Annual Evaluation Standards & Procedures
UCF Global
English Language Institute
University of Central Florida

Introduction

The English Language Institute (ELI) Annual Evaluation Standards and Procedures (AESP) is an evaluation system designed for faculty performance appraisal within the ELI.

Objectives:

- Align the performance appraisal system with the promotion process.

- Promote high quality teaching and professional service by ELI faculty members.

PART I – EXPLANATION OF EVALUATION

Evaluation Weights

Each year, the Director will assess each faculty member's professional performance based on teaching and service activities. Overall evaluations will be determined by weighting performance of the faculty member's formal assignment of effort in each of the component areas (teaching and service).

Each faculty member's annual performance evaluation will be based upon the actual distribution of effort between teaching and service for that evaluation period.

Evaluation of Other University Duties

Other university duties are assigned for special activities such as administrative duties or other special projects (i.e. SACs, Assistant Directors). Since the nature of these assignments is variable, no attempt is made here to specify evaluation in proportion to the total amount of time the assignment is weighted in the annual assignment form. In those cases, where other duties are a significant part of the evaluation a faculty member's performance, the faculty member, in consultation with the director, will determine alternate weights and include them on the faculty member's assignment form for all categories at the beginning of each academic year.

The ELI faculty will be evaluated by the Director using performance standards specified for all relevant performance dimensions (teaching and service). Any duties listed under "other" will be evaluated outside of the framework of this Plan, on a case-by-case basis.

Assessment of Overall Performance

Consistent with University policy and published schedules, during the Spring of each year, faculty members will prepare and submit an annual report to the Director for review and evaluation. The overall evaluation rating and the rating of each area of professional activity (teaching and service) will be based on the scale shown in Table 1. A faculty member's overall evaluation will be a weighted average of scaled points (cf. Table 1) earned for each performance activity and the assignment of effort for a particular faculty member. However, a faculty member's overall evaluation rating cannot exceed the evaluation rating s/he received on his/her highest weighted assignment dimension. For example, a faculty member with 0.90 teach and 0.10 service would be evaluated as follows: teaching, above satisfactory (3.00); service, outstanding (4.00). The calculated overall performance would be (.90 x 3.00) + (.10 x 4.00) = 3.10, which equates to "Outstanding." However, the overall evaluation cannot be higher than the teaching evaluation of "Above Satisfactory"; therefore, the overall evaluation would be "Above Satisfactory."

Table 1
Evaluation Scale

Evaluation	Rating Score for Individual Dimensions of Assignment	Range Values for Weighted Overall Rating
Outstanding	4.00	3.5 – 4.0
Above Satisfactory	3.00	2.5 – 3.4
Satisfactory	2.00	1.5 – 2.4
Conditional	1.00	0.50 – 1.4
Unsatisfactory	0.00	0.0 – 0.49

Relationship Between Annual Evaluation and Promotion

The result of a faculty member's annual evaluation in the ELI is just one of numerous components that are examined in the University promotion process. Therefore, it should NOT be construed that achieving a satisfactory or higher rating in any or all annual evaluations will automatically result in a positive promotion decision.

Modification of the Annual Evaluation Standards Procedures

The Plan may require periodic changes and will be revised in accordance with the Collective Bargaining Agreement and changes in the ELI's missions and objectives.

PART II – EVALUATION OF TEACHING AND SERVICE

EVALUATION OF TEACHING PERFORMANCE

The English Language Institute is committed to excellence in teaching and maintaining the highest standards of the profession. The criteria that follow set minimum standards for satisfactory performance as well as for criteria for assessing contributions to the institute's teaching mission that merit an above satisfactory or outstanding evaluation.

The Director will evaluate the teaching component of each faculty member's assignment and rate this performance using the evaluation scale shown in Table 1. The teaching evaluation will be based only on teaching activities during the current evaluation year (Fall and Spring). The Director's evaluation of teaching performance will be based on many factors, which faculty members should document as thoroughly as possible to meet the evaluation standards outlined in this document.

Unsatisfactory
Failure to meet the minimum conditions for satisfactory performance for two or more consecutive evaluations or in relation to written instructions for improvement from the Director.

Conditional
Failure to meet the minimum conditions for satisfactory performance, which results in written instructions for improvement from the Director.

Satisfactory
The faculty member must satisfy the following criteria to receive a rating of Satisfactory:

- Fulfilling: regularly, almost always, or always
- Not fulfilling: only sometimes, rarely, or never

1. Meets classes on a regular basis as scheduled
2. Takes daily attendance on Webcourses
3. Schedules and maintains regular office hours
4. Checks out books at the beginning of the semester on time
5. Checks in books at the end of the semester on time
6. Provides clear and detailed course syllabi that meet the ELI guidelines
7. Makes syllabi available to students on Webcourses
8. Submits weekly lesson plans before the following academic week begins
9. Teaches and assesses courses according to the skill sheets
10. Provides regular evaluative feedback on student assignments
11. Submits midterm progress reports by the deadline
12. Unless previously approved by the Director, holds a final assessment for students during the scheduled final examination period
13. Submits curriculum suggestions at the end of each term by the due date
14. Submits final grades on time

Above Satisfactory
The faculty member must satisfy the above criteria and three (3) of the following standards to receive a rating of Above Satisfactory:

1. Participates in at least 1 teaching workshop per year (FCTL, etc.)
2. Completes a pedagogical professional development certificate program or course
3. Receives a positive peer or external evaluation of teaching quality
4. Shows evidence of positive student learning gains on pre- and post-tests for courses taught
5. Positively impacts student learning by implementing innovative teaching approaches
6. Builds new or cultivates existing partnerships across the UCF campus to enhance student learning
7. Implements innovative teaching strategies that the department adapts as part of the standardized curriculum
8. Promotes student success by effectively using UCF service learning students to create a community of learners
9. Presents at a local professional conference in TESOL or a related field on a pedagogical topic
10. Presents at a regional professional conference in TESOL or a related field on a pedagogical topic
11. Presents at a state professional conference in TESOL or a related field on a pedagogical topic
12. Presents at an national/international professional conference in TESOL or a related field on a pedagogical topic
13. Maintains innovative teaching approaches, including technological and service-learning strategies to create a community of learners
14. Receives at least "Very Good" in the Student Perception of Instruction ratings from at least 70% of the evaluations completed in each course taught
15. Receives a rating of at least 80% on the instructor evaluation form from the Director
16. Contributes to the development of a new course (must document involvement on at least 50% of the project)
17. Receives compensation or funding through a university grant awarded for developing teaching materials (e.g. FCTL, Information Fluency)
18. Conducts a workshop outside the department for a university or national organization. (ACTFL, TESOL)
19. Effectively teaches at least one online course
20. Acquires a program grant or other funding which advances the teaching mission
21. Secures funding for acquisition of equipment that enhances student learning
22. Submits a Teaching Portfolio (must include teaching philosophy and evidence of success in teaching, such as student evaluations, faculty peer observations, Director observation, and other documentation)
23. Performs some other noteworthy teaching activity that is not included in the above items. Faculty must submit documentation of such teaching activity

Outstanding

The faculty member must satisfy the above criteria, including the criteria to meet the Above Satisfactory rating, and one (1) of the following standards to receive a rating of Outstanding:

1. Fulfills a total of six (6) of the standards in the Above Satisfactory category
2. Receives "Excellent" on the Student Perception of Instruction ratings from at least 70% of the student evaluations submitted in each course taught during the yearly evaluation period
3. Receives a rating of at least 90% on the instructor evaluation form from the Director for both observations, an average of the two conducted that academic year, or 100% on at least one single evaluation
4. Wins the ELI Excellence Award from UCF
5. Wins a teaching award from a regional, national, or international organization in the faculty member's discipline

EVALUATION OF SERVICE PERFORMANCE

All faculty are expected to provide service to the English Language Institute. Service will be assigned in accordance with the Assignment of Duties form, and all service must be documented to be considered.

Unsatisfactory
Failure to meet the minimum conditions for satisfactory performance for two or more consecutive evaluations or in relation to written instructions for improvement from the Director.

Conditional
Failure to meet the minimum conditions for satisfactory performance, which results in written instructions for improvement from the Director.

Satisfactory
All faculty are expected to
1. attend faculty meetings on a regular basis unless granted permission to be absent by the director
2. attend ELI student activities that replace normally scheduled IEP classes on a regular basis unless granted permission to be absent by the director
3. attend the ELI's completion ceremony at the end of each semester unless granted permission to be absent by the director

Not satisfying the above three (3) expectations along with other service criteria (e.g. SAC Service) automatically results in an unsatisfactory rating; satisfying only one (1) category above automatically results in a conditional rating.

SAC Administrative duties
Instructors serving as skill-area coordinators must satisfy the above three (3) criteria as well as the five (5) criteria listed below (by their respective due dates) to receive a rating of Satisfactory. All other

1. Ensure that all skill sheets are updated for the respective skill area
2. Check all syllabi for the respective skill area
3. Coordinate standardized midterm exams for all courses under the respective skill area
4. Coordinate standardized final exams for all courses under the respective skill area
5. Observe and complete the observation form for all first time GTAs under the respective skill area

Above Satisfactory

The faculty member must satisfy the above three (3) criteria along with other service criteria (e.g. SAC Service) and three (3) of the following standards to receive a rating of Above Satisfactory.

Outstanding

The faculty member must satisfy the above three (3) criteria along with other service criteria (e.g. SAC Service) and six (6) of the following standards to receive a rating of Outstanding.

1. Serves on an ELI committee
2. Serves in an administrative support role defined by the ELI Director (Historian, Resource Room Coordinator, HELP Lab Coordinator, Conversation Hour Coordinator, Placement Coordinator, et al.)
3. Serves on a search committee
4. Serves on a UCF committee
5. Chairs an ELI or UCF committee
6. Leads an ELI organization or club
7. Prepares a proposal for a new course or program
8. Attends an ELI social event outside of normal teaching hours
9. Attends a local, regional, state, national, or international professional conference in TESOL or a related field
10. Presents at a local professional conference in TESOL or a related field on a non-pedagogical topic
11. Presents at a regional professional conference in TESOL or a related field on a non-pedagogical topic
12. Presents at a state professional conference in TESOL or a related field on a non-pedagogical topic
13. Presents at a national professional conference in TESOL or a related field on a non-pedagogical topic
14. Presents at an international professional conference in TESOL or a related field on a non-pedagogical topic
15. Gives a public lecture in their field to a local or regional group or organization on a non-pedagogical topic
16. Serves as an officer for a local, regional, state, national or international professional organization relating to the field (TESOL, et al.)
17. Evaluates a manuscript for a professional journal or assesses a book for publication for a press
18. Publishes a book review in a journal relating to the field
19. Publishes a journal article relating to the field
20. Publishes a book relating to the field
21. Serves on a recruiting initiative
22. Provides an interview on a subject related to his/her profession to a local or national media outlet

23. Is responsible for a public lecture by a distinguished scholar in his/her field from outside UCF at UCF
24. Organizes a professional conference, seminar, or workshop
25. Serves as a designated faculty mentor
26. Completes a non-pedagogical professional development certificate program or course that benefits the ELI and/or UCF Global
27. Provides some other noteworthy service that is not included in the above items. Faculty must submit documentation of such service