

**College of Optics and Photonics**  
**Annual Evaluation Standards & Procedures**  
**Intended for first use in the academic year 2013-2014**

Preamble

Evaluations will apply the standards based on annual faculty assignments. It is expected that the Dean will evaluate the total contribution by a faculty member in relation to the Mission of the college. The following are guidelines that illustrate the type and quantity of contributions that would merit ratings of Outstanding, Above Satisfactory, Satisfactory or Conditional.

It is understood that the standards of this college, particularly for research and scholarly activity, may be significantly different from other colleges at UCF. The college administration should emphasize this when supporting college faculty applications to the university for promotion, tenure and other university awards. It should be noted that the assignment of regular faculty in instructional activities is expected to include a significant amount of graduate student advising. Those who advise fewer students may be assigned more formal course teaching than is typical (usually one course per semester). For this reason, the standards for research performance are not reduced for those teaching more than the typical number of formal classes. Research faculty are not expected to engage in formal teaching, but are expected to engage in graduate student advising, and therefore will have a smaller assignment instructional activities. The criteria for evaluation of research activities will be the same for research faculty and regular faculty, although their respective FTE assignments in research may differ.

The college does not believe that the number of individuals rated as Outstanding, Above Satisfactory or Satisfactory individuals should be based on a quota system.

**Basic Assumptions**

1. As a graduate degree-granting college within a university, faculty members holding Assistant, Associate, and Professor ranks are expected to have a significant assignment in the teaching of students via lecturing, and/or supervising teaching laboratories, curriculum development and mentorship to prepare students for the M.S. and Ph.D. degrees.
2. As a graduate degree-granting college, faculty members holding Assistant, Associate, and Professor ranks are expected to have a significant assignment in research and will be judged accordingly.
3. Performance should be commensurate with annual assignments. A faculty member with a higher teaching (research) assignment will be expected to produce more in teaching (research) compared to a faculty member having a lesser teaching (research) assignment.
4. Review of performance should emphasize “quality” rather than just “quantity.”
5. All ranks should be evaluated using the same criteria; however, allowances should be made in evaluating research and creative activities for Assistant Professors in their first two years, as it takes time to establish their research programs.

The College of Optics and Photonics follows the BOT/UFF Collective Bargaining Agreement.

## **TEACHING, RESEARCH AND SERVICE**

### **Category A. Instructional Activities**

#### **Unsatisfactory**

A faculty member who fails to achieve a ranking of “Satisfactory”, as described below, for a second evaluation year will receive a rating of “Unsatisfactory.”

#### **Conditional**

A faculty member who fails to achieve a ranking of “Satisfactory”, as described below, will receive a rating of “Conditional.”

#### **Satisfactory**

A faculty member receiving the rating of “Satisfactory” should demonstrate that they have served as an effective teacher and advisor of graduate students. For example, this could be achieved by demonstrating all of the following activities:

1. Meets assigned classes regularly as scheduled, provides students with a course syllabus in accordance with UCF policies and gives the final exam during the scheduled final exam period unless special prior arrangements are made in writing with the Associate Dean; keeps regular office hours; returns graded assignments to students in a timely manner; enters grades in the university system on time; uses appropriate instructional techniques; covers appropriate course topics and materials, and in the case of core graduate courses, covers the materials required for the Ph.D. qualifying exam.
2. Student evaluations should indicate through numerical ratings and free response sections that the instructor has met obligations to the student in a satisfactory manner.
3. Updates and enhances course materials on a regular basis that is commensurate with the college expectations.
4. Evaluates students’ performance in a fair and equitable manner while maintaining departmental standards for student performance.
5. Has at least 75% good, very good or excellent in “overall evaluation of instructor” student evaluations (or above the departmental average) in all courses taught (possible exceptions may be made for small class size, where the number of responses to the student perception on instruction may not be statistically meaningful.).
6. Is the research advisor for at least one active M.S. thesis or Ph.D. dissertation graduate student.

#### **Above Satisfactory**

A faculty member receiving the rating of “Above Satisfactory” (AS) should show significant accomplishments in the areas of formal graduate teaching and supervision of graduate students.

For example, a faculty member receiving a rating of AS should, in addition to meeting the standards as outlined under Satisfactory, present further evidence that he or she has taken steps to enhance student learning, for example by preparing new curriculum materials, testing methods, demonstration materials, new laboratory experiments or laboratory manuals, etc.

It is also expected that a faculty member receiving the rating of AS will have successfully supervised graduate students, for example, by serving as chair or co-chair of at least one Ph.D. dissertation advisory committee where the student has passed the candidacy exam OR of an advisory committee for a Masters thesis that was successfully defended in the evaluation period. This expectation is relaxed for new tenure earning faculty.

In addition to the above, faculty receiving the rank of AS are expected to demonstrate further accomplishments in instructional activities. Such accomplishments could emphasize classroom instruction or curriculum development or supervision of graduate students, or some combination of these. Typically a faculty member receiving AS in teaching would demonstrate at least two of the following additional accomplishments:

- a. Has documented evidence that they have provided significant input to departmental curriculum matters.
- b. Has developed a new course or significantly modified an existing course, or developed a web-based course.
- c. Has developed new laboratory experiments to update course content.
- d. Has significantly high student evaluations (e.g. in the top 25% of the college for “overall evaluation of instructor”.)
- e. Has served on the Ph.D. qualifying exam committee
- f. Has published material on teaching methods.
- g. Has documented extensive tutoring of students (other than the faculty member’s own graduate students).
- h. Has submitted a proposal for development of a new course or for laboratory instrumentation.
- i. Has received external funding for an education-related program.
- j. Has successfully directed an undergraduate honors thesis or other undergraduate student research project (e.g. REU) to completion in the evaluation period.
- k. Has served as chair or co-chair of a total of several dissertation committees (passed candidacy) or of successfully defended M.S. committees,
- l. Provides evidence of contribution to students’ success in publishing high-quality/high profile journal papers, and/or winning significant awards.
- m. Has won one or more teaching awards during the evaluation period

## **Outstanding**

A faculty member receiving the rating of “Outstanding” (O) should demonstrate excellence in both formal graduate teaching and supervision of graduate students. This can be achieved by meeting two or more of the criteria *a-m* listed above, over and above those criteria already used to meet the AS rating. This rating is reserved for someone doing an unusual amount of “extra” teaching/supervision work and doing an outstanding job of it.

## **Other**

It is understood that the above listing of items under “Satisfactory”, “Above Satisfactory” and “Outstanding” categories is not complete and that other potentially outstanding items/accomplishments/contributions to optics education, research and/or service can be made by faculty members. In the interest of allowing innovation and entrepreneurship, the evaluators can take into account other items upon written justification explaining the item’s value. For example:

- Serves as chair or co-chair of dissertation committees for an unusually large number (4 or more) of post-candidacy doctoral students.
- Has at least one Ph.D. or two Masters’ students who have successfully defended during the evaluation period and all students should be making satisfactory progress in terms of having passed candidacy or proposal exams on schedule in accordance with the Optics Ph.D. Handbook.

## **Category B. Research and Creative Activities**

The criteria listed below assume the standard college teaching load of one course per semester, which, along with significant graduate students supervision results in a research assignment of 0.6 FTE. For a faculty member with a different FTE assignment in research, the level of research productivity (where this can be enumerated) will be expected to be in proportion to the assignment. For example a faculty member with a 0.3 FTE research assignment would attain the rankings of S, AS, etc, with 50% of the productivity that is listed below.

### **Unsatisfactory**

A faculty member who fails to achieve a ranking of “Satisfactory”, as described above, for a second evaluation year will receive a rating of “Unsatisfactory.”

### **Conditional**

A faculty member who fails to achieve a ranking of “Satisfactory”, as described above, will receive a rating of “Conditional.”

### **Satisfactory**

A faculty member receiving the rating of “Satisfactory” (S) in research and creative activities should have demonstrated that they have published high quality scholarly works, have

presented their work at national and/or international conferences, have maintained a funded research program through writing proposals for funding appropriate to support their work, and have received research grants and/or contracts.

(If publications are accepted, but not yet published, are to be counted and labeled as “in press” or “accepted”, these same publications cannot be counted again in a future year when published.) Note that a patent or a published book chapter in an edited work can count as equivalent to a refereed journal publication.

Examples of a faculty member receiving a rating of S for research and creative activities could be:

1. Has published one peer reviewed journal paper, and has presented one national conference paper, and is PI or co-PI on one research grant/contract from a national funding agency sufficient to support at least one graduate student, along with appropriate materials and expenses and has submitted at least one substantial research proposal, sufficient to support at least one graduate student, along with appropriate materials and expenses, to a national funding agency.

OR

2. Has published multiple peer reviewed journal papers and has submitted at least one substantial research proposal, sufficient to support at least one graduate student, along with appropriate materials and expenses, to a national funding agency.

OR

3. Has presented at least one national conference paper, and is PI or co-PI on one research grant/contract from a national funding agency sufficient to support at least two graduate students, along with appropriate materials and expenses and has submitted at least one substantial research proposal, sufficient to support at least one graduate student, along with appropriate materials and expenses, to a national funding agency.

### **Above Satisfactory**

A faculty member receiving the rating of “Above Satisfactory” (AS) in research and creative activities should demonstrate that they have an active and productive research program, and are publishing high quality refereed journal publications, presenting their work at multiple national or international conferences and maintaining a viable research program, capable of funding all of his or her students and research scientists and maintaining state-of the art equipment, where necessary, to perform this research.

To receive a ranking of AS, a faculty member should, in addition to satisfying the criteria for S, demonstrate additional accomplishments in research. These could emphasize significant scholarly output or significant success in receiving extramural support for their research, or a

combination of both. Typically a faculty member receiving AS in research would demonstrate at least two of the following *additional* accomplishments

- a. Published three or more peer-reviewed journal papers or patents in addition to those used to satisfy the criteria for “S.” Publications should demonstrate student involvement.
- b. Presented several invited papers or a keynote or plenary presentation at a national or international meeting.
- c. Obtained membership on a national review board (e.g. as National Research Council panel member or expert).
- d. Has a funding portfolio capable of funding all of his or her students and research scientists and maintaining state-of the art equipment, where necessary, to perform this research. Obtained high citations in the evaluation period, as listed by the ISI.
- e. Exhibited evidence of technology transfer.
- f. Coordinated the writing of a major, multi-investigator proposal.
- g. Submitted new collaborative proposals within UCF, or with Florida industry.

### **Outstanding**

A faculty member receiving the rating of “Outstanding” (O) in research and creative activities should demonstrate excellence in both scholarly output and success in obtaining extramural support. This can be achieved by meeting two or more of the criteria *a-g* listed above, over and above those criteria already used to meet the AS rating. Additional factors could include:

- a. Obtains ‘Highly Cited’ ranking by the ISI in the evaluation period.
- b. Wins major national or international awards/recognition for research. (e.g. Fellow, etc.)

### **Other**

It is understood that the above listing of items under “Satisfactory”, “Above Satisfactory” and “Outstanding” categories is not complete and that other potentially outstanding items/accomplishments/contributions to optics education, research and/or service can be made by faculty members. In the interest of allowing innovation and entrepreneurship, the evaluators may take into account other items upon written justification explaining the item’s value. For example:

1. Has major collaborative interactions with UCF faculty, e.g. multiple proposals or PI of large multi-faculty or multi-institution grants, e.g. MURI, ERC, etc.
2. Has an unusually large (approximately 50% above the median for the college) number of publications and/or invited talks

3. Has a large number (approximately 50% above the median for the college) of high quality non-refereed proceedings or talks. Quality is to be assessed by the Dean in consultation with faculty members and/or outside individuals.
4. Hosts visiting graduate students and/or visiting scientists where these visits result in meaningful enhancement of the mission of the College.
5. Other, e.g. significant number of patents issued, and/or colloquia.
6. Shows evidence of technology transfer.
7. Receives faculty research awards.

### **Category C: Service**

#### **Unsatisfactory**

A faculty member who fails to achieve a ranking of “Satisfactory”, as described below, for a second evaluation year will receive a rating of “Unsatisfactory.”

#### **Conditional**

A faculty member who fails to achieve a ranking of “Satisfactory”, as described below, will receive a rating of “Conditional.”

#### **Satisfactory**

To achieve the rank of “Satisfactory” (S) in service, a faculty member must demonstrate commitment to service both to the university and the scientific community. At a minimum, this means that the faculty member demonstrates:

1. Active service (when assigned) on College or University governance or administrative committees, while providing evidence of contributions to these committees.

AND

2. Service to the profession by reviewing manuscripts or grant proposals, or service as a committee member for a professional society at the local or national level.

#### **Above Satisfactory**

To receive the rank of “Above Satisfactory” (AS) in service, a faculty member must, in addition to meeting the requirements for S, demonstrate a high level of service to either the university or the profession. This could be achieved by either:

Active participation in College or University governance or administrative committees, while demonstrating exceptional participation in at least one of these committees (Evidence of contributions to committees should be provided.) For example, one of the following:

- a. Service as chair on an active College or University governance or administrative committee or service in leadership positions in several university committees.  
OR
- b. Participates in unusual student recruiting efforts (e.g. multiple recruiting trips on behalf of CREOL).

OR

An active leadership role in a professional society or otherwise to the scientific /engineering community. For example, one of the following:

- c. Serves on a governance or administrative committee for a national optics or optics-related professional organization.
- d. Serves as an officer for a local optics or optics-related professional organization or local section of a national optics or optics-related professional organization.
- e. Serves as a topical editor, or equivalent, of a major research journal.
- f. Actively serves the community by presenting professional talks, or other significant service, to local or regional groups, public schools or organizations.
- g. Actively serves the community by working on committees or as an officer for local, regional or state organizations, or public schools in a capacity that utilizes skills derived from that discipline.

These requirements will be relaxed for new tenure earning faculty.

### **Outstanding**

To receive the rank of “Outstanding” (O) in service, a faculty member must, in addition to meeting the requirements for AS, demonstrate an exemplary level of service to either the university or the profession. In addition to meeting the standards for AS, this could be achieved by the following examples or similar situations:

- Service as a principal officer, editor-in-chief of a scientific journal, national /international meeting chair.
- Chair of a major committee for a state, national, or international organization.
- Receives public recognition (awards or commendations) for outstanding service to the University, community or profession.

These requirements will be relaxed for new tenure earning faculty.

### **Other**

It is understood that the listing of items under “Satisfactory,” “Above Satisfactory” and “Outstanding” categories is not complete and that other potentially outstanding items/accomplishments/contributions to optics education, research and/or service can be made by faculty members. In the interest of allowing innovation and entrepreneurship, the evaluators can take into account other items upon written justification explaining the item’s value.



Other University Duties are occasionally assigned for special activities such as administrative duties or other special projects. Since the nature of these assignments is variable, no attempt is made to specify evaluation standards. The chairperson, makes evaluation of performance of Other University Duties.