

University of Central Florida
College of Engineering and Computer Science
Department of Mechanical and Aerospace Engineering
Faculty Annual Evaluation Standards and Procedures (AESP)
Intended for first use in the 2025-2026 Evaluation Period

Introduction

The faculty members of the Department of Mechanical and Aerospace Engineering (MAE) at UCF have worked to develop an Annual Evaluation Standards and Procedures (AESP) plan that will serve as a guide for the faculty members' performance in the areas of teaching, research & scholarly activity, and service. The department's AESP is aligned with the University's guidance for AESPs. It is aligned with the UCF College of Engineering and Computer Science (CECS) missions and UCF's strategic plan. All faculty members of the MAE department are expected to perform tasks and activities that will support the mission and goals of the department.

The activities of faculty members in the areas of teaching, research and service will be evaluated annually using the academic year as stated in the most current UCF BOT-UFF Collective Bargaining Agreement. Each faculty member will complete an annual summary of their activities through the Faculty Annual Report (FAR) related to teaching, research and service duties. This summary of activities will be evaluated by the Department Chair using the MAE AESP criteria as described in the following sections. The faculty may request and meet individually with the Department Chair to discuss the results of the annual evaluation and any suggestions for improvement and/or FTE changes needed to enhance teaching, research or service for the following academic year.

Upon review of the FAR of effort and activities, the MAE Department Chair will assign a rating for each category (i.e., teaching, research & scholarly activity, service, and other duties as assigned). Standard Guidelines outlined in this document will be used by the Department Chair to assign ratings for the various categories. The overall rating is assigned based on summative assessment of teaching, research, and service and individual faculty member's FTE.

It is the faculty member's responsibility to document activities and accomplishments in their faculty annual reports.

Research

Satisfactory

To receive satisfactory rating, CECS faculty should meet the following key criteria: Teaching effectiveness; Research productivity, and service contribution that includes continuous engagement in professional growth.

Two of the following three merit criteria should be met:

- Merit Criterion 1: Publish or have accepted 1 paper in meritorious journals or 1 conference paper in recognized venues by professional societies in the Year evaluated or average over the last three years.
- Merit Criterion 2: Research Awards (RA) of \$75k or Research Expenditures (RE) of \$50k in the Year evaluated or average over the last three years.
- Merit Criterion 3: Participate in proposals submitted for a total of at least \$500k in the last 3 Years.

New faculty members in their first three years will not be held strictly to these criteria.

Above Satisfactory

A composite of the following merit criteria will be considered for an Above Satisfactory rating:

- Merit Criterion 1: Publish journal papers at a rate above the median of the faculty members in the department in the year evaluated or average over the last three years.
- Merit Criterion 2: Publish conference papers at a rate above the median of the faculty members in the department in the year evaluated or average over the last three years.
- Merit Criterion 3: Publish scholarly articles in high quality, peer-reviewed journals or conference proceedings with members of own research teams.
- Merit Criterion 4: Publish scholarly articles in high quality, peer-reviewed conference proceedings with a low acceptance rate, such as Hilton Head and Transducers, with members of own research teams.
- Merit Criterion 5: Research Awards (RA) or Research Expenditures (RE) above the median department level in the year evaluated or average over the last three years.

- Merit Criterion 6: Support students above the median department level in the year evaluated or average over the last three years.
- Merit Criterion 7: Chair to completion a student PhD dissertation committee in the year evaluated or average of one over the last three years.
- Merit Criterion 8: Chair to completion student MS thesis committees at or above the average in the year evaluated or average over the last three years.
- Merit Criterion 9: Five-year H-index above the median department level of T/TE faculty members.

New faculty members in their first three years will not be held strictly to these criteria.

Outstanding

A composite of the following merit criteria will be considered for an Outstanding rating:

- Merit Criterion 1: Publish journal papers at a rate above the average of the faculty members in the department in the year evaluated or average over the last three years or published a research book in the last three years.
- Merit Criterion 2: Publish conference papers at a rate above the average of the faculty members in the department in the year evaluated or average over the last three years.
- Merit Criterion 3: Publish the majority of articles in Q1 peer-reviewed journals with members of own research teams.
- Merit Criterion 4: Publish the majority of peer-reviewed conference proceedings with a low acceptance rate with members of own research teams.
- Merit Criterion 5: Research Awards (RA) or Research Expenditures (RE) above the average of the faculty members in the department in the year evaluated or average over the last three years.
- Merit Criterion 6: Support students above the average of the faculty members in the department in the year evaluated or average over the last three years.
- Merit Criterion 7: Chair to completion student PhD dissertation committees in the year evaluated or average over the last three years.
- Merit Criterion 8: Chair to completion student MS thesis committees significantly above the average in the year evaluated or average over the last three years.
- Merit Criterion 9: Five-year H-index above the average of the faculty members in the department of T/TE faculty members.

- Merit Criterion 10: Major recognition, such as distinguished member of professional organization (e.g., ASME, AIAA), invited talks (e.g., keynote talks and podium presentations in competitive conferences), best paper awards, RIA, journal cover or featured article, national or international level research award, and patents awarded.

Teaching

Satisfactory

Two of the following three merit criteria should be met:

- Merit Criterion 1: SPI of 3.0. The SPI scores in individual courses may be adjusted upward up to 0.5 for large undergraduate classes and/or other considerations, such as first-time teaching, new teaching method and unexpected events.
- Merit Criterion 2: On average good student comments in the SPI except for a limited number of negative comments.
- Merit Criterion 3: Participate in at least one teaching activity, such as course instruction, course development, student supervision, or student mentoring pertinent to student learning defined by the accreditation organizations and as detailed in the FAR Section I.

Above Satisfactory

A composite of the following merit criteria will be considered for an Above Satisfactory rating:

- Merit Criterion 1: SPI scores above the Department median.
- Merit Criterion 2: teaching two or more classes with enrollments exceeding 150 students at the undergraduate level or 50 at the graduate level per year.
- Merit Criterion 3: Development of a new course or teaching a course for the first time.
- Merit Criterion 4: Substantial revision of an existing course, including collaboration with CDL, FCTL, interdepartmental or college level assessment and/or developing a new teaching method (e.g., Mixed Mode or Project-Based Learning (PBL)).
- Merit Criterion 5: Development of at least one educational proposal development, such as NSF NRT, REU, RET, SURF, etc.

- Merit Criterion 6: Conference presentations in engineering and appropriate education venues.

Outstanding

A composite of the following merit criteria will be considered for an Outstanding rating:

- Merit Criterion 1: SPI scores in the upper quartile of the faculty members in the department.
- Merit Criterion 2: teaching four or more classes with enrollments exceeding 150 students at the undergraduate level or 50 at the graduate level per year.
- Merit Criterion 3: journal and peer-reviewed conference publications in leading engineering and appropriate education venues.
- Merit Criterion 4: Leadership in at least one curriculum development, such as initiating, planning and executing major curriculum revision that employs assignments and activities clearly tied to student learning outcomes, new teaching lab development, major teaching lab restructuring, or creation of new degree program.
- Merit Criterion 5: Leadership in implementing established but nontraditional teaching methods, such as PBL, Mixed Mode, Online Course Delivery, etc.
- Merit Criterion 6: Implementation and validation of at least one pedagogical method, such as scholarly work developed and studied by faculty, novel teaching effort that results in improved student performance, etc.
- Merit Criterion 7: Educational grant award such as NSF NRT, REU, RET, SURF, etc.
- Merit Criterion 8: Competitive teaching award such as TIP, Teaching excellence award, SOTL, etc.
- Merit Criterion 9: Textbook publication in the last three years.
- Merit Criterion 10: Teaching outcome recognition through major fellowship, student award, such as from NSF, NASA, etc.

Service

Satisfactory

The following merit criteria should be met:

- Merit Criterion 1: Unless with chair's prior approval, attend all assigned meetings, such as committee meetings, dept-wide faculty meetings and retreats.

- Merit Criterion 2: Timely completion of mandatory university, college, and department service duties, such as COI, Code of Conduct, and FERPA, proper office hours postings, except for limited cases of tardiness.

Above Satisfactory and Outstanding

A composite of the following merit criteria will be considered for Above Satisfactory and for Outstanding ratings:

- Merit Criterion 1: Active participation/officer in/of a professional organization, such as session chair, track organizer, conference chair/co-chair in a conference, committee member in a technical division of professional societies, and chair of professional committees.
- Merit Criterion 2: Reviewer/editor/co-editor/editorial board member of manuscripts for conferences or/and journals, and evaluation of external P&T dossier.
- Merit Criterion 3: Chair/member of committees at UCF.
- Merit Criterion 4: Member of MS and PhD committees for non-tenured faculty members.
- Merit Criterion 5: Active mentoring of other faculty, such as proposal review, participating in faculty development work group, etc.
- Merit Criterion 6 Volunteer in department, college or university wide events, such as coordinating seminar, hosting external visitor, participating in OR workshop, etc.
- Merit Criterion 7: Faculty judge for a student competition at departmental, university or above levels.
- Merit Criterion 8: Involvement in K-12 outreach and recruitment activities e.g., open house, recruitment lectures and seminars, National Merit Scholar dinner, etc.
- Merit Criterion 9: Faculty advisor to student organization, such as ASME, AIAA.
- Merit Criterion 10: Competitive service award/s.
- Merit Criterion 11: Member of professional academy.
- Merit Criterion 12: Fellow/associate fellow of professional society (e.g., ASME, AIAA, etc.).

