



University of Central Florida

NanoScience Technology Center

FACULTY ANNUAL EVALUATION STANDARDS & PROCEDURES

Intended for first use for the 2013-2014 academic year

The goal of all NanoScience Technology Center (NSTC) faculty is to realize their vision of building an internationally recognized nanoscience/nanotechnology unit. This will take the effort of faculty at all levels, including assistant, associate and full professors, and especially at the senior level. Senior faculty should be internationally recognized leaders in the nanoscience/nanotechnology field and should act as role models for tenure track faculty in the NSTC. Since the faculty have the responsibility of developing and maintaining a scholarly body of scientific research and educational work, the faculty will be evaluated based on their performance in working towards that objective. The NSTC Director will use the performance measures outlined in this document for annual faculty evaluations. One of the primary considerations will be the performance of multidisciplinary, collaborative interactions both within the NSTC and with the rest of the university, as well as outside the university.

It is understood that the standards of the NSTC, particularly for research and scholarly activity, may be significantly different from other units at UCF. The weights for the research, teaching and service assignments for NSTC faculty would typically be 50%, 40%, and 10%, with the most common assignment of one course in spring and one course in fall, respectively. Six-credit-hour teaching load per evaluation year should be assigned by the department head and NSTC director. The NSTC faculty member should not be penalized if the department head and NSTC director does not assign six-credit hour teaching to the faculty member.

Annual Faculty Evaluation Standards and Procedures

At no point, if the faculty member has met all the standards in a specific category, will the faculty member be given a rating less than that indicated by the reported performance. However, in the event that all standards are not exactly met for a specific performance rating, the Director at his/her discretion may still give a rating at that level. This might occur, for example, in a case where the faculty meets a higher standard in some other aspect of the same category.

The following procedures apply to all faculty members in the NSTC.

Procedures: Each NSTC faculty member (tenured, tenure-track, or visiting) will prepare the required Faculty Annual Activities Report (FAR), describing his or her accomplishments in teaching, research, service, and any other assigned duties during the academic year. Additionally, a up-to-date curriculum vitae (resume) will be submitted with the FAR.

The Director will use these summary reports, CV, and other relevant information to assign ratings for each category that describes the performance of each faculty member. In doing so, the Center Director will use the standards outlined in this document

The ratings are:

- Outstanding
- Above satisfactory
- Satisfactory
- Conditional
- Unsatisfactory

The Director and each faculty member will meet annually after annual evaluation to discuss:

- Faculty productivity during the evaluation period (i.e., the academic year);
- Ratings of research, teaching, service, and any other assigned duties. Tenured associate and full professors may be given additional classroom teaching assignments or other assignments if the evaluation of research and creative activities or service (or both) is satisfactory or lower;
- Next year's plans and goals;
- Open time to discuss any other issues, needs or concerns.

This meeting is followed by a written summation of the review on the Evaluation Form from the Director for each faculty member of the Center. The review form will be completed and signed by the Director. This review will provide feedback on research, teaching, and service. Each faculty member will be asked to sign the Evaluation Form and may choose to respond in writing to the annual review. This response also becomes a part of that faculty member's file. Annual evaluations will be used primarily to determine faculty merit salary increases for the following year if raises are mandated. A faculty member having attained the required performance standards, as described below, may not have their evaluation reduced by standards not specified within this document. If the faculty disagrees with the individual ratings and the overall evaluation, she/he can write a rebuttal and talk with the next level supervisor.

All publications will count, even if they are shared authorship with another group.

Mentoring visiting professors without providing financial support from NSTC faculty, undergraduate students (no research credit) and high school students will be counted as faculty service. Graduate students supported by both internal and external fellowship will be counted as faculty teaching and research contribution.

Overall performance rating:

The evaluation of the research, teaching, and service contributions will be conducted according to the standards set forth in this document. The overall performance rating will be determined by the ratings in the individual categories, and also the FTE assignment. In this way, there is a clear path for each faculty member to perform satisfactorily or better even though faculty members may have FTE assignments that are different from the “typical” assignment.

The overall evaluation of the faculty member will be determined using the following approach:

For each rating in the research, teaching, and service categories, a numerical score is given according to the following:

Outstanding:	4
Above Satisfactory:	3
Satisfactory:	2
Conditional:	1
Unsatisfactory:	0

The overall score will be determined by multiplying the numerical score in each category by the fractional FTE, and summing over all three categories. For example, a faculty member having a “typical” assignment of 50% research, 40% teaching, and 10% service, would have an overall score calculated as

$$\text{Overall Score} = (\text{Research Score}) \times 0.50 + (\text{Teaching Score}) \times 0.40 + (\text{Service Score}) \times 0.10.$$

If this faculty member receives an “Above Satisfactory” in research, “Satisfactory” in teaching, and “Conditional” in service, the overall score would then be

$$\text{Overall Score} = 3 \times 0.50 + 2 \times 0.40 + 1 \times 0.10 = 2.40.$$

The overall score will be used to assign the “overall evaluation” according to the following ranges:

Outstanding:	$3.5 \leq \text{Overall Score}$
Above Satisfactory:	$2.5 \leq \text{Overall Score} < 3.5$
Satisfactory:	$1.50 \leq \text{Overall Score} < 2.5$
Conditional:	$0.50 \leq \text{Overall Score} < 1.5$
Unsatisfactory:	$\text{Overall Score} < 0.50$

For the example given above, the faculty member receives an overall score of 2.40, and therefore would receive at least a “Satisfactory” overall evaluation.

If a faculty member receives a “conditional” rating in two continuous years, the faculty member will be evaluated at “unsatisfactory” for the second year.

Tenure-track Assistant Professor (assumed to be a 6-year process)

Category A. Instructional Activities

Unsatisfactory

1. Has less than 50% rating of “good” or above in “overall evaluation of instructor” student evaluations in all established courses taught. This requirement will not be applicable to newly developed courses or course taught for the first time.
2. Has no active Ph.D. or M.S. graduate students or postdocs.
3. Fails to: a) meet assigned classes regularly (as scheduled), b) provide students with course syllabus and final exam(s), c) use appropriate and up-to-date instructional techniques, d) cover appropriate course topics and materials, and e) keep regular and special advisement appointment hours.

Conditional

1. Meets assigned classes regularly as scheduled and provides students with course syllabus and final exam, uses appropriate and up-to-date instructional techniques, covers appropriate course topics and materials, keeps regular and special advisement appointment hours, and is well-informed and professional in advising assigned students.
2. Has at least 50% rating of “good” or above in “overall evaluation of instructor” student evaluations in all established courses taught. This requirement will not be applicable to newly developed courses or course taught for the first time.
3. Has no active Ph.D. or M.S. graduate students or postdocs.

Satisfactory

Demonstrates skills as an effective teacher by the following:

1. Meets assigned classes regularly as scheduled and provides students with course syllabus and final exam, uses appropriate and up-to-date instructional techniques, covers appropriate course topics and materials, keeps regular and special advisement appointment hours, and is well-informed and professional in advising assigned students.
2. Has at least 50% rating of “good” or above in “overall evaluation of instructor” student evaluations in all established courses taught. This requirement will not be applicable to newly developed courses or course taught for the first time.

3. Is the major advisor for at least one active Ph.D. graduate student, M. S. student or postdoc. Shared Ph.D. students will count 0.5 towards this total. An M.S. student will count 0.5 toward this total. M.S. students cannot be counted more than one Ph.D. student. A visiting research professor counts as a postdoc.

Above Satisfactory

1. Meets standard #1 from the three items on the “Satisfactory” performance list above.
2. Has demonstrated active involvement in curriculum and departmental programs. Two of the following teaching activities were completed:
 - developed new teaching laboratory experiments to update course content of existing courses;
 - included new course modules to update course content of existing courses;
 - submitted a proposal for an education related program, or for teaching laboratory instrumentation;
 - taught an existing course for the first time (new course preparation);
 - had at least 60% rating of “good” or above in “overall evaluation of instructor” student evaluations in all courses taught;
 - supervised an undergraduate student;
 - had documented extensive tutoring of students other than the faculty member’s own students;
 - faculty member’s students presented at a conference (e.g. regional meetings of ACS, FLAVS).
3. Is the major advisor for at least two Ph.D. graduate students or postdocs. Shared Ph.D. students will count 0.5 towards this total. M.S. students cannot be counted more than one Ph.D. student. A visiting research professor counts as a postdocs.

Outstanding

1. Meets standards #1 and #2 on the list above for “Above Satisfactory”.
2. Supervises three Ph.D. graduate students or postdocs. Shared Ph.D. students will count 0.5 towards this total. M.S. students cannot be counted more than one Ph.D. student. A visiting research professor counts as a postdocs.
3. Has demonstrated active involvement in curriculum and departmental programs. Two of the following teaching activities were completed:
 - published material that supports instruction to a broad audience;

- won funding for a proposal towards an education related program, or for teaching laboratory instrumentation;
- participated in outreach activities;
- participated in at least 2 candidacy or Ph.D. defense committees;
- has won teaching awards during the evaluation period;
- supervised an undergraduate honors thesis project or REU project;
- guest lecture in other faculty's courses at UCF or other institutions;
- faculty's students presented at a major conference with international attendance (e.g. ACS, APS, MRS, Biophysical Society Annual Meeting).

Category B: Research and Creative Activities

Unsatisfactory

1. Has not demonstrated any scholarly activity through peer reviewed paper preparation or publications
2. No research funding or activity, including support of Ph.D. students/postdoc or proposal submittals.

Conditional

1. Has not demonstrated any scholarly activity through peer reviewed paper preparation or publications.
2. No research funding, but has submitted one major grant proposal that could fund one or more students/postdocs if funded.

Satisfactory

1. Has demonstrated scholarly activity through at least two peer reviewed papers being published, in press or accepted for publication during the evaluation year. This requirement will be relaxed for year 1 and year 2 tenure track faculty.

AND, EITHER

2. Research funding shown to be at a level commensurate with their ability to support one Ph.D. student/postdoc including, but not limited to, salary, fringe, tuition, supplies and instrument costs. A visiting research professor counts as a postdoc. Shared Ph.D. students

will count 0.5 towards this total. An M.S. student will count 0.5 toward this total. M.S. students cannot be counted more than one Ph.D. student.

OR

3. In the first two years, documented a viable research program through the submission of at least two grant proposals.

Above Satisfactory

1. Research funding shown to be at a level commensurate with their ability to support two Ph.D. Students/postdocs including, but not limited to, salary, fringe, tuition, supplies and instrument costs. A visiting research professor counts as a postdoc. Shared Ph.D. students will count 0.5 towards this total. An M.S. student will count 0.5 toward this total. M.S. students cannot be counted more than one Ph.D. student.
2. Has one multi-year grant in which the faculty member is the principal investigator.
3. Has demonstrated scholarly activity through at least three peer reviewed papers published, in press or accepted for publication during the evaluation year, must serve as corresponding author on at least two. Book chapters and awarded patents will be counted as a peer reviewed publication. This requirement will be relaxed for year 1 and year 2 tenure track faculty.
4. One presentation at a major meeting (such as ACS, APS, MRS, Neuroscience, BMES or Particles), workshop or research institution.

Outstanding

Exceeds “Above Satisfactory” standards as evidenced by all of the following:

1. Research funding shown to be at a level commensurate with their ability to support three Ph.D. students/postdocs including, but not limited to, salary, fringe, tuition, supplies and instrument costs. A visiting research professor counts as a postdoc. Shared Ph.D. students will count 0.5 towards this total. An M.S. student will count 0.5 toward this total. M.S. students cannot be counted more than one Ph.D. student.
2. At least one multi-year grant in which the faculty member is the principal investigator.
3. Four peer reviewed papers published, in press or accepted for publication during the evaluation year, must serve as corresponding author for at least three. Book chapters and awarded patents will be counted as a peer reviewed publication.
4. Two presentations that are a combination of invited talks and oral talks at major meetings (such as ACS, APS, MRS, Neuroscience, BMES or Particles), workshops or research institutions.

Category C: Service

Unsatisfactory

Meets none of the standards listed under Satisfactory Performance.

Conditional

Meets one standard listed under Satisfactory Performance.

Satisfactory

Must satisfy two of the following 5 standards:

1. Supports the University by participating in any active Center, Department, College or University committee.
2. Serves the community by presenting a professional talk to a local or regional group, public school or organization.
3. Serve the community by serving on a committee or as an officer for a local, regional, state or national organization, or public school in a capacity that utilizes skills derived from that discipline.
4. Serve the profession by reviewing a manuscript or proposal for a funding agency or professional organization, scientific journal, or textbook.

OR

5. Demonstrate multiple participation under any one of the four service categories represented in standards (1-4) above (e.g., service on several departmental, college or university committees).

Above Satisfactory

Demonstrates multiple accomplishments and service under at three of the five service categories represented in standards (1-5) above (e.g., reviewing multiple manuscripts or proposals as well as serving on two or more committees).

Outstanding

Meets all standards necessary to achieve “Above Satisfactory”.

AND

Fulfills two of the following:

- Receives public recognition for outstanding service to the University, community or profession.
- Serves as an invited consultant to or spokesperson for a state or national organization.
- Serves as a principal officer, meeting organizer, or session chair of a major conference at the national or international level.
- Serves in a grant review panel at the national level.
- Serves on the editorial board of a scientific journal.
- Organizes outreach activities.

Tenure Track Associate Professor

Category A. Instructional Activities

Unsatisfactory

1. Has less than 50% rating of “good” or above in “overall evaluation of instructor” student evaluations in all established courses taught. This requirement will not be applicable to newly developed courses or course taught for the first time.
2. Has no active Ph.D. graduate students or postdocs.
3. Fails to meet assigned classes regularly as scheduled and provides students with course syllabus and final exam, to use appropriate and up-to-date instructional techniques, to cover appropriate course topics and materials, to keep regular and special advisement appointment hours.

Conditional

1. Meets assigned classes regularly as scheduled and provides students with course syllabus and final exam, uses appropriate and up-to-date instructional techniques, covers appropriate course topics and materials, keeps regular and special advisement appointment hours, and is well-informed and professional in advising assigned students.
2. Has at least 50% rating of “good” or above in “overall evaluation of instructor” student evaluations in all established courses taught. This requirement will not be applicable to newly developed courses or course taught for the first time.
3. Has no active Ph.D. graduate students or postdocs.

Satisfactory

Demonstrates skills as an effective teacher by the following:

1. Meets assigned classes regularly as scheduled and provides students with course syllabus and final exam, uses appropriate and up-to-date instructional techniques, covers appropriate course topics and materials, keeps regular and special advisement appointment hours, and is well-informed and professional in advising assigned students.
2. Has at least 50% rating of “good” or above in “overall evaluation of instructor” student evaluations in all established courses taught. This requirement will not be applicable to newly developed courses or course taught for the first time.

3. Is the major advisor for at least one active Ph.D. graduate student or postdoc. Shared Ph.D. students will count 0.5 towards this total. M.S. students cannot be counted more than one Ph.D. student. A visiting research professor counts as a postdoc.

Above Satisfactory

1. Meets standard #1 in the list of “Satisfactory” criteria above.
2. Has demonstrated active involvement in curriculum and departmental programs. Two of the following teaching activities were completed:
 - developed new teaching laboratory experiments to update course content of existing courses.
 - included new course modules to update course content of existing courses.
 - submitted a proposal for an education related program, or for teaching laboratory instrumentation.
 - taught an existing course for the first time (new course preparation).
 - had at least 60% rating of “good” or above in “overall evaluation of instructor” student evaluations in all courses taught.
 - supervised an undergraduate student.
 - had documented extensive tutoring of students other than the faculty member’s own students.
 - faculty’s students presented at a conference (e.g. regional meetings of ACS, FLAVS).
3. Is the major advisor for at least two Ph.D. graduate students or postdocs. Shared Ph.D. students will count 0.5 towards this total. M.S. students cannot be counted more than one Ph.D. student. A visiting research professor counts as a postdoc.

Outstanding

1. Meets standards #1 and # 2 in the list above for “Above Satisfactory.”

AND
2. Supervises three Ph.D. graduate students or postdocs. Shared Ph.D. students will count 0.5 towards this total. M.S. students cannot be counted more than one Ph.D. student. A visiting research professor counts as a postdoc.

AND

3. Has demonstrated active involvement in curriculum and departmental programs. Two of the following teaching activities were completed:
 - Published material that supports instruction to a broad audience.
 - Won funding for a proposal towards an education related program, or for teaching laboratory instrumentation.
 - Participated in outreach activities.
 - Participated in at least 2 candidacy or Ph.D. defense committees.
 - Won teaching awards during the evaluation period.
 - Undergraduate students mentored have completed an undergraduate honors thesis project or REU project.
 - Guest lecturing in other faculty's courses at UCF or other institutions.
 - Faculty's students presented at a major conference with international attendance (e.g. ACS, APS, MRS, Biophysical Society Annual Meeting).

Category B: Research and Creative Activities

Unsatisfactory

1. Has not demonstrated any scholarly activity through peer reviewed paper preparation or publications.
- OR
2. No research funding or activity including support of Ph.D. students/postdoc or proposal submittals.

Conditional

1. Has demonstrated scholarly activity through at least one peer reviewed paper published, in press or accepted for publication.
- AND
2. Research funding shown be at a level commensurate with their ability to support one Ph.D. student/postdoc including, but not limited to, salary, fringe, tuition, supplies and instrument costs. A visiting research professor counts as a postdoc. Shared Ph.D. students will count 0.5 towards this total. An M.S. student will count 0.5 toward this total. M.S. students cannot be counted more than one Ph.D. student.

Satisfactory

1. Has demonstrated scholarly activity through at least two peer reviewed paper published, in press or accepted for publication during the evaluation year, must serve as corresponding author on at least two.

AND

2. Research funding shown to be at a level commensurate with their ability to support one Ph.D. students/postdocs including, but not limited to, salary, fringe, tuition, supplies and instrument costs. A visiting research professor counts as a postdoc.

Above Satisfactory

1. Research funding shown to be at a level commensurate with their ability to support two Ph.D. Students/postdocs including, but not limited to, salary, fringe, tuition, supplies and instrument costs. A visiting research professor counts as a postdoc. Shared Ph.D. students will count 0.5 towards this total. An M.S. student will count 0.5 toward this total. M.S. students cannot be counted more than one Ph.D. student.

AND

2. Has at least one multi-year grant in which the faculty member is the principal investigator.

AND

3. Has demonstrated scholarly activity through at least three peer reviewed papers published, in press or accepted for publication during the evaluation year, must serve as corresponding author on at least two. Book chapters and awarded patents will be counted as a peer reviewed publication.

AND

4. One presentation at a meeting (such as ACS, APS, MRS, Neuroscience, BMES or Particles), workshops or research institutions.

Outstanding

Exceeds “Above Satisfactory” standard as evidenced by all of the following:

1. Research funding shown to be at a level commensurate with their ability to support three Ph.D. students/postdoc including, but not limited to, salary, fringe, tuition, supplies and instrument costs. A visiting research professor counts as a postdoc. Shared Ph.D. students will count 0.5 towards this total. An M.S. student will count 0.5 toward this total. M.S. students cannot be counted more than one Ph.D. student.
2. Has one multi-year grant in which the faculty member is the principal investigator.

3. Four peer reviewed papers published, in press or accepted for publication during the evaluation year, must serve as corresponding author for at least three. Book chapters and awarded patents will be counted as a peer reviewed publication.
4. Two presentations that are a combination of invited talks and oral talks at meetings (such as ACS, APS, MRS, Neuroscience, BMES or Particles), workshops or research institutions.

Category C: Service

Unsatisfactory

Meets none of the standards listed under Satisfactory Performance.

Conditional

Meets one standard listed under Satisfactory Performance.

Satisfactory

Must satisfy two of the following 5 standards:

1. Supports the University by participating in any active Center, Department, College or University committee.
2. Serves the community by presenting a professional talk to a local or regional group, public school or organization.
3. Serve the community by serving on a committee or as an officer for a local, regional, state or national organization, or public school in a capacity that utilizes skills derived from that discipline.
4. Serve the profession by reviewing a manuscript or proposal for a funding agency or professional organization, scientific journal, or textbook.

OR

5. Demonstrate multiple participation under any one of the four service categories represented in standards (1-4) above (e.g., service on several departmental, college or university committees).

Above Satisfactory

Demonstrates multiple accomplishments and service under at three of the five service categories represented in standards (1-5) above (e.g., reviewing multiple manuscripts or proposals as well as serving on two or more committees).

Outstanding

Meets all standards necessary to achieve “Above Satisfactory”.

AND

Fulfills two of the following:

- Receives public recognition for outstanding service to the University, community or profession.
- Serves as an invited consultant to or spokesperson for a state or national organization.
- Serves as a principal officer, meeting organizer, or session chair of a major conference at the national or international level.
- Serves in a grant review panel at the national level.
- Serves on the editorial board of a scientific journal.
- Organizes outreach activities.

Tenured Associate Professor

Once a faculty member is tenured in the NSTC he/she is expected to be a leader in the field of nanoscience technology development and transfer.

Category A. Instructional Activities

Tenured associate professors may be given additional classroom teaching assignments or other assignments if the evaluation of research and creative activities or service (or both) is satisfactory or lower.

Unsatisfactory

1. Fails to receive a student teaching evaluation with less than 50% above “fair” in “overall evaluation of instructor” in all established courses taught. This requirement will not be applicable to newly developed courses or course taught for the first time.
2. Has no active Ph.D. graduate students or postdocs.
3. Fails to meet assigned classes regularly as scheduled and provides students with course syllabus and final exam, to use appropriate and up-to-date instructional techniques, to cover appropriate course topics and materials, to keep regular and special advisement appointment hours.

Conditional

1. Meets assigned classes regularly as scheduled and provides students with course syllabus and final exam, uses appropriate and up-to-date instructional techniques, covers appropriate course topics and materials, keeps regular and special advisement appointment hours, and is well-informed and professional in advising assigned students.
2. Receives student teaching evaluations with at least 50% rating of “good” or above in “overall evaluation of instructor” in all established courses taught. This requirement will not be applicable to newly developed courses or course taught for the first time.
3. Is the major advisor for at least 0.5 active Ph.D. graduate students or postdocs. Shared Ph.D. students will count 0.5 towards this total. An M.S. student counts as 0.5 toward this total. M.S. students cannot be counted as more than one Ph.D. student. A visiting research professor counts as a postdoc.

Satisfactory

Demonstrates skills as an effective teacher by the following:

1. Meets assigned classes regularly as scheduled and provides students with course syllabus and final exam, uses appropriate and up-to-date instructional techniques, covers

appropriate course topics and materials, keeps regular and special advisement appointment hours, and is well-informed and professional in advising assigned students.

2. Receives a student teaching evaluation with at least 50% rating of “good” or above in “overall evaluation of instructor” in all established courses taught. This requirement will not be applicable to newly developed courses or course taught for the first time.
3. Is the major advisor for at least one active Ph.D. graduate student or postdoc. Shared Ph.D. students will count 0.5 towards this total. An M.S. student counts as 0.5 toward this total. M.S. students cannot be counted as more than one Ph.D. student. A visiting research professor counts as a postdoc.

Above Satisfactory

1. Meets assigned classes regularly as scheduled and provides students with course syllabus and final exam, uses appropriate and up-to-date instructional techniques, covers appropriate course topics and materials, keeps regular and special advisement appointment hours, and is well-informed and professional in advising assigned students.
2. Receives student teaching evaluations with at least 60% rating of “good” or above for in “overall evaluation of instructor” in all courses taught.

AND

3. Has demonstrated active involvement in curriculum and departmental programs. Two of the following teaching activities were completed:
 - developed new teaching laboratory experiments to update course content of existing courses
 - included new course modules to update course content of existing courses
 - submitted a proposal for an education related program, or for teaching laboratory instrumentation
 - taught an existing course for the first time (new course preparation)
 - had at least 60% “good,” “very good” or “excellent” in “overall evaluation of instructor” student evaluations in all courses taught.
 - supervised an undergraduate student
 - had documented extensive tutoring of students other than the faculty member’s own students
 - faculty’s students presented at a conference (e.g. regional meetings of ACS, FLAVS)
4. Is the major advisor for at least two Ph.D. graduate students or postdocs. Shared Ph.D. students will count 0.5 towards this total. An M.S. student counts as 0.5 toward this total. M.S. students cannot be counted as more than one Ph.D. student. A visiting research professor counts as a postdoc.

Outstanding

1. Meets assigned classes regularly as scheduled and provides students with course syllabus and final exam, uses appropriate and up-to-date instructional techniques, covers appropriate course topics and materials, keeps regular and special advisement appointment hours, and is well-informed and professional in advising assigned students.
2. Receives a student teaching evaluation with at least 60% rating of “good” or above in “overall evaluation of instructor” in all courses taught.
3. Supervises four Ph.D. graduate students or postdocs. Shared Ph.D. students will count 0.5 towards this total. An M.S. student counts as 0.5 toward this total. M.S. students cannot be counted as more than one Ph.D. student. A visiting research professor counts as a postdoc.
4. Has demonstrated active involvement in curriculum and departmental programs. Two of the following teaching activities were completed:
 - published material that supports instruction to a broad audience
 - won funding for a proposal towards an education related program, or for teaching laboratory instrumentation
 - undergraduate students mentored have completed an undergraduate honors thesis project or REU project
 - participated in outreach activities
 - has won teaching awards during the evaluation period
 - completed an undergraduate honors thesis project or REU project
 - guest lecturing in other faculty’s courses at UCF or other institutions
 - faculty’s students presented at a major conference with international attendance (e.g. ACS, APS, MRS, Biophysical Society Annual Meeting)

Category B: Research and Creative Activities

Unsatisfactory

1. Has not demonstrated any scholarly activity through peer reviewed paper preparation or publications
2. Has not received any research funding or activity and has not been able to support Ph.D. students/postdoc or proposal submittals.

Conditional

1. Has demonstrated scholarly activity through at least one peer reviewed paper published, in press or accepted for publication. Book chapters and awarded patents will be counted as a peer reviewed publication.

Or

2. Has advised one graduate student or postdoc. A visiting research professor counts as a postdoc. Shared Ph.D. students will count 0.5 towards this total. A M.S. student will count 0.5 toward this total. M.S. students cannot be counted more than one Ph.D. student.

Or

3. Has submitted proposals.

Satisfactory

Has demonstrated scholarly activity through having one active research grant

Or

a) Advises one graduate student or postdoc. A visiting research professor counts as a postdoc. Shared Ph.D. students will count 0.5 towards this total. An M.S. student will count 0.5 toward this total. M.S. students cannot be counted more than one Ph.D. student.

and b) published two papers, with one as corresponding author. Book chapters and awarded patents will be counted as a peer reviewed publication.

and c) submitted proposals.

Above Satisfactory

1. Has demonstrated scholarly activity through at least five peer reviewed papers published, in press or accepted for publication during the evaluation year. Book chapters and awarded patents will be counted as a peer reviewed publication.
2. Research funding shown be at a level commensurate with their ability to support two Ph.D. Students/postdocs including, but not limited to, salary, fringe, tuition, supplies and instrument costs. A visiting research professor counts as a postdoc. Shared Ph.D. students will count 0.5 towards this total. An M.S. student will count 0.5 toward this total. M.S. students cannot be counted more than one Ph.D. student.
3. Has one multi-year grant in which the faculty member is the principal investigator.
4. Has two presentations that are a combination of invited talks and oral talks at meetings (such as ACS, APS, MRS, Neuroscience, BMES or Particles), workshops or research institutions.

Outstanding

1. Has demonstrated scholarly activity through at least eight peer reviewed papers published, in press or accepted for publication during the evaluation year. Book chapters and awarded patents will be counted as a peer reviewed publication.
2. Research funding shown be at a level commensurate with their ability to support four Ph.D. students/postdocs including, but not limited to, salary, fringe, tuition, supplies and instrument costs. A visiting research professor counts as a postdoc. Shared Ph.D. students will count 0.5 towards this total. An M.S. student will count 0.5 toward this total. M.S. students cannot be counted more than one Ph.D. student.
3. Has one multi-year grant in which the faculty member is the principal investigator.
4. Senior faculty must work with more junior faculty to submit large grant proposals. More weight will be given to funded proposals than to submissions or not funded submissions.
5. Has four presentations that are a combination of invited talks and oral talks at meetings (such as ACS, APS, MRS, Neuroscience, BMES or Particles), workshops and research institutions.

Category C: Service

Unsatisfactory

Meets none of the standards listed under Satisfactory Performance.

Conditional

Meets one standard listed under Satisfactory Performance.

Satisfactory

Must satisfy two of the following 5 standards:

1. Supports the University by participating in any active Center, Department, College or University committee.

2. Serves the community by presenting a professional talk to a local or regional group, public school or organization.
3. Serves the community by serving on a committee or as an officer for a local, regional, state or national organization, or public school in a capacity that utilizes skills derived from that discipline.
4. Serves the profession by reviewing a manuscript or proposal for a funding agency or professional organization, scientific journal, or textbook.

OR

5. Demonstrates multiple participation under any one of the four service categories represented in standards (1-4) above (e.g., service on several departmental, college or university committees).

Above Satisfactory

Demonstrates multiple accomplishments and service under at three of the five service categories represented in standards (1-5) above (e.g., reviewing multiple manuscripts or proposals as well as serving on two or more committees).

Outstanding

Meets all standards necessary to achieve “Above Satisfactory”.

AND

Fulfills two of the following:

- Receives public recognition for outstanding service to the University, community or profession.
- Serves as an invited consultant to or spokesperson for a state or national organization.
- Serves as a principal officer, meeting organizer, or session chair of a major conference at the national or international level.
- Serves in a grant review panel at the national level.
- Serves on the editorial board of a scientific journal.
- Organizes outreach activities.

Tenured Full Professor

Once a faculty member is a tenured full professor in the NSTC he/she is expected to be a leader in the field of nanoscience technology development and transfer. In addition, senior faculty should be at the forefront of leading the NSTC to new frontiers and heights of scholarship, and should act as mentors for junior faculty at the tenure track level.

Category A. Instructional Activities

Tenured associate and full professors may be given additional classroom teaching assignments or other assignments if the evaluation of research and creative activities or service (or both) is satisfactory or lower.

Unsatisfactory

1. Receives student teaching evaluations of 60% or above “fair” in “overall evaluation of instructor” in all established courses taught. This requirement will not be applicable to newly developed courses or course taught for the first time.
2. Doesn't have any active Ph.D. graduate students or postdocs.
3. Failed to meet assigned classes regularly as scheduled and/or didn't provide students with course syllabus and final exam, to use appropriate and up-to-date instructional techniques, to cover appropriate course topics and materials, to keep regular and special advisement appointment hours.

Conditional

1. Meets assigned classes regularly as scheduled and provides students with course syllabus and final exam, uses appropriate and up-to-date instructional techniques, covers appropriate course topics and materials, keeps regular and special advisement appointment hours, and is well-informed and professional in advising assigned students.
2. Receive a student teaching evaluation with at least 50% rating of “good” and above in “overall evaluation of instructor” in all courses taught. This requirement will not be applicable to newly developed courses or course taught for the first time.
3. Is the major advisor for at least 0.5 active Ph.D. graduate student or postdoc. Shared Ph.D. students will count 0.5 towards this total. An M.S. student counts as 0.5 toward this total. M.S. students cannot be counted as more than one Ph.D. student. A visiting research professor counts as a postdoc.

Satisfactory

Demonstrates skills as an effective teacher by the following:

1. Meets assigned classes regularly as scheduled and provides students with course syllabus and final exam, uses appropriate and up-to-date instructional techniques, covers appropriate course topics and materials, keeps regular and special advisement appointment hours, and is well-informed and professional in advising assigned students.
2. Receives a student teaching evaluation with at least 50% rating of “good” or above in “overall evaluation of instructor” in all courses taught.
3. Is the major advisor for at least one active Ph.D. graduate student or postdoc. Shared Ph.D. students will count 0.5 towards this total. An M.S. student counts as 0.5 toward this total. M.S. students cannot be counted as more than one Ph.D. student. A visiting research professor counts as a postdoc.

Above Satisfactory

1. Meets assigned classes regularly as scheduled and provides students with course syllabus and final exam, uses appropriate and up-to-date instructional techniques, covers appropriate course topics and materials, keeps regular and special advisement appointment hours, and is well-informed and professional in advising assigned students.
2. Receives a student teaching evaluation with at least 60% rating of “good” or above for in “overall evaluation of instructor” in all courses taught.
3. Has demonstrated active involvement in curriculum and departmental programs. Two of the following teaching activities were completed:
 - developed new teaching laboratory experiments to update course content of existing courses
 - included new course modules to update course content of existing courses
 - submitted a proposal for an education related program, or for teaching laboratory instrumentation
 - taught an existing course for the first time (new course preparation)
 - supervised an undergraduate student
 - has documented extensive tutoring of students other than the faculty member’s own students
 - faculty’s students presented at a conference (e.g. regional meetings of ACS, FLAVS)

4. Is the major advisor for at least two Ph.D. graduate students or postdocs. Shared Ph.D. students will count 0.5 towards this total. An M.S. student counts as 0.5 toward this total. M.S. students cannot be counted as more than one Ph.D. student. A visiting research professor counts as a postdoc.

Outstanding

1. Meets assigned classes regularly as scheduled and provides students with course syllabus and final exam, uses appropriate and up-to-date instructional techniques, covers appropriate course topics and materials, keeps regular and special advisement appointment hours, and is well-informed and professional in advising assigned students.
2. Receives a student teaching evaluation with at least 60% rating of “good” or above in “overall evaluation of instructor” in all courses taught.
3. Supervises four Ph.D. graduate students or postdocs. Shared Ph.D. students will count 0.5 towards this total. An M.S. student counts as 0.5 toward this total. M.S. students cannot be counted as more than one Ph.D. student. A visiting research professor counts as a postdoc.
4. Has demonstrated active involvement in curriculum and departmental programs. Two of the following teaching activities were completed:
 - published material that supports instruction to a broad audience
 - won funding for a proposal towards an education related program, or for teaching laboratory instrumentation
 - participated in outreach activities
 - supervised an undergraduate student
 - has won teaching awards during the evaluation period
 - completed an undergraduate honors thesis project or REU project
 - guest lecturing in other faculty’s courses at UCF or other institutions
 - faculty’s students presented at a major conference with international attendance (e.g. ACS, APS, MRS, Biophysical Society Annual Meeting)

Category B: Research and Creative Activities

Unsatisfactory

1. Has not demonstrated any scholarly activity through peer reviewed paper preparation or publications
2. No research funding or activity, including support of Ph.D. students/postdoc or proposal submittals.

Conditional

1. Has demonstrated scholarly activity through at least one peer reviewed paper published, in press or accepted for publication. Book chapters and awarded patents will be counted as a peer reviewed publication.

Or

2. Advises one graduate student or postdoc. A visiting research professor counts as a postdoc. Shared Ph.D. students will count 0.5 towards this total. An M.S. student will count 0.5 toward this total. M.S. students cannot be counted more than one Ph.D. student.

Or

3. Submits proposals.

Satisfactory

Has demonstrated scholarly activity through having one active research grant

Or

- a) Advises one graduate student or postdoc. A visiting research professor counts as a postdoc. Shared Ph.D. students will count 0.5 towards this total. An M.S. student will count 0.5 toward this total. M.S. students cannot be counted more than one Ph.D. student.

and b) publishes two papers, with one as corresponding author. Book chapters and awarded patents will be counted as a peer reviewed publication.

and c) submits proposals.

Above Satisfactory

1. Has demonstrated scholarly activity through at least five peer reviewed papers published, in press or accepted for publication during the evaluation year. Book chapters and awarded patents will be counted as a peer reviewed publication.
2. Research funding shown be at a level commensurate with their ability to support two Ph.D. students/postdocs including, but not limited to, salary, fringe, tuition, supplies and

instrument costs. A visiting research professor counts as a postdoc. Shared Ph.D. students will count 0.5 towards this total. An M.S. student will count 0.5 toward this total. M.S. students cannot be counted more than one Ph.D. student.

3. Has one multi-year in which the faculty member is the principal investigator.
4. Has two presentations that are a combination of invited talks and oral talks at major meetings (such as ACS, APS, MRS, Neuroscience, BMES or Particles), workshops and research institutions.

Outstanding

1. Has demonstrated scholarly activity through at least eight peer reviewed papers published, in press or accepted for publication during the evaluation year. Book chapters and awarded patents will be counted as a peer reviewed publication.
2. Research funding shown be at a level commensurate with their ability to support four Ph.D. Students/postdocs including, but not limited to, salary, fringe, tuition, supplies and instrument costs. A visiting research professor counts as a postdoc. Shared Ph.D. students will count 0.5 towards this total. An M.S. student will count 0.5 toward this total. M.S. students cannot be counted more than one Ph.D. student.
3. Has one multi-year in which the faculty member is the principal investigator.
4. Senior faculty must work with more junior faculty to submit grant proposals. More weight will be given to funded proposals than to submissions or not funded submissions.
5. Has four presentations that are a combination of invited talks and oral talks at major meetings (such as ACS, APS, MRS, Neuroscience, BMES or Particles), workshops and research institutions.

Category C: Service

Unsatisfactory

Meets none of the standards listed under Satisfactory Performance.

Conditional

Meets one standard listed under Satisfactory Performance.

Satisfactory

Must satisfy two of the following 5 standards:

1. Supports the University by participating in any active Center, Department, College or University committee.
2. Serves the community by presenting a professional talk to a local or regional group, public school or organization.
3. Serves the community by serving on a committee or as an officer for a local, regional, state or national organization, or public school in a capacity that utilizes skills derived from that discipline.
4. Serves the profession by reviewing a manuscript or proposal for a funding agency or professional organization, scientific journal, or textbook.

OR

5. Demonstrates multiple participation under any one of the four service categories represented in standards (1-4) above (e.g., service on several departmental, college or university committees).

Above Satisfactory

Demonstrates multiple accomplishments and service under at three of the five service categories represented in standards (1-5) above (e.g., reviewing multiple manuscripts or proposals as well as serving on two or more committees).

Outstanding

Meets all standards necessary to achieve “Above Satisfactory”.

AND

Fulfills two of the following:

- Receives public recognition for outstanding service to the University, community or profession.
- Serves as an invited consultant to or spokesperson for a state or national organization.
- Serves as a principal officer, meeting organizer, or session chair of a major conference at the national or international level.
- Serves in a grant review panel at the national level.
- Serves on the editorial board of a scientific journal.
- Organizes outreach activities.

Instructors and visiting faculty

At this point there are no plans for instructors to be hired within the Center, but, if there are in the future, proper standards will be developed through discussions with the faculty. Unless otherwise noted in their contract, the expectations for visiting faculty will be the same as those for the appropriate level of tenure track or tenured faculty members. The associate professor will be evaluated according to tenured associated professor standard.