 college committees (full time faculty). Faculty who are less than full time should hold membership in at least one college committee.
  2. Regularly attends meetings of the committee(s) assigned.
  3. If tenured, provides evidence of contributions to at least one other form of institutional and/or community service (e.g., at least one college, university, or profession committee, serves on an editorial board).
- a. **Outstanding:** Sustained service contributions to three of the following areas: university, college, department, and profession.
  - b. **Above satisfactory:** Sustained service contributions to two of the following areas: university, college, department, or profession.
  - c. **Satisfactory:** Acceptable service including membership in one of the following areas: university, college, department, or profession.
  - d. **Conditional:** a deficient record of service.
  - e. **Unsatisfactory:** two consecutive years of conditional ratings in service.

## Clinical Service

Faculty members providing clinical patient care are expected to practice in a manner consistent with the profession's ethical and professional standards. It is expected that the direct delivery of care will include learners whenever possible.

Standards to be evaluated annually for faculty providing patient care include at a minimum the following:

1. Practices in a manner consistent with state and national ethical guidelines.
2. Provides patient care as scheduled.

3. Replies in a timely fashion to patient inquiries.
4. Completes patient charts in a timely manner consistent with clinical practice site.

requirements.

5. Complies with all rules for maintaining credentials at clinical sites
  6. Good patient satisfaction ratings
  7. Exhibits acceptable professionalism in all interactions with faculty, staff, and patients
  8. UCF Health faculty must meet productivity targets.
  9. Faculty practicing at other non-UCF sites may provide evidence of satisfactory clinical performance including site evaluations, patient satisfaction scores, etc.
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- a. **Outstanding:** Clearly exceptional achievements in the delivery of clinical services. This includes satisfying all each of the standards for satisfactory performance as described above.
  - b. **Above Satisfactory:** Above satisfactory achievements in the delivery of clinical services. This includes satisfying six of the minimum standards for satisfactory performance as described above.
  - c. **Satisfactory:** Satisfactory achievements in the delivery of clinical services. This includes satisfying 5 of the minimum standards for satisfactory performance as described above.
  - d. **Conditional:** A deficient record in the delivery of clinical service as evidenced by satisfying 5 or less of the minimum standards set forth above.
  - e. **Unsatisfactory:** two consecutive years of conditional ratings in Other Duties – Clinical Service.