

Annual Evaluation Standards and Procedures (AESP) for the Institute for Simulation & Training (IST)

January 24, 2025

The Annual Evaluation Standard and Procedures (AESPs) evaluates each employee annually in the areas of research, service, teaching, and other university duties (if applicable) using the academic year as stated in the BOT-UFF *Collective Bargaining Agreement* (CBA). Faculty members of the Institute for Simulation & Training (IST) comprise non-tenure earning faculty (NTE) members including (but not limited to) Research Associates, Program Directors, and Research Professors – Assistant, Associate and Full, and Scholar/Scientist/Engineer - Assistant, Associate or Full.

Non-Tenure Earning Faculty will be primarily evaluated on their research activities as these relate to their area(s) of expertise or multidisciplinary areas and the projects they are funded to support. They will provide input into their research activities and outcomes including but not limited to proposal activities, project management and sponsored engagement, research outcomes, patents and publications, presentations, and service activities (if applicable).

Percent of Effort Level of Expectations

Due to the nature and diversity of the research conducted at IST, each performance area (see table 1) may not apply to all NTE faculty. Each performance area is in accordance with UCF's AA-46 In-Unit Assignment of Duties Form and documented with their supervisor. Each employee and their supervisor may adjust their expectations and effort based on the job description and projects that the employee has been assigned for the reporting period. **Please note that these are only guidelines.**

Table 1: Breakdown of NTE faculty Six Performance Areas.

	RESEARCH & CREATIVE ACTIVITIES			SERVICE	TEACHING / INSTRUCTIONAL	OTHER DUTIES AS ASSIGNED
	Proposal Activities	Project Management & Sponsored Engagement	*Research Outcomes, Patents and Publications			
Research Focused	~80 – 100% Comprised of varied % efforts in Proposal Activities, Project Management & Sponsored Engagement, and Research Outcomes, Patents & Publications			~0 – 5%	~0 - 10%	~0- 5%
Teaching/ Instructional Focused	~50% or greater Comprised of varied % efforts in Proposal Activities, Project Management & Sponsored Engagement, and Research Outcomes, Patents & Publications			~0 – 5%	~50% or less	~0- 5%

*As an example, faculty may produce commensurate documents such as Software Design Documents, Software Test Plans, Data Flow Diagrams, System Documentation, Training, and/or Installation Documentation in lieu of Professional Papers and Professional Presentations.

Expectations Defined as Performance Areas

Expectations are defined as activities an employee is expected to complete during the performance period. IST activities are grouped into **six performance areas** listed below, along with examples of typical activities associated with each area.

Each performance area will be evaluated, taking the employee's percentage of effort for that area into consideration. For example, if the majority of an employee's percent of effort is to be spent on Project Management with a minimal engagement in Service, then their overall rating in Project Management will weigh more than any lower percent Service rating they receive.

1. RESEARCH & CREATIVE ACTIVITIES

a. Proposal Activities

Factors considered for proposals include but are not limited to:

- Generation of and quality input on proposal(s) submissions
- Significance of sponsor or monetary value
- Engagement with industry, federal, state and local government, foundations, other academic institutions, diversity in funding sponsors, and Proposal(s) awarded

Possible Outcomes
Proposed: Principal Investigator/Co-Investigator, or Senior/Key Personnel of funded external grants (e.g., Industry, federal, state and local, Non-Profit)
Proposed: Principal Investigator of internal UCF grants
Proposed: Highlight significance of research proposal, significance of the sponsoring agency, and/or diversity of funding sponsors Merit will be given to those who proposed small research initiatives in innovative and breakthrough areas
Awarded: Principal Investigator/Co-Investigator, or Senior/Key Personnel of funded external grants (e.g., Industry, federal, state and local, Non-Profit)
Awarded: Principal Investigator of internal UCF grants
Awarded: Highlight significance of research proposal, significance of the sponsoring agency, and/or diversity of funding sponsors Merit will be given to those who proposed small research initiatives in innovative and

breakthrough areas

b. Project Management and Sponsored Engagement

Factors considered for project management include but are not limited to:

- Project scope, which includes the project's cost, schedule, and performance
- Actively serving as a member in a project team
- Sponsor reporting and meetings based on contractual requirements (quarterly, monthly, weekly)
- Sponsor and stakeholder relationships and feedback

Possible Outcomes
Meet sponsored research proposal objectives and deliverables.
Obtain follow-on funding, new effort opportunities.
Contribute to project team meetings, project technical meetings and other activities.
Contractual reports, documenting performance, progress, and satisfaction (e.g., meeting deadlines, timelines, responsibility, contributing to solving problems) in the form of email documentation or letter.

c. Research Outcomes, Patents and Publications:

Dissemination of research results is critical to enhancing UCF's reputation. This category measures various types and forms that represent dissemination of project results. These include:

- Sponsored research reports, technical documentation, and publications
- Sponsored research journal articles, book chapters, archival publications, conference publications and workshops
- Sponsored research patent disclosures, patent filings
- Development of and maintaining research materials for the academic and public communities.
- Research awards that demonstrate research excellence in your field.

Possible Outcomes
Awarded patent innovation, innovative hardware and/or software inventions licensing during this reporting period.
Publication standing (e.g., peer reviewed, national, international). H index (when deemed appropriate).

Invitation to submit paper to special issue journal or paper publication, serve as a guest speaker at an academic venue.
Acceptance of scholarly or academic work at a national or international professional or academic meeting (e.g., papers, posters, workshops).
Development and/or maintenance of internet or onsite archival holdings that assist academic and public research.
Research awards to include but not limited to Research Incentive (RIA), Luminary, Excellence in Research and external awards specific to your field.

2. SERVICE

Factors considered for service include but are not limited to:

- Internal UCF committees and activities
- Any external committees and activities outside of UCF
- Civic and community involvement

Possible Outcomes
Serving on an IST committee.
Serving as a chair or vice-chair on university committee or subcommittee.
Participating on a university committee or subcommittee (e.g., serving on faculty senate).
Serving on a professional international, national, state, and/or regional committee.
Adopting leadership roles in professional organization events in one's discipline (e.g., chairing a conference, local arrangements for professional events, editorships of journals, etc.).
Presenting at industry or community events (e.g., giving a keynote speech, serving on a panel, volunteerism).
Faculty advising of student organizations or clubs at the graduate or undergraduate level resulting in awards, grants, and placements in external competition.
Serving as a sponsor, coach, judge, etc. for student activities or outreach groups.

3. TEACHING/INSTRUCTIONAL

Factors considered for teaching and mentoring include but are not limited to:

- Teaching undergrad or graduate course
- Undergrad and graduate student mentoring
- Participation in an academic committee for masters or doctorate dissertation
- Serving academic committee for masters thesis or doctorate dissertation

- Managing sponsored research students, undergraduate research assistants, graduate research assistants

Possible Outcomes
Serving as an instructor of record for a graduate or undergraduate course.
Mentor undergraduate or graduate students (e.g. publications, UCF Honors in the Major, UCF student research awards).
Serving as a chair on graduate dissertation/thesis student graduate and undergraduate committees (e.g., chair of undergraduate honor's thesis) (in a given year).
Publishing with your sponsored research students (e.g., posters, papers) at local, national, or international academic or professional venues.

4. OTHER DUTIES AS ASSIGNED

Factors considered for "Other" duties include those that are approved by your supervisor or IST Director.

Evaluation Standards

Supervisors shall consider employee performance and outcomes within each of the six Performance Areas. Additionally, input can be considered from Principal Investigators, contract and grants clients and others closely associated with the work activities of the employee in development of the overall evaluation of the employee. It is important for every employee to provide supporting documentation of all Performance Area outcomes, as the overall rating for each performance area will be based on that evidence.

Overall Rating Definitions

Guidelines for assigning evaluation ratings in each of the six Performance Areas (as agreed upon prior to the evaluation period) are provided below:

Unsatisfactory (U):	Conditional (C):	Satisfactory (S):	Above Satisfactory (AS):	Outstanding (O):
Performance fails to meet the expected level of performance in assigned activities, based on the expected level of involvement.	Performance fails to meet the expected level of performance in assigned activities, based on the expected level of involvement. Performance needs to improve.	Performance meets the expected level of performance in assigned activities, based on the expected level of involvement.	Performance exceeds the expected level of performance in assigned activities, based on the expected level of involvement, some of the time.	Performance exceeds the expected level of performance in assigned activities, based on the expected level of involvement, most of the time.