

**University of Central Florida (UCF)**  
**Faculty Center for Teaching and Learning (FCTL)**  
**Annual Evaluation Standards & Procedures (AESP)**  
**Instructional Specialist**

### **Section 1: Introduction**

The purpose of this document is to provide standards for the annual evaluations for the Instructional Specialist positions with the Faculty Center for Teaching and Learning (FCTL). These procedures are based on Article 10 of the most current BOT-UFF Collective Bargaining Agreement from <http://www.collectivebargaining.ucf.edu/>.

### **Section 2: Explanation of Assignments**

FCTL Instructional Specialists perform a very wide variety of tasks in a dynamic and fluctuating environment. Pre-scheduled faculty development programs and publications provide a fairly consistent core foundation for their assignments, but Instructional Specialists also respond to unscheduled faculty needs as they arise and must, therefore, be flexible and adaptable to balance project management and customer service. FCTL Instructional specialists collaborate on all FCTL programming and projects, to take the lead on specific programs and projects, and to respond to inquiries and needs of faculty members and requests from supervisors, and to attend FCTL meetings. Instructional Specialists are largely autonomous in the development of instructional materials and program components but must also work collaboratively on behalf of Faculty Center constituents. In addition to the **Recurring Assignment**, Instructional Specialists will work with Faculty Center administration to customize an **Annual Assignment** that contains agreed-upon goals and objectives, agreed-upon leveraging of employee's strengths, and agreed-upon areas for improvement. Instructional Specialists will be evaluated on their overall Performance of Professional Responsibilities with inputs from Annual Assignments. There is currently no need for Cumulative Progress Evaluations for FCTL Instructional Specialists.

#### **Recurring Assignment**

1. Co-plan, administer, and deliver FCTL programs (Winter and Summer Faculty Development Conferences, Teaching and Learning Days, Faculty Development Cohorts, Book Clubs, Adjunct and GTA programs, etc.)
2. Co-plan, administer, and implement FCTL reports, projects, and publications (Annual Reports, Institutional Effectiveness, Credentialing Efforts, Web site development, Faculty Focus, Guide to Teaching at UCF, workshop handouts, conference agendas, etc.)
3. Provide support to faculty members regarding all aspects of teaching and learning at UCF such as making referrals to appropriate faculty support offices, assisting faculty with course design, curriculum design, assessment, student engagement, grading, lecturing, document production, providing observations of teaching, navigating UCF processes relevant to teaching, instructional technologies, etc.
4. Serve on FCTL and UCF committees (advisory boards, curriculum committees, search committees, campus initiative committees, etc.). Plan, organize, or deliver workshops, institutes, seminars, conference programs, or other professional development projects outside of FCTL responsibilities (whether internal or external to UCF). Participate in academic and professional organizations (elected office, committee chair, committee member, editorial board, conference reviewer, journal peer reviewer, etc.)

### **Annual Assignment**

Each Instructional Specialist will collaborate with their FCTL supervisor(s) to customize a personalized Annual Assignment that includes the following:

- Agreed-Upon Goals/Objectives for the upcoming academic year that fall within the broad categories of administration, instruction, research, and service and that include measurable outcomes as appropriate to the goals.
- Identification of areas of strength and reflection on how strengths could be leveraged in the upcoming assessment cycle.
- Identification of areas for improvement or opportunities to develop new skills or competencies. This item will include strategies and milestones for measuring progress.

### **Section 3: Factors used to Measure Performance**

1. Recurring Assignment: quantity of items within the 4 categories of work or services provided and quality/extent to which the work is complete, thorough, timely, effective, and accurate.
2. Annual Assignment: number of goals achieved or substantial progress made. Progress on items identified for improvement
3. Professionalism: self-motivation, organization, and concern for timeliness and effectiveness of work; interpersonal skills in the areas of communication and collegiality, leadership through initiative and proactive approach to job and challenges.

### **Section 4: Procedures**

1. Instructional Specialists will receive annual evaluations from their supervisor based on the assessment cycle of the Faculty Center (summer, fall, spring semesters) and will be completed by the beginning of the fall semester.
2. The evaluation will incorporate the Annual Accomplishments Report (AAR) collated and submitted by the Instructional Specialist, which will include the following:
  - Summary of activities performed (see Recurring Assignment items above)
  - Summary of Annual Assignment progress by category (Annual Assignment items above)
  - Quantitative evidence such as event logs, number of attendees, collection and curation of faculty deliverables from programs
  - Qualitative evidence such as results from faculty satisfaction surveys, solicited or unsolicited faculty and colleague input
  - Self-evaluation of the Performance Factors from Section 3
3. The evaluation will include the supervisor's assessment of the Instructional Specialists' performance in each of the factors listed in Section 5 below.
5. The evaluation will include an overall performance rating (see Section 5 below)
6. Prior to the next academic year, the Instructional Specialist will meet with the supervisor to complete a new Annual Assignment of goals, etc.

## Section 5: Evaluation Rubric

Unsatisfactory (consistently below expectations)	Conditional (below expectations)	Satisfactory (meets expectations)	Above Satisfactory	Outstanding	Not Applicable
U	C	S	AS	O	N/A

Recurring Assignment Performance	Ratings					
1. Program Development and Delivery	U	C	S	AS	O	N/A
2. Project Development	U	C	S	AS	O	N/A
3. Faculty Support	U	C	S	AS	O	N/A
4. Service	U	C	S	AS	O	N/A
Comments:						
Annual Assignment Performance	Ratings					
Goal 1	U	C	S	AS	O	N/A
Goal 2	U	C	S	AS	O	N/A
Goal 3	U	C	S	AS	O	N/A
Improvement/Development Progress	U	C	S	AS	O	N/A
Comments:						
Professionalism	Ratings					
Motivation	U	C	S	AS	O	N/A
Organization	U	C	S	AS	O	N/A
Timeliness	U	C	S	AS	O	N/A
Interpersonal Skills	U	C	S	AS	O	N/A
Leadership	U	C	S	AS	O	N/A
Comments:						
Totals: U-    C-    S-    AS-    O-    N/A-						

### Overall Performance Evaluation

**Outstanding:** Performance is at least Satisfactory in all areas and outstanding in at least 51% of the applicable evaluated areas.

**Above Satisfactory:** Performance is at least Satisfactory in all areas and Above Satisfactory or better in at least 51% of the applicable evaluated areas.

**Satisfactory:** Performance is at least Satisfactory in all areas; with the exception of one Conditional.

**Conditional:** Performance is below the Satisfactory level by receiving a Conditional in two or more areas.

**Unsatisfactory:** Performance is below the Satisfactory level by receiving Conditional in two or more areas for a second consecutive evaluation period.

The following evaluation represents an Above Satisfactory rating:

Recurring Assignment Performance	Ratings					
1. Program Development and Delivery	U	C	S	AS	O	N/A
2. Project Development	U	C	S	AS	O	N/A
3. Faculty Support	U	C	S	AS	O	N/A
4. Service	U	C	S	AS	O	N/A
Comments:						
Annual Assignment Performance	Ratings					
Goal 1	U	C	S	AS	O	N/A
Goal 2	U	C	S	AS	O	N/A
Goal 3	U	C	S	AS	O	N/A
Improvement/Development Progress	U	C	S	AS	O	N/A
Comments:						
Professionalism	Ratings					
Motivation	U	C	S	AS	O	N/A
Organization	U	C	S	AS	O	N/A
Timeliness	U	C	S	AS	O	N/A
Interpersonal Skills	U	C	S	AS	O	N/A
Leadership	U	C	S	AS	O	N/A
Comments:						
Totals: U- 0    C- 0    S- 4    AS- 6    O- 3    N/A- 0						<b>Above Satisfactory</b> (AS + O = 9/13 or 69%)

Modified October 20, 2021. Approved by FCTL Instructional Specialists 10/19/21.