Department of Electrical and Computer Engineering (ECE)
Annual Evaluation Standards & Procedures (AESP)

This policy document details the ECE Department faculty's annual evaluation procedure with the objective of moving the Department forward and increasing its national and international recognition. The Chair of the Department (the Chair) will use the performance metrics outlined in this document for annual faculty evaluations. These metrics aim to objectively measure the quality of the work by the faculty. To receive *Satisfactory* rating in Teaching, all faculty is expected to attain a weighted average Student Perception of Instruction (SPI) score of at least 2.5. To evaluate *Above Satisfactory* and *Outstanding* performance in Teaching, the following metrics define and measure quality and impact:

- SPI scores,
- Efforts in curriculum development,
- Recognition through teaching awards and educational grants,
- Successful supervision of M.S. theses and Ph.D. dissertations to completion, and
- Contributions to educational literature, including publishing textbooks and resources in academic venues.

To receive *Satisfactory* rating in Research, the faculty is expected to attain a tangible outcome, including publications at scholarly venues or funded research activity. Further, to evaluate *Above Satisfactory* and *Outstanding* performance in Research, the following metrics to define and measure quality and impact:

- Publishing in high-impact conferences, prestigious journals, or book chapters as the senior author, with higher weight if ranking above the 50th or 75th percentile (Counts as 2 or 3) among peers,
- Securing external research funding as PI or Co-PI, with added weight if ranking above the 50th or 75th percentile (Counts as 2 or 3) among peers,
- Receiving research awards, including best paper awards and external grants, with emphasis on leadership and collaboration in multidisciplinary or multi-institution projects,
- Delivering keynote or tutorial talks at major conferences or workshops,
- Being awarded a new patent,
- Achieving external publicity of research, and
- Election as a Senior Member, Distinguished Member, or Fellow of a professional organization (Counts as 3).

1. Annual Faculty Workloads

ECE regular workload (i.e., FTEs) is 37.5% in teaching, 37.5% in research, and 25% in service activities for tenured or tenure-track faculty (who are teaching 1+2 or 2+1 courses) and is 75% in teaching and 25% in service activities for instructors or lecturers (who are teaching 3+3 courses). The ECE faculty agrees to the FTE percentages of teaching, research, and service activities in Table 1 below to recognize individual faculty's choices of workload models and foci (which are to be done prior to the beginning of the evaluation period). Specifically, a faculty member may have more instructional activities (e.g., 3 courses per semester), or standard instructional activities (e.g., 2 courses per semester), or other assigned/administrative duties. For those with administrative and other assigned duties, the Chair will *adjust* their FTEs at the beginning of that assignment and inform the faculty members. This will take place in advance of the start of the semester if practicable (otherwise, it can be done after the fact upon a mutual agreement).

Table 1: Workload Distribution Table

Workload Type	Workload Description	Teaching FTE	Research FTE	Service FTE
R1	Teaching 1+0 courses with buyouts	0.125	0.625	0.25
R2	Teaching 1+1 courses	0.25	0.5	0.25
R2S	Teaching 1+1 courses w/ administrative role	0.25	0.25	0.5
R2SS	Teaching 1+1 courses w/ administrative role	0.25	0.375	0.375
N0	Teaching 1+2 (or 2+1) courses	0.375	0.375	0.25
N0S	Teaching 1+2 courses w/ administrative role	0.375	0.25	0.375
T3	Teaching 2+2 courses	0.5	0.25	0.25
T2	Teaching 2+3 courses	0.625	0.125	0.25
T1	Teaching 3+3 courses	0.75	0	0.25

2. Overall Performance

For each faculty member, the Chair determines the performance ratings in teaching, research, and service at 5 levels, i.e., Outstanding (O), Above Satisfactory (AS), Satisfactory (S), Conditional (C), and Unsatisfactory (U). Faculty evaluations will be based on expected productivity measures in teaching, research and service outlined in Appendix. For instructors or lecturers, the Chair will follow the criteria in Table 2 to determine their overall rating. Likewise, for other faculty (e.g., tenured, tenure-track, or visiting faculty), the Chair will follow the criteria in Table 3 to determine their overall rating. As per the CBA Section 10.1 (c), each faculty member must receive a minimum rating of Satisfactory in each area of assignment to receive an overall rating of Satisfactory or above.

Table 2. Overall Evaluation for Instructors or Lecturers

Overall Rating	Workload Type (from Table 1)	Research	Teaching	Service
Outstanding	T2	S or above	O	S or above
	T1	-	O	S or above
Above Satisfactory	T2	S or above	AS	S or above
	T1	-	AS	S or above
Satisfactory	T2	S or above	S	S or above
	T1	-	S	S or above
Conditional	T1 or T2	C or above in at least two categories		
Unsatisfactory	T1 or T2	Otherwise		

Table 3. Overall Evaluation for Tenured, Tenure-Track, or Visiting Faculty

Overall Rating	Workload Distribution (from Table 1)	Research	Teaching	Service
Outstanding	R1, R2, R2S, R2SS, N0, N0S, T3	O	AS or above	AS or above
	R2S, R2SS, N0, N0S	AS or above	O	O
	T3	AS or above	O	AS or above
Above Satisfactory	R1, R2, R2S, R2SS, N0, N0S, T3	AS or above	S or above	S or above
	R2S, R2SS, N0, N0S	S or above	AS or above	AS or above
	N0, N0S	S or above	O	S or above
	T3	S or above	AS or above	S or above
Satisfactory	R1, R2, R2S, R2SS, N0, N0S, T3	S or above	S or above	S or above
Conditional	R1, R2, R2S, R2SS, N0, N0S, T3	C or above in at least two categories		
Unsatisfactory	R1, R2, R2S, R2SS, N0, N0S, T3	Otherwise		

For workload distributions that are not captured by the Tables 2 and 3, the Chair will use his/her judgment to evaluate the faculty.

3. Final Remarks

The faculty under evaluation is required to state which activities and outcomes (outlined in Appendix) he/she attained in the FAR. The Chair will also make his/her independent review of the faculty member's performance. In addition to the quantitative measures (described in Appendix), the Chair will consider the quality of the work. The Chair may seek the help of other faculty in ECE, the college or outside of UCF to assess the quality of the work presented by the faculty member. The Chair will also distinguish the faculty rank in terms of expected performance. Visiting Professors will follow the evaluations, standards and procedure outlined here with the proper FTE assignment. In cases where faculty evaluation is contested, the UCF grievance procedure in place at that time will be followed.

Appendix
A.1. Teaching Activities
Table 4 provides the overall criteria for teaching effectiveness. Table 5 provides further definition of teaching activities and outcomes.

Table 4. Teaching Effectiveness Criteria

UNSATISFACTORY	CONDITIONAL	SATISFACTORY	ABOVE SATISFACTORY	OUTSTANDING
No Teaching Activity & No Steps to Correct	*Fewer Teaching Activity*	*Presence of Teaching Activity*	*Substantive Presence of Teaching Activities and Outcomes*	*Significant Presence of Teaching Activities and Outcomes*
UNSATISFACTORY rating in Teaching is given when the requirements of **CONDITIONAL** rating are not satisfied.	**CONDITIONAL** rating in Teaching requires attainment of **ETA items 1-4**.	**SATISFACTORY** rating in Teaching requires attainment of **ETA items 1-4 and ETO 12**.	**ABOVE SATISFACTORY** rating in Teaching requires at least **six ETA** items and **three ETO** items.	**OUTSTANDING** rating in Teaching requires at least **six ETA** and **four ETO** items.

Table 5. Teaching Activities and Outcomes: In addition to fulfilling assigned classroom duties

Evidence of Teaching Activity (ETA)	Evidence of Teaching Outcomes (ETO)
1. Holding class(es) in an assigned manner 2. Returning papers, other assignments, or tests on a timely basis 3. Provision of substantive course content to students 4. Maintaining an updated curriculum in the classes taught 5. Supervision of Ph.D. Dissertation, M.S. Thesis, or B.S. Honors Thesis, as the committee chair 6. *Supervision of Ph.D. Dissertation, M.S. Thesis, or B.S. Honors Thesis, as the committee chair, of a student from underrepresented or minority groups 7. Provision of technical advice to Senior Design projects 8. Involvement in or submission of educational grants/projects such as NSF CCLI, STEP, IGERT, CRCD, REU, and RET 9. Delivery of multi-modality courses or use of creative instructional methods in teaching 10. Providing weekly training and guidance for GTAs who work as lab instructors or recitation leaders 11. Serving on Ph.D. and M.S. committee(s)	12. Receiving weighted average SPI score above 2.5 13. Receiving weighted average SPI score above the ECE average commensurate with the same (undergraduate or graduate) course level (Counts as 2 if above 75th percentile) 14. Attaining 600 or more student credit hours 15. Supervision of an M.S. thesis or B.S. Honors thesis to completion, as the committee chair 16. *Supervision of a Ph.D. dissertation to completion, as the committee chair 17. *Supervision of a Ph.D. dissertation to completion, as the committee chair, of a student from underrepresented or minority groups 18. *Receiving educational grants/projects such as NSF CCLI, S-STEM, STEP, IGERT, CRCD, REU, and RET as PI or Co-PI (Counts as 2) (Counts as 3 if Lead PI) 19. Receiving competitive UCF, regional, national, or international teaching award(s) 20. Publication of peer-reviewed articles, book chapters, or proceedings as author or co-author in educational journals, books, or conferences 21. *Publication of textbooks 22. Significant effort in curriculum development such as new lab manuals, new courses, and major course revisions 23. Leadership in curriculum development such as course flowchart revisions, coordination or standardization of courses, and new degree, degree track, or certificate program proposals 24. Establishing partnerships with industry or educational organizations to improve the quality of teaching 25. Advising or mentoring students who receive competitive awards and recognition such as graduate fellowships (e.g., NSF GRFP, UCF Trustees, UCF Deans, and UCF ORC) and Order of Pegasus 26. Provision of significant technical advice in weekly meetings to Senior Design projects, student team competitions, independent studies, or student organizations 27. Other teaching contribution that requires significant time and effort equivalent to other ETOs
Items with "*" are counted for each occurrence. ETO items can be counted as ETA items if needed.	

A.2. Research Activities

Table 6 provides the overall criteria for research effectiveness. Table 7 provides further definition of research activities and outcomes. For new starting faculty or faculty in a career transition, the Chair may use his/her judgement to tune the effectiveness criteria in Table 6.

Table 6. Research Effectiveness Criteria

UNSATISFACTORY	CONDITIONAL	SATISFACTORY	ABOVE SATISFACTORY	OUTSTANDING
No Research Activity & No Steps to Correct	*Fewer Research Activity*	*Presence of Research Activity*	*Substantive Presence of Research Activities and Outcomes*	*Significant Presence of Research Activities and Outcomes*
UNSATISFACTORY rating in Research is given when the requirements of **CONDITIONAL** rating are not satisfied.	**CONDITIONAL** rating in Research requires at least **one ERA** item.	**SATISFACTORY** rating in Research requires **at least two ERA** and **one ERO** items. At least one of the ERA items must be from 28-34.	**ABOVE SATISFACTORY** rating in Research, requires at least **three ERA** and **three ERO** items.	**OUTSTANDING** rating in Research, requires at least **three ERA** and **seven ERO** items.

Table 7. Research Activities and Outcomes

Evidence of Research Activity (ERA)	Evidence of Research Outcomes (ERO)
28. Submission of research articles to peer-reviewed journals or submission of book proposals 29. Submission of research funding proposals to external agencies 30. Submission of papers to peer-reviewed conferences 31. Submission of papers or proposals in collaboration with industry or external non-academic organization 32. Submission of multidisciplinary or multi-institution research funding proposals 33. Submission of multidisciplinary or multi-institution research funding proposals as the Lead PI 34. Submission of invention disclosures or patent applications 35. Attending academic/technical conferences, workshops, or events related to research 36. Providing financial support from research grants to students for attending conferences or workshops 37. Release of software, tools, or other contributions to research community	38. Publication of peer-reviewed research articles in prestigious journals or chapters in books as the senior author, the advisor to the student first author, or significant contributor (Counts as 2 or 3 if, respectively, above 50th or 75th percentile[1] in rank or area) 39. Publication of peer-reviewed papers at high-impact IEEE/ACM or other academic conferences as the senior author, the advisor to the student first author, or significant contributor (Counts as 2 or 3 if, respectively, above 50th or 75th percentile[1] in rank or area) 40. Publication of invited or review/survey articles at prestigious journals 41. Publication of an invited paper at a high-impact IEEE/ACM or other academic conference 42. Publication of books or other reference material for research; or contribution to technical standards 43. Recipient of new external research funding as PI or Co-PI (Counts as 2 or 3 if, respectively, above 50th or 75th percentile[1] in rank) 44. Recipient of new external research funding as the Lead PI for a multidisciplinary or multi-institution project 45. Research expenditure as PI or Co-PI on existing externally funded projects (Counts as 2 or 3 if, respectively, above 50th or 75th percentile[1] in rank) 46. Delivery of a keynote or tutorial talk at a research conference or workshop, or other high impact presentation 47. Competitive regional, national or international research awards, including best (student) paper awards in major conferences 48. Awardee of a new patent 49. Entering into a license agreement of an existing patent 50. Being elected as a Senior Member of a professional organization, such as IEEE or ACM, during the evaluation period 51. Being elected as a Distinguished Member or Fellow of a professional organization, such as IEEE, ACM or National Academies, during the evaluation period (Counts as 3) 52. Major external publicity of research such as being selected for cover page of a journal or coverage in news media or platforms
ERO items can be counted as ERA items if needed. [1]Calculated based on statistics from the previous three years	

A.3. Service Activities

Table 8 provides the overall criteria for service effectiveness. Table 9 provides further definition of service activities and outcomes.

Table 8. Service Effectiveness Criteria

UNSATISFACTORY	CONDITIONAL	SATISFACTORY	ABOVE SATISFACTORY	OUTSTANDING
No Service Activity & No Steps to Correct	*Fewer Service Activity*	*Presence of Service Activity*	*Substantive Presence of Service Activities and Outcomes*	*Significant Presence of Service Activities and Outcomes*
UNSATISFACTORY rating in Service is given when the requirements of **CONDITIONAL** rating are not satisfied.	**CONDITIONAL** rating in Service requires at least **two ESA** items.	**SATISFACTORY** rating in Service requires at least **three ESA** items and **one ESO** item.	**ABOVE SATISFACTORY** rating in Service requires at least **four ESA** items and **two ESO** items.	**OUTSTANDING** rating in Service requires at least **five ESA** items and **four ESO** items.

Table 9. Service Activities and Outcomes

Evidence of Service Activity (ESA)	Evidence of Service Outcomes (ESO)
53. Regular participant (more than 50%) of departmental faculty meetings 54. Member of a department committee 55. Member of a college committee 56. Member of a university committee 57. Organizing committee member of a conference 58. Contributor to assessment and accreditation activities, e.g., prepares ABET folder for a course or writing assessment report for a course 59. Contributor in outreach activities that are held on UCF campus, e.g., STEM Day and CampConnect 60. Judge of student work, e.g., Student Research Symposium 61. Evaluator on department's Senior Design panels 62. Mentor to a new faculty member 63. Advisor to a student organization 64. Contributor to an organization of underrepresented or minority students or faculty 65. Reviewer for a conference 66. Reviewer for a journal 67. Reviewer for funding agencies at state, national, or international levels, e.g., ad hoc reviewer for NSF 68. Actively contributing member of a professional organization, e.g., regularly attending meetings of an IEEE or ACM technical committee	69. Regular participant (more than 50%) of departmental P&T and CPE committee meetings 70. Chair of a departmental committee 71. Chair of a college committee 72. Chair of a university committee 73. Elected member of a college or university committee 74. Leader of a major departmental service, e.g., ABET Coordinator (Counts as 2) 75. Panel member for funding agencies at state, national, or international levels (Counts as 2) 76. Steering committee member for a conference 77. Chair, technical program committee chair, or local chair of a conference (Counts as 2) 78. Technical program committee member of a conference 79. Editor, area editor, or guest editor for a journal (Counts as 2) 80. Editor-in-chief for a journal (Counts as 3) 81. Advisor to an organization of underrepresented or minority students 82. Leader or originator of a program or initiative that addresses the issues faced by underrepresented or minority students 83. Mentor to an underrepresented or minority faculty 84. Award recipient for mentoring a faculty 85. Leader of outreach activities that are held on UCF campus, e.g., STEM Day or CampConnect 86. Officer of a professional organization, e.g., an officer for an IEEE/ACM technical committee (Counts as 2) 87. Other service activity (e.g., external tenure evaluations, nominator/endorser of professional society elevation, or coordination of major visits/events) that requires significant time and effort, equivalent to other ESOs
Items are counted based on their weight shown in parenthesis before each item. ESO items can be counted as ESA items if needed.	