

ANNUAL EVALUATION STANDARDS AND PROCEDURES
Judaic Studies Program/Dean's Office
Intended for first use in the 2013-2014 academic year

Annual Evaluation

Annual evaluation of a faculty member is conducted by the Program Director, who draws upon the annual report and renders assessments for each of the four basic categories of teaching, research and service/professional development and other assigned duties. From these assessments, an overall evaluation is derived.

The following procedure will be employed in the Program for the execution of faculty evaluations:

- 1) The faculty member prepares an annual report according to the categories designated on the report form.
- 2) The faculty member submits the Faculty Annual Report to the Program Director.
- 3) The proposed written evaluation is presented to the faculty member.
- 4) The faculty member is given the opportunity to discuss the evaluation with the Director.
- 5) The final evaluation is signed and dated by the Program Director and the faculty member.

I. Teaching

The Judaic Studies Program has a commitment to excellence in teaching. It is expected that all faculty will devote significant time and effort to teaching and provide students with intellectually stimulating classes.

- A. Meeting classes on a regular basis as scheduled.
- B. Student evaluations, including written comments, and the faculty member's response to such evaluations.
- C. Classroom peer-review(s), as assigned by the Program Director or requested by faculty member.
- D. Evidence of excellence and rigor in teaching that can be documented through review of syllabi, classroom visits, review of examinations given, or other methods
 1. A copy of the syllabus for each course must be submitted to the Program Director at the beginning of each semester.
 2. A classroom visit by the Program Director must be completed for each class each semester.
- E. Demonstrable interdisciplinarity of courses, if relevant.
- F. Supervision of student research projects or theses.
- G. Academic advisement.
- H. Additional evidence of extra teaching effort or other evidence of quality teaching such as the following:
 1. Awards or other kinds of formal recognition.
 2. Development of new academic programs of study, new courses, new textbooks, and significant revisions to existing courses or textbooks.
 3. The development and successful implementation of innovative pedagogical techniques and/or materials.
 4. Scholarly activity related to teaching.

5. Oversight of independent studies, directed readings, and internships.
 6. Teaching of Honors courses, or participation on Honors thesis committee.
 7. Service related to teaching.
 8. Presentation of guest lectures in classes taught by other instructors.
- I. Instructors are expected to:
1. Hold scheduled office hours;
 2. Reply in a timely fashion to student inquiries;
 3. Provide effective and accurate advisement when requested
 4. Provide clear, detailed course syllabi that meet the university requirements;
 5. Give fair examinations and returns them in a timely fashion.
 6. Provide book orders on time as required by State legislature.
 7. Meet with students in final examination period in compliance with UCF regulations.
 8. Submit grades on time.

The activities outlined above are not rank-ordered. However, it is expected that meritorious performance as teachers will be evidenced by indicators of pedagogical success, as well as effort. Faculty members may demonstrate their effectiveness as teachers by multiple means, including measures of student satisfaction, measures of student success, and/or peer review or recognition. Ratings for individual categories will be based upon quality and quantity of performance. For the rating, see below.

The assessments (and thus overall evaluations) are based upon the following kinds of standards of merit. The paradigmatic activities listed are not necessarily exhaustive, and other relevant activities may be counted by the Program Director if so requested by the faculty member.

Evaluation of faculty teaching will be based on an assessment of the following:

1. Student Evaluations
2. Course syllabi
3. Other class materials such as class notes, student exams, and assignments, and any other materials relevant to the faculty member's teaching assignment
4. Any relevant materials the faculty member may wish to submit
5. Unsolicited student communications (not anonymous)

Satisfactory

The faculty member will receive a rating of "Satisfactory" in teaching based on fulfilling all of the following standards:

1. Meets classes on a regular basis as scheduled
2. Holds scheduled office hours
3. Replies in a timely fashion to student inquiries
4. Provides effective and accurate advisement when requested
5. Provides clear, detailed course syllabi that meet the university requirements
6. Gives fair examinations and returns them in a timely fashion
7. Gives final examinations during the final examination period in compliance with university regulations
8. Treats students in a respectful, professional way

Above Satisfactory

The faculty member will receive a rating of “Above Satisfactory” if the faculty member meets the standards for a “Satisfactory” rating and in addition attains three (3) of the following:

1. Has student evaluations in a majority of courses above the CAH mean. This criterion will be measured by a comparison of the “Overall Assessment of Instructor” item
2. Has student evaluations in a majority of courses above the department mean. This criterion will be measured by a comparison of the “Overall Assessment of Instructor” item
3. Teaches an Honors class
4. Serves as a member of an Honors in a thesis committee
5. Teaches a web course (either M or W)
6. Teaches a large class of at least 50 students.
7. Teaches a new course
8. Supervises independent study, directed readings, and internships
9. Teaches more than five courses in the yearly evaluation period.
10. Performs some other noteworthy teaching activity that is not included in the above items. Faculty must provide documentation of noteworthy teaching activity such as:
 - a. The development and successful implementation of innovative pedagogical techniques
 - b. Scholarly activity related to teaching
 - c. Presentation of guest lecturers in classes taught by other instructors
11. Participates in a teaching-related workshop

Outstanding

The faculty member will receive a rating of “Outstanding” if the faculty member meets the standards for an “Above Satisfactory” rating and in addition attains at least one of the following:

1. Fulfills a total of five (5) of the standards in the “Above Satisfactory” category
2. Wins a UCF TIP Award
3. Wins a CAH Excellence in Teaching Award
4. Supervises a completed Honors thesis
5. Supervision of student research projects, theses
6. Administers/Directorship of an academic program of study
7. Mentor adjuncts and other colleagues in teaching effectiveness
8. Serves as a consultant to other educational institutions

II. Research and Creative Activity:

The Judaic Studies Program expects all tenured and tenure-track faculty to have an active research program with a view to publishing scholarly monographs and peer-reviewed articles in international, national, and regional journals. Success in research means publication of scholarly monographs and peer-reviewed articles and it is on these bases that faculty research must be judged. Faculty will be expected to provide documentation for all research activity when requested to do so.

The following activities will be considered in assessing the merit of faculty research and creative activity. All research and creative activities should be related to the faculty member’s disciplinary or interdisciplinary expertise.

1. Publication of scholarly books, articles, book reviews, and commentaries.
2. Translation of scholarly books and articles.
3. Editing of scholarly books and journals.

4. Production of scholarly materials in alternative media.
5. Scholarly presentations at professional conferences.
6. Funded grant activity.
7. Submission of grant applications, book proposals, essays or other relevant work for professional review and consideration.
8. Demonstration of interdisciplinarity in research, if relevant.

The activities outlined above are not rank-ordered. However, the following general principles will apply in assessing the merit of scholarly and creative activities:

1. Books rank above articles, articles rank above published reviews and commentaries.
2. Authored books rank above edited books or textbooks.
3. Peer-reviewed activities rank above non peer-reviewed activities.
4. Work published in international or national journals or presented at international or national conferences ranks above work published in regional or state journals or presented at regional or state conferences.
5. Publications rank above presentations.
6. Funded grant proposals rank above grant submissions.
7. Work accepted for publication, presentation, or distribution ranks above work submitted.
8. Work-in-progress that has not been presented, submitted, accepted, contracted, or funded will not be counted.
9. Peer-reviewed electronic publications will be evaluated according to the same principles as print publications, namely those listed above.
10. Articles will count only one time, either in the year they are accepted or the year they are published. Book and book chapters will count only time, either in the year they are in press or the year they are published.
11. In cases of multiple authorship, the first author shall be assumed to be the primary author unless information is provided that indicates otherwise.

Satisfactory

The faculty member will receive a rating of “Satisfactory” if the faculty member meets one of the following standards:

1. Demonstrates progress on a book length manuscript
2. Submits a substantial article to a peer-reviewed journal
3. Publishes a book review in a scholarly journal
4. Publishes an article in a non-peer-reviewed journal
5. Submits a grant proposal, internal or external

Above Satisfactory

The faculty member will receive a rating of “Above Satisfactory” if the faculty member meets the requirements for a “Satisfactory” rating and in addition fulfills one of the following standards:

1. Authors a scheduled paper presented at a state, regional, national, or international professional conference
Publishes a peer-reviewed book chapter (written or translated) Has an article accepted or published in a peer-reviewed journal (written or translated)*
2. Has a book manuscript under consideration at a reputable press.
3. Has an internal grant proposal funded

Outstanding

The faculty member will receive a rating of “Outstanding” if the faculty member meets any one of the following standards:

1. Publishes a scholarly monograph or translates one
2. Publishes an edited book or translates one
3. Publishes two articles in peer-reviewed journals or two book chapters or one article in a peer-reviewed journal and one book chapter
4. Publishes an article in a peer-reviewed journal or a book chapter and presents two papers at state, regional, national, or international conferences
5. Obtains a funded external grant
6. Publishes as co-author a scholarly book
7. Publishes a text book with a reputable press
8. Wins a UCF RIA Award

III. Service and Professional Development

Although less important than Teaching and Research, all faculty are expected to provide service to the program, the college, and the university as well as to professional organizations.

A. University Service

1. Membership and active and effective participation on Office, College or University committees; Faculty Senate.
2. Organizing, or participating in, workshops or seminars related to the mission of the Office, College or University.
3. Coordination of special academic programs.
4. Advisor to campus organizations.
5. On two or more departmental standing committees.
6. Serves on a department search committee.
7. Serves on a CAH committee.
8. Serves on a university committee.
9. Chairs a department standing committee, a department search committee, a CAH committee, or a university committee.
10. Chairs the department's Research Colloquium series.
11. Other service (such as special assignments).
12. Provides substantial service to a student organization.
13. Gives a public lecture on a Judaic subject to a local or regional group or organization.
14. Gives a talk on a Judaic subject to a public, private, or charter school.
15. Consults with a public, private, or charter school to improve history education.
16. Serves as an officer for a local, regional, state, national or international professional organization.
17. Evaluates a manuscript for a professional journal or assesses a book for publication for a press.
18. Publishes a book review in a newspaper.
19. Serves as a chairperson for, or a discussant on, a panel at a state, regional, national or international professional meeting.
20. Provides an interview on a Judaic subject to a local or national media outlet
21. Is responsible for a public lecture by a distinguished Judaic speaker from outside UCF at UCF.
22. Organizes a professional conference, seminar, or workshop.
23. Serves on an advisory professional board or an editorial board.

24. Heads the department Institutional Effectiveness Committee.
25. Advises or assists with Hillel or Chabad Student Organizations.
26. Serves on the UCF Faculty Senate.

B. Professional Service

1. Offices or special responsibilities in professional organizations related to academic discipline.
2. Membership in professional organizations related to academic discipline.
3. Attendance at professional meetings related to academic discipline.
4. Participation in, as well as organization of, conferences, courses, workshops and seminars designed to enhance competence and understanding in academic or scholarly contexts.
5. Review academic manuscripts.
6. Serve in an editorial capacity for an academic publication.
7. Membership on professional organization advisory boards.

C. Public Service

1. Speak to public schools classes or to other community or state organizations.
2. Serves as consultant due to professional expertise related to one's academic discipline.
3. Serves as moderator or guest on television or radio programs or as commentator in print media.

D. Professional Development

Satisfactory

The faculty member will receive a rating of "Satisfactory" if the faculty member meets three (3) or four (4) of the above standards.

Above Satisfactory

The faculty member will receive a rating of "Above Satisfactory" if the faculty member meets five (5) or six (6) of the standards listed above.

Outstanding

The faculty member will receive a rating of "Outstanding" if the faculty member meets seven (7) or more of the standards listed above.