

***DRAFT***

# 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 includes 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) to demonstrate additional factors which may influence 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 assignment include the following:

1. Teaches as scheduled.
2. Provides opportunities for students to ask questions.
3. Replies in a timely fashion to student inquiries, normally within 2 business days.

4. Serves as a student advisor when applicable accurate and effective advisement when requested.
5. Provides regular and timely evaluative feedback on student assignments.
6. Submits 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, the use of evidence-based pedagogy, etc. Conscientious and dedicated performance as an instructor including but not limited to student ratings that are predominately (i.e. 80% or more) in the top two categories of the rating scale (“Excellent” and “Very Good”) in addition to providing exemplary learner advising/mentorship.
  - b. **Above satisfactory:** Conscientious and dedicated performance as an instructor including, but not limited to student ratings that are between 60-80% in the top two categories (“Excellent” or “Very Good”) categories in the rating scale. Provides very good learner advising/mentorship.
  - c. **Satisfactory:** Acceptable performance as an instructor including but not limited to student ratings that are 50% or more in the “Good” category, but not in the “Excellent” or “Very Good” category. Acceptable advisement of students.
  - 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 research or scholarly/creative work has or will have significant impact on the field. Documentation of scholarly productivity will be provided on the Faculty Annual Report in the form of a list of publications,

presentations, grant proposals submitted and grants/contracts awarded during the year. Faculty are also encouraged to provide other documents that will allow assessment of quality and quantity of research activities. These might include letters from editors or reviewers, and published reviews of books.

The department expects all tenured and tenure earning faculty to demonstrate a sustained record of scholarly achievement that demonstrates impact to their field. This may include but is not limited to peer reviewed publications in respected journals within a faculty member’s specialty, book chapters, and dissemination of curricula. The evaluation of research excellence involves an examination of a number of standards. There is the evaluation of productivity and research quality, its impact on the broader discipline, and the continuity of the faculty member’s research program.

### **Service:**

All faculty are expected to provide service to 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.
- 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.