

DEPARTMENT OF PHILOSOPHY

ANNUAL EVALUATION STANDARDS AND PROCEDURES

FOR FULL TIME FACULTY MEMBERS

Annual Evaluation Procedures

Annual evaluation of faculty members is conducted by the Department Chair, who draws upon their annual reports and renders assessments for each of the basic categories of Teaching, Research, Service/professional development and Other Assigned Duties. From these assessments, an overall evaluation is derived.

The following procedure will be employed in the Department for the administration of faculty evaluations:

1. The faculty member prepares the Faculty Annual Report (FAR) according to the categories designated on the report form.
2. The faculty member submits the FAR, including any required addenda, to the Chair by the specified deadline. In accordance with the Collective Bargaining Agreement (CBA), faculty can provide material in evidence of teaching quality in cases where the faculty member wishes to highlight extraordinary or unusual efforts, and this will be taken into account in the evaluation. The chair can request additional evidence for any item being considered in an evaluation.
3. The annual evaluation shall be consistent with the faculty member's annual assignment and in accordance with the most current Collective Bargaining Agreement.
4. Based on the FAR and any requested consultation with the faculty member, the Chair determines an evaluation in accordance with this AESP document for each faculty member in each relevant category as well as calculating an overall evaluation.
5. If the faculty member believes the evaluation does not accord with the procedures below or is otherwise not in compliance, a grievance may be filed within 30 days of receipt of the evaluation.

Part I: Standards and Ratings for Tenure Line Faculty

The Chair of the Philosophy Department will evaluate the performance of each faculty member annually and assign a rating of Outstanding, Above Satisfactory, Satisfactory, Conditional, or

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Available for First Use 2022-2023 Academic Year

Unsatisfactory.

- **Unsatisfactory** indicates substandard performance for the assignment for a second evaluation period in a row, or extreme substandard performance in a single evaluation period
- **Conditional** indicates substandard performance for the assignment.
- **Satisfactory** indicates performance that is at expectation for the assignment.
- **Above Satisfactory** indicates performance above expectation for the assignment.
- **Outstanding** is reserved for exceptional performance for the assignment. It indicates excellence in the profession and adherence to the highest standards of the university and the profession. In order to receive an evaluation of "outstanding," the faculty member must have at least a "satisfactory" in all categories in which there is an assignment of at least 5% (per the CBA).

The overall annual evaluation level for full-time faculty members will be determined according to their percentage of effort in each category (i.e., Instructional Activities, Research and Creative Activities, Service, and Other, if relevant) using a mathematical formula based on each faculty member's distribution of percentage of effort in each category for the given year. The annual percentage of effort assignment for each category will be multiplied according to the following scale (Outstanding = 4, Above Satisfactory = 3, Satisfactory = 2, Conditional = 1, Unsatisfactory = 0), and the results from each category will be added to determine the overall evaluation. The resulting total will be assigned an overall value according to the following scale:

- Outstanding: 3.50-4.00
- Above Satisfactory: 2.50-3.49
- Satisfactory: 1.50-2.49
- Conditional: 0.50-1.49
- Unsatisfactory: 0.00-0.49

For example, a faculty member with an outstanding rating on a teaching assignment of 60%, an above satisfactory rating on research at 30%, and a satisfactory rating on service at 10% would be calculated as follows:

- Teaching: 0.6 (i.e., 60% assignment) \times 4.0 (outstanding) = 2.4
- Research: 0.3 (i.e., 30% assignment) \times 3.0 (above satisfactory) = 0.9
- Service: 0.1 (i.e., 10% assignment) \times 2.0 (satisfactory) = 0.2
- TOTAL: $2.4 + 0.9 + 0.2 = 3.5$

Because the overall evaluation is between a 3.5–4.0, the faculty member receives an outstanding rating.

Assignment of Percentage of Annual Effort

Each faculty member's annual assignment of effort will be determined by the department Chair and will depend on each person's assignment of particular duties. While faculty may have different assignments, a typical percentage-based assignment for those on a 3/3 load would be 60/30/10 (teaching/research/service).

For full time tenured and tenure-earning faculty, each three-credit course taught (excluding summer courses and large courses of 150 students or more, which may count as two course assignments) will be assigned no less than 10% and no more than 12.5% of the faculty annual effort. Generally, a lower percentage will be assigned for courses that a faculty member has taught before, do not require any significant revision, or are taught in multiple sections. While a higher percentage will typically be awarded for courses that faculty members are teaching for the first time or revising significantly, for example, for delivery in a new mode of instruction for the first time. Percentages should be discussed with the Chair at the time that the assignment of duties forms are completed.

Faculty who wish to emphasize research productivity may request that the minimum of 10% annual effort per course be applied to their research assignments of percentage of annual effort. The effort that would have been otherwise assigned in teaching would then be assigned to research.

Each full-time faculty member will be assigned 10% of his/her annual effort for service, with the exception of those whose teaching loads are reduced due to administrative duties. Tenure-earning faculty will be assigned 5% of annual effort for service, with the remaining percentage of annual effort added to the research assignment. For example, a typical annual assignment of effort for a tenured faculty member would be Teaching = 60%, Research = 30%, Service = 10%, and for a tenure-earning faculty member it would be Teaching = 50%, Research = 45%, Service = 5%. Faculty assignments may be adjusted in consultation with the chair. Examples include when a faculty member receives a course buyout from an internal or external grant or other funded activity, receives a contract to work on a monograph, or serves as a major program director or performs some other significant service assignment. Such requests are to be made in writing, in the faculty member's Faculty Annual Report, or sooner if possible, and with any relevant documentation provided.

Per the CBA, faculty members on sabbatical will be evaluated based on "accomplishments made in light of the sabbatical proposal and ensuing circumstances," and expectations for annual evaluations of performance will be adjusted proportionately in consultation with the Chair for any faculty members who are on leave during part of the academic year. Any ambiguities should be worked out in advance where possible.

The Annual Evaluation and its Relation to Other Kinds of Evaluation

Article 10 of the Collective Bargaining Agreement provides for three separate evaluations: Annual Evaluation (for which this AESP defines the terms of reference), Cumulative Progress Evaluations (CPE), and Sustained Performance Evaluations (SPE). While Annual Evaluations are included in promotion and tenure applications, their primary intent is to evaluate all

faculty on an annual basis, regardless of rank, assignment, or promotion/ tenure intentions. CPEs, on the other hand, are explicitly intended to be a multi-year assessment of one's progress toward promotion/tenure. As such, it is conceivable that someone could earn a satisfactory or higher on Annual Evaluations for multiple years, and yet receive a CPE that indicates that he/she is not on track for promotion/tenure. It is crucial that candidates for promotion/tenure regard the CPE as the central evaluative document and most useful guide in that process. The Annual Evaluation, on the other hand, is the central evaluative document in relation to a faculty member's annual assignment.

The criteria below assume a faculty member with 60% of their assignment devoted to teaching. For faculty with a 50% or lower assignment devoted to teaching, one less "above satisfactory" standard will be required for above satisfactory or outstanding ratings.

I. TEACHING AND INSTRUCTIONAL ACTIVITIES

The Department of Philosophy is committed to excellence in teaching and maintaining the highest standards of the profession. While a set of fairly objective standards has been established by the discipline at large, it is also recognized that a wide range of conditions must be taken into account by the Chair in the evaluation process. The general standards for evaluations are based on the following: contribution of assignment, effectiveness, and special efforts, one-on-one activities, and recognition of excellence.

EVALUATION STANDARDS

Unsatisfactory

Repeated failure to meet the general expectations for satisfactory performance for a second consecutive evaluation period without improvement over the prior "Conditional" evaluation, or extreme substandard performance in the current evaluation period.

Conditional

Failure to meet the general expectations for satisfactory performance.

Satisfactory

The general expectations for a faculty member are:

1. Meets classes on a regular basis as scheduled
2. Regularly holds scheduled office hours
3. Replies in a timely fashion to student inquiries
4. Provides and follows clear, detailed course syllabi that meet the university requirements
5. Makes syllabus available online through CAH website by the end of the first week of classes

6. Provides regular evaluative feedback on student assignments
7. Provides appropriate accommodations and resources to students with accessibility needs as specified or required by SAS.
8. Provides appropriate accommodations and resources to students who are victims of discrimination, sexual harassment, or social injustice as specified or required by OIE.
9. Provides continuous instruction for the full length of the semester, including the final examination period
10. Submits grades on time
11. Submits assessment data as relevant
12. Submits book orders on time as required by state legislation.

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 four (4) of the following (#4, 5, 6, 7, 8, 9, & 11 can count multiple times):

1. Has student evaluations in a majority of undergraduate courses above the department and college mean, or has a majority of ratings in very good or excellent (measured by a comparison of the "Overall Assessment of Instructor" category for excellent and very good)
2. Receives two teaching observations (which may include consideration of the total course content and materials) as requested from the chair, and provided by the chair or chair's designee (observation must be provided to department if not done by chair)
3. Teaches a graduate course with student evaluations above the department and college mean for graduate courses, or has a majority of ratings in very good or excellent (measured by a comparison of the "Overall Assessment of Instructor" category for excellent and very good)
4. Teaches a large course (150 students and above) with student evaluations above the department and college mean for undergraduate courses, or has a majority of ratings in very good or excellent (measured by a comparison of the "Overall Assessment of Instructor" category for excellent and very good)
5. Teaches four or more Gordon Rule courses
6. Chairs a completed graduate thesis
7. Chairs a completed Honors Undergraduate Thesis
8. Mentors a student whose work done under their supervision is recognized with an award (e.g., Outstanding Dissertation, Outstanding M.A. thesis, Honors Undergraduate Thesis Scholarship, etc.)
9. Serves as a committee member for one completed Honors in the Major, MA, MFA or PhD theses and dissertations
10. Serves as a committee member for two additional completed Honors in the Major, MA, MFA or PhD theses and dissertations
11. Gives independent study or directed reading, directed research courses (or equivalent courses) or supervises an internship that totals at least two hours of semester credit
12. Teaches four or more different courses (4 different preparations include different delivery modes, such as "M" and "W") in the annual evaluation period (excluding courses taught in summer term)
13. Completes a faculty development conference or course innovation project sponsored by the UCF Faculty Center for Teaching and Learning, the Center for Distributed Learning, or an equivalent workshop conducted by a professionally

recognized organization, or participates in 6 hours of FCTL workshops during the evaluation period

14. Teaches an Honors interdisciplinary seminar in which student evaluations are above the department and college mean, or has a majority of ratings in very good or excellent (measured by a comparison of the "Overall Assessment of Instructor" category for excellent and very good)
15. Creates substantial innovative teaching materials (for example, supporting the GEP Unifying Theme, teaching an FCTL workshop, Teaching Matters Workshop, maintaining a widely used web site) and shares them with other faculty
16. Serves as an invited classroom observer or serves as a mentor to new or junior faculty as assigned or approved by the Chair, College, or University
17. Spearheads or participates and contributes substantially to the creation or design of significant program curriculum revision or supports revisions of a program's curriculum by developing new courses
18. Substantially revises a course to make it more inclusive in light of the departmental anti-racism statement
19. Teaches a service learning course
20. Directs a Departmental program
21. Performs some other noteworthy teaching activity or curricular development (e.g., developing a service learning course, experiential learning course, study abroad course, internship, or other materials that contribute to teaching in one's field) that is not included in the above items. Faculty must provide documentation of such noteworthy activity

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 one (1) of the following:

1. Fulfills a total of six of the standards in the "Above Satisfactory" category
2. Wins a UCF TIP or SoTL Award
3. Wins a CAH or UCF excellence in teaching award
4. Wins a teaching award from a regional, national, or international organization in the faculty member's discipline (NOTE: Appropriate documentation must be supplied by the faculty member.)

II. RESEARCH AND CREATIVE ACTIVITIES

The Department of Philosophy is an interdisciplinary unit that values collaboration among its multiple programs. Each specialty within the Department has a different set of standards for judging the prestige of research and creative activity. The list below offers a general guideline for evaluation, but the differences among specialties should be taken into account by the Chair during the annual evaluation process. ... Judgments of research productivity will be made in light of the portion of faculty members' assignments that are assigned to research and in light of the scholarly genres and expectations in their fields.

It should be noted that, regardless of specialty, publications are a primary goal of scholarly and creative research. At the same time, it is recognized that the publication cycles of academic presses, peer reviewed journals, literary magazines, and the like may

result in a faculty member's productivity being uneven from one year to the next. As a result, the Chair may exercise some judgment in deciding when to give credit for publications in press. In general, however, a publication will not be credited in two annual evaluations unless it is of book length or some additional substantial activity is involved in the publication.

On research and diverse assignments in the department:

The criteria below assume a faculty member with approximately 30% of their assignment devoted to research. 30% is considered a normal research load in Philosophy. In consultation with the chair, evaluation expectations will be adjusted when assigning a higher or lower percentage research assignment.

For example, for faculty members with a higher percentage of assignment dedicated to research than the department norm for research active faculty, those persons will be expected to produce at least one additional "satisfactory" criterion or its equivalent for each additional 10% of research dedication to earn a "Satisfactory" rating. The same applies for "Above Satisfactory" and "Outstanding" Ratings.

The inverse applies for those with a lower percentage of assignment dedicated to research than the department norm for research active faculty; one less "satisfactory" standard or its equivalent will be required for satisfactory, above satisfactory or outstanding ratings for a faculty member with a research percentage at approximately 20% or lower. This can also be satisfied by demonstrating appropriate progress on one of the criteria for a "Satisfactory" rating.

Special Cases

A substantial authored book (i.e., an authored book with a reputable academic publisher) should be allowed to count for major significance in the annual research review over a three-year period. If faculty members have used work on the book or acceptance of a contract to qualify for their ratings for a year or two years prior to the work's publication, then those years will be counted as part of the three-year span. If not, the years will be counted forward from the year of the work's publication.

In the evaluation process of research and scholarship, the Chair is encouraged to consider qualitative measures whenever possible, including but not limited to factors such as the following: the reputation of publication venues (presses and journals), the acceptance rates for journals, the status of publication sites in the area of specialty, and the competitiveness and academic standing of conferences and professional meetings, the reach and impact of one's work in the public sphere. In the case where a faculty member considers a publication normally qualifying for Satisfactory as having extraordinary merit or unusual influence on the field or in the public sphere, that person may present a case for that item counting as sufficient for Above Satisfactory. ... No distinction will be made in evaluations between online and print journals per se. Rather, claims for the significance or special recognition of a publication will be based on the venue's prestige and not its format of delivery.

In some cases, the faculty member and chair may agree on a project that is not explicitly covered in the criteria below. In that situation, the project could be considered in the evaluation process as long as the standards for satisfactory performance are agreed upon

in advance.

Unsatisfactory

Failure to meet the minimum conditions for satisfactory performance for a second consecutive evaluation period without improvement over the prior "Conditional" evaluation, or extreme substandard performance in the current evaluation period.

Conditional

Failure to meet the minimum conditions for satisfactory performance.

Satisfactory

The faculty member will receive a rating of "Satisfactory" for meeting two (2) of the following standards:

1. Demonstration of appropriate progress on a book-length manuscript (i.e., progress satisfactory to meeting contract or publisher's deadlines)
2. Presents a peer-reviewed paper at a conference
3. Publishes a substantial article in a non-peer-reviewed venue
4. Publishes a translation or an interview with a prominent author in a peer-reviewed journal or public venue
5. Publishes a book review in a professionally reviewed journal or other appropriate public venue
6. Publishes a scholarly article or essay or publishes a paper in a peer-reviewed conference proceeding for areas such as cognitive sciences where such work is equivalent to a peer reviewed journal article
7. Publishes a creative article or essay, or a humanities-related creative project in a peer-reviewed journal. In the case of creative or non-traditional humanities work, the faculty member should provide the appropriate means of determining quality in the area (e.g., determining acceptance rates for a literary magazine, reviews of performances, etc.)
8. Publishes a book chapter in a peer-reviewed or invited volume
9. Prepares an application and applies for an external grant
10. Is awarded an internal grant for research
11. Presents an invited or keynote address at a regional conference
12. Gives a reading of creative work at a university or other major venue (e.g., national or international book fair)
13. Does significant work on a public-facing scholarly or creative project. Examples include, but are not limited to, leading or participating on a digital humanities team, designing a digital humanities project, building a digital humanities database, preparing archival material for digital curation, designing a digital humanities game, designing an app for scholarly purposes, creating or hosting a podcast, etc. Evidence of quality and/or extent of involvement will be useful in determining what "significant" means.
14. Submits a new article for peer-reviewed publication
15. Has an article accepted for publication forthcoming
16. Receives at least a revise-resubmit response from the submission of a new article or humanities related project to a peer-reviewed journal

Above Satisfactory

The faculty member will receive a rating of "Above Satisfactory" if the faculty member exceeds the "Satisfactory" standard in the following ways:

1. Meet at least three of the "Satisfactory" criteria (or one criterion more than once), with at least one being an actual publication or a significant deliverable resulting from a significant grant. (e.g., a final report for an NEH or NEA grant)
2. Meet two of the "Satisfactory" criteria, plus one of the following:
 - a. Presents two papers at regional or national conferences, or presents a paper at an international conference
 - b. Presents an invited or keynote address at a national/international conference
 - c. Is awarded an external grant for research, or continued administration and execution of the research aspects of a multi-year grant
 - d. Publishes a translation of notable length in a recognized journal
 - e. Significant sustained work on a book, of which the quantity and quality of the writing can be documented by samples, a contract, option, letter of interest, or other demonstration that the project is likely to be published by a scholarly or creative press with national distribution and reputation
 - f. Receives significant recognition of the scholarly impact of one's research (e.g., through book reviews, citations, invited book talks, etc.)

Outstanding

The faculty member will receive a rating of "Outstanding" if the faculty member exceeds the "Above Satisfactory" standard in at least one of the following ways:

1. Meet at least four of the "Satisfactory" criteria, with at least two being actual publications (i.e., peer reviewed publications in academic journals or conference proceedings, or chapters in academic books)
2. Meets three of the "Satisfactory" criteria, with at least one being an actual publication or a significant deliverable resulting from a significant grant, plus one of the "above satisfactory" criteria
3. Publication of a single-authored book in the faculty's field published by a scholarly or creative press with a national distribution and prestigious reputation. Book may be interpreted as any major project that undergoes professional review and achieves independent trade or academic publication, in particular scholarly works, but also textbooks, independently evaluated scholarly websites, or other significant nonfiction studies; novels; collections of short fiction, literary nonfiction, poems, or articles; a play, film script; or other recognized achievement
4. Publication of a jointly authored book by a scholarly or creative press with a national distribution and reputation in which the faculty member can demonstrate at least a 50% contribution (note: lesser levels of contribution do not guarantee an outstanding evaluation)
5. Publication of an edited or co-edited book by a scholarly or creative press with a national distribution and reputation in which the faculty member can demonstrate at least a 50% contribution (note: lesser levels of contribution do not guarantee an outstanding evaluation)
6. Book-length translation with a reputable publisher

7. Research award from a professional organization
8. Meet the criteria for "Above Satisfactory", plus one of the following:
 - a. Wins a UCF RIA Award
 - b. Wins a CAH or UCF award for research excellence
 - c. Is awarded multiple external grants or one very large or prestigious grant (e.g., major NEH grant, major foundation grant) as defined by standards in one's specialty. These standards will vary between areas that typically have access to major funding streams and those that do not, so a \$30K NEA grant may be equivalent for humanities scholars to a \$300K NSF grant for cognitive science scholars.

III. SERVICE

All members of the Department are expected to share in the work of the Department. All members should expect to attend Department meetings, serve on Department committees, attend UCF graduation ceremonies (based on the Department's rotation schedule) and serve in other roles during any term spent in residence at the University when not excused entirely for a period of time for sabbatical or medical leave. In addition, faculty may engage in service work for the University, for their discipline, or for their profession. Faculty members should not expect to receive a Satisfactory evaluation for service if they do not meet these minimum expectations.

All tenured faculty members are expected to participate actively in the annual cumulative progress evaluation process concerning the tenure-earning faculty, all tenured faculty are expected to participate in the tenure review process when a colleague applies for tenure and promotion to associate professor, and all professors are expected to participate when a colleague applies for promotion to professor. More senior members are expected to assume leadership and mentorship roles appropriate to their experience and expertise.

Tenure-earning members of the Department should take care to avoid (and more senior members should help them to avoid) assuming too many service duties such that they interfere with their more important responsibilities to develop as teachers and scholars.

Below are the standards for full-time faculty to achieve a rating of satisfactory, above satisfactory or outstanding in service for the annual faculty evaluation. These standards indicate service at the department, college, university, community, and profession levels.

When the percentage of assignment for service differs from the departmental norm by at least 5%, the standards for assessing a faculty member's service contributions will be adjusted as follows: for each additional 5% allotted to service, an additional item from the list for a satisfactory evaluation will be required to receive a satisfactory, above satisfactory, or outstanding rating. The inverse applies for each 5% of assignment less than the department norm: one less item will be required to receive a satisfactory, above satisfactory, or outstanding rating.

Journal editing, for which a faculty member does not receive alternate workload or have a pre-existing agreement for its assignment of percentage of effort, may have that work count

as "Other Duties." The Department Chair, in consultation with the faculty member, will stipulate the percentage of effort, up to a maximum of 5%, and whether that percentage is to be deducted from the Research or the Service segment of the annual assignment.

Unsatisfactory

Failure to meet the minimum conditions for satisfactory performance for a second year in a row, or extreme substandard performance in the evaluation period.

Conditional

Failure to meet the minimum conditions for satisfactory performance.

For a Satisfactory Rating

The faculty member will receive a rating of "Satisfactory" if the faculty member meets three (3) of the following standards, drawing from at least two of the items in the following list. At least one of these should include service on a department committee or some other activity that fulfills service to the department unless other arrangements are made with the Chair. Also, all faculty members are responsible for providing documentation for all non-UCF service, such as letters of appointment, invitations to review manuscripts, or requests to serve as external evaluators. In addition, to receive credit for any of the items that follow, the service must be at least satisfactory in the judgment of the chair or other relevant supervisor. For example, those who do not attend regularly scheduled committee meetings or complete necessary service work in a timely and professional manner will not get credit for such committee work or other service. Note that service for UFF activities is not considered university service and shall not be evaluated.

1. Serves on one or more departmental standing committees
2. Chairs a departmental committee
3. Serves on a departmental search committee or other ad hoc committee
4. Administrates program assessment
5. Advises or provides other substantial service to a student organization
6. Serves on a CAH committee (for example, Promotion and Tenure, TIP Criteria, TIP Selection, RIA Selection, Sabbatical, Curriculum, Dean's Advisory)
7. Serves on a university committee (for example, Promotion and Tenure, Curriculum, Graduate College)
8. Serves on Faculty Senate
9. Serves as officer, board member or in some other major role for an organization related to UCF
10. Gives a public lecture to a local or regional group or organization related to one's areas of expertise
11. Gives a talk to a public, private, or charter school related to one's areas of expertise
12. Participates in contest judging for a public, private, or charter school or education-related community organization
13. Consults with a public, private, or charter school
14. Organizes a program for a public, private, or charter school
15. Serves as an officer for a local, regional, state, national or international professional

- organization, or serves on a State University System or federal level committee
16. Contributes significantly in some other way to a local, regional, state, national or international professional organization (serves on an awards committee, for example, or helps to organize a conference, or sits on a governing body)
 17. Evaluates a manuscript for a professional journal or assesses a book for publication for a press
 18. Serves as a manuscript review coordinator for a professional journal
 19. Serves as an editor of a journal or magazine in the faculty member's discipline (unless this activity is placed under Other Duties in the assignment of effort)
 20. Serves as a chairperson for, or a moderator on, a panel at a state, regional, national or international professional meeting
 21. Provides a published or broadcast interview on a subject pertaining to philosophy, religious studies, humanities, or cognitive science to a local or national media outlet
 22. Organizes a public lecture by a distinguished lecturer from outside UCF at UCF
 23. Organizes a professional conference, seminar, or leads a workshop or organizes the department's colloquium series.
 24. Serves on an advisory professional board or an editorial board or serves on a grant or fellowship selection committee for a state or federal agency or a foundation.
 25. Receives externally funded grants to benefit the University, College, and Department concerning a service-related issue
 26. Mentors students outside the Department through a UCF Office, such as TRIO, RAMP, or McNair
 27. Serves in a role not listed above that the Chair designates as fulfilling service to the Department, College, University, or profession

For an Above Satisfactory Rating

The faculty member will receive a rating of "Above Satisfactory" if the faculty member satisfies the criteria for "Satisfactory" and meets one additional standard listed above to total four (4). At least one of these should include service on a department committee or some other activity that fulfills service to the department unless other arrangements are made with the Chair.

For an Outstanding Rating

The faculty member will receive a rating of "Outstanding" if the faculty member satisfies the criteria for "Satisfactory" and meets two additional standards listed above to total five (5) of the standards listed above or receives a CAH or UCF service award. At least one of these should include service on a department committee or some other activity that fulfills service to the department unless other arrangements are made with the Chair.

Special Cases

When the work of a particular service item requires an above average or extraordinary amount of time and effort in a given year (e.g., heading up a large curriculum revision, spearheading a new program proposal), a faculty member may request that the Chair consider that service work equivalent to fulfilling two of the standards.

Part II: Standards and Ratings for Lecturers and Instructors

The Chair of the Philosophy Department will evaluate the performance of each faculty member annually and assign a rating of Outstanding, Above Satisfactory, Satisfactory, Conditional, or Unsatisfactory.

- **Unsatisfactory** indicates substandard performance for the assignment for a second evaluation period in a row, or extreme substandard performance in a single evaluation period
- **Conditional** indicates substandard performance for the assignment.
- **Satisfactory** indicates performance that is at expectation for the assignment.
- **Above Satisfactory** indicates performance above expectation for the assignment.
- **Outstanding** is reserved for exceptional performance for the assignment. It indicates excellence in the profession and adherence to the highest standards of the university and the profession. In order to receive an evaluation of "outstanding", the faculty member must have at least a "satisfactory" in all categories in which there is an assignment of at least 5% (per the CBA).

The overall annual evaluation level for full-time faculty members will be determined according to their percentage of effort in each category (i.e., Instructional Activities, Research and Creative Activities, Service, and Other, if relevant) using a mathematical formula based on each faculty member's distribution of percentage of effort in each category for the given year. The annual percentage of effort assignment for each category will be multiplied according to the following scale (Outstanding = 4, Above Satisfactory = 3, Satisfactory = 2, Conditional = 1, Unsatisfactory = 0), and the results from each category will be added to determine the overall evaluation. The resulting total will be assigned an overall value according to the following scale:

- Outstanding: 3.50-4.00
- Above Satisfactory: 2.50-3.49
- Satisfactory: 1.50-2.49
- Conditional: 0.50-1.49
- Unsatisfactory: 0.00-0.49

For example, a faculty member with an outstanding rating on a teaching assignment of 90% and a satisfactory rating on a service assignment at 10% would be calculated as follows:

- Teaching: 0.9 (i.e., 90% assignment) \times 4.0 (outstanding) = 3.6

- Service: 0.1 (i.e., 10% assignment) x 2.0 (satisfactory) = 0.2
- TOTAL: 3.6 + 0.2 = 3.8

Because the overall evaluation is between a 3.5–4.0, the faculty member receives an outstanding rating.

Assignment of Percentage of Annual Effort

Each faculty member's annual assignment of effort will be determined by the department Chair and will depend on each person's assignment of particular duties. While faculty may have different assignments, a typical percentage-based assignment for those on a 4/4 teaching load would be 90/10 (teaching/service).

For full time lecturers and instructors, each three-credit course taught (excluding summer courses and large courses of 150 students or more, which may count as two course assignments) will be assigned no less than 10% and no more than 12.5% of the faculty annual effort. Generally, a lower percentage will be assigned for courses that a faculty member has taught before, do not require any significant revision, or are taught in multiple sections. While a higher percentage will typically be awarded for courses that faculty members are teaching for the first time or revising significantly, for example, for delivery in a new mode of instruction for the first time. Percentages should be discussed with the Chair at the time that the assignment of duties forms are completed.

Full time lecturers and instructors with a 4/4 teaching load will not be required to engage in research to earn an overall "Satisfactory," "Above Satisfactory," or "Outstanding" evaluation, which may be based exclusively on the Teaching and Service evaluation standards.

Faculty assignments may be adjusted in the event that a faculty member receives a course buyout from an internal or external grant or other funded activity. Additionally, in consultation with the Chair and approval by the Dean, Lecturers/Instructors working on a monograph under contract or with significant grant activity may request that a research assignment be included in their percentage of effort prior to the assignment of duties, and the evaluation criteria for Research & Creative Activities listed above would then be applied. Faculty members may also have a reduced teaching assignment with an increased percentage in service if they serve as program director or perform some other significant service assignment. Such requests are to be made in writing in the faculty member's Faculty Annual Report and with any relevant documentation provided.

Faculty members on professional development leave will be exempt from teaching and service activities and per the CBA will be evaluated "on accomplishments made in light of the professional development leave proposal and ensuing circumstances" and expectations for annual evaluations of performance will be adjusted proportionately in consultation with the Chair for any faculty members who are on leave during part of the academic year. Any ambiguities should be worked out in advance where possible.

I. TEACHING AND INSTRUCTIONAL ACTIVITIES

The Department of Philosophy is committed to excellence in teaching and maintaining

the highest standards of the profession. While a set of fairly objective standards has been established by the discipline at large, it is also recognized that a wide range of conditions must be taken into account by the Chair in the evaluation process. The general standards for evaluations are based on the following:

EVALUATION STANDARDS

Unsatisfactory

Repeated failure to meet the general expectations for satisfactory performance for a second consecutive evaluation period without improvement over the prior "Conditional" evaluation, or extreme substandard performance in the current evaluation period.

Conditional

Failure to meet the general expectations for satisfactory performance.

Satisfactory

The general expectations for a faculty member are:

1. Meets classes on a regular basis as scheduled
2. Regularly holds scheduled office hours
3. Replies in a timely fashion to student inquiries
4. Provides and follows clear, detailed course syllabi that meet the university requirements
5. Makes syllabus available online through CAH website by the end of the first week of classes
6. Provides regular evaluative feedback on student assignments
7. Provides appropriate accommodations and resources to students with accessibility needs as specified or required by SAS.
8. Provides appropriate accommodations and resources to students who are victims of discrimination, sexual harassment, or social injustice as specified or required by OIE.
9. Provides continuous instruction for the full length of the semester, including the final examination period
10. Submits grades on time
11. Submits assessment data as relevant
12. Submits book orders on time as required by state legislation

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 four of the following (#4, 6, 7, 8, 9, & 12 can count multiple times):

1. Has a majority of student evaluation ratings, or a majority of courses with student evaluation ratings, in very good or excellent (measured by a comparison of the "Overall Assessment of Instructor" category for excellent and

- very good)
2. Has a majority of student evaluation ratings, or a majority of courses with student evaluation ratings, above the department or college mean (measured by a comparison of the "Overall Assessment of Instructor" category)
 3. Receives two teaching observations (which may include consideration of the total course content and materials) as requested from the chair, and provided by the chair or chair's designate (observation must be provided to department if not done by chair)
 4. Teaches a large course (150 students and above) with student evaluations above the department and college mean for undergraduate courses, or has a majority of ratings in very good or excellent (measured by a comparison of the "Overall Assessment of Instructor" category for excellent and very good)
 5. Teaches four or more Gordon Rule courses
 6. Chairs a completed Honors Undergraduate Thesis
 7. Mentors a student whose work done under their supervision is recognized with an award (e.g., Outstanding Dissertation, Outstanding M.A. thesis, Honors Undergraduate Thesis Scholarship, etc.)
 8. Serves as a committee member for a completed Honors in the Major, MA, MFA or PhD theses and dissertations
 9. Serves as a committee member for two additional completed Honors in the Major, MA, MFA or PhD theses and dissertations
 10. Gives independent study or directed reading, directed research courses (or equivalent courses) or supervises an internship that totals at least two hours of semester credit
 11. Teaches four or more different courses (4 different preparations include different delivery modes, such as "M" and "W") in the annual evaluation period (excluding courses taught in summer term)
 12. Teaches eight separate course sections
 13. Completes a faculty development conference or course innovation project sponsored by the UCF Faculty Center for Teaching and Learning, the Center for Distributed Learning, or an equivalent workshop conducted by a professionally recognized organization, or participates in 6 hours of FCTL workshops during the evaluation period, or participates as a fellow in the Writing Across the Curriculum Program
 14. Creates substantial innovative teaching materials (for example, supporting the GEP Unifying Theme, teaching an FCTL or Teaching Matters workshop, maintaining a widely-used web site) and shares them with other faculty
 15. Serves as an invited classroom observer or serves as a mentor to new or junior faculty as assigned or approved by the Chair, College, or University
 16. Spearheads or participates and contributes substantially to the creation or design of significant program curriculum revision or supports revisions of a program's curriculum by developing new courses
 17. Directs a Departmental Program
 18. Performs some other noteworthy teaching activity or curricular development (e.g., developing a service learning course, experiential learning course, study abroad course, internship, or other materials that contribute to teaching in one's field) that is not included in the above items. Faculty must provide documentation of such noteworthy activity
 19. Completes an item as listed above in the Research & Creative Activities section for tenure line faculty if faculty member does not have a research assignment.

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 one (1) of the following:

1. Fulfills a total of six of the standards in the "Above Satisfactory" category
2. Wins a UCF TIP, RIA, or SoTL Award
3. Wins a CAH or UCF excellence in teaching award
4. Wins a teaching award from a regional, national, or international organization in the faculty member's discipline (NOTE: Appropriate documentation must be supplied by the faculty member)
5. Publishes a peer-reviewed article or book chapter if one does not have a research assignment.

II. SERVICE

All members of the Department are expected to share in the work of the Department. All members should expect to attend Department meetings, serve on Department committees, attend UCF graduation ceremonies as needed, and serve in other roles during any term spent in residence at the University when not excused entirely for a period of time for professional development leave, medical leave, or other approved leave. In addition, faculty may engage in service work for the University, for their discipline, or for their profession. Faculty members should not expect to receive a Satisfactory evaluation for service if they do not meet these minimum expectations.

Below are the standards for full-time faculty to achieve a rating of satisfactory, above satisfactory or outstanding in service for the annual faculty evaluation. These standards indicate service at the department, college, university, community, and profession levels.

When the percentage of assignment for service differs from the departmental norm by at least 5%, the standards for assessing a faculty member's service contributions will be adjusted as follows: for each additional 5% allotted to service, an additional item from the list for a satisfactory evaluation will be required to receive a satisfactory, above satisfactory, or outstanding rating. The inverse applies for each 5% of assignment less than the department norm: one less item will be required to receive a satisfactory, above satisfactory or outstanding rating.

Unsatisfactory

Failure to meet the minimum conditions for satisfactory performance for a second year in a row, or extreme substandard performance in the evaluation period.

Conditional

Failure to meet the minimum conditions for satisfactory performance.

For a Satisfactory Rating

The faculty member will receive a rating of "Satisfactory" if the faculty member meets three (3) of the following standards, drawing from at least two of the items in the following list. At least one of these should include service on a department committee or some other activity that fulfills service to the department, unless other arrangements are made with the Chair. Also, all faculty members are responsible for providing documentation for all non-UCF service, such as letters of appointment, invitations to review manuscripts, or requests to serve as external evaluators. In addition, to receive credit for any of the items that follow, the service must be at least satisfactory in the judgment of the chair or other relevant supervisor. For example, those who do not attend regularly scheduled committee meetings or complete necessary service work in a timely and professional manner will not get credit for such committee work or other service. Note that service for UFF activities is not considered university service and shall not be evaluated.

1. Serves on one or more departmental standing committees
2. Chairs a departmental committee
3. Serves on a departmental search committee or other ad hoc committee
4. Administrates program assessment
5. Advises or provides other substantial service to a student organization
6. Serves on a CAH committee (for example, Promotion, TIP Selection, RIA Selection, Sabbatical, Curriculum, Dean's Advisory)
7. Serves on a university committee (for example, Curriculum, Graduate College)
8. Serves on Faculty Senate
9. Serves as officer, board member or in some other major role for an organization related to UCF
10. Gives a public lecture to a local or regional group or organization related to one's areas of expertise
11. Gives a talk to a public, private, or charter school related to one's areas of expertise
12. Participates in contest judging for a public, private, or charter school or education- related community organization
13. Consults with a public, private, or charter school
14. Organizes a program for a public, private, or charter school
15. Serves as an officer for a local, regional, state, national or international professional organization, or serves on a State University System or federal level committee
16. Contributes significantly in some other way to a local, regional, state, national or international professional organization (serves on an awards committee, for example, or helps to organize a conference, or sits on a governing body)
17. Evaluates a manuscript for a professional journal or assesses a book for publication for a press
18. Serves as a manuscript review coordinator for a professional journal
19. Serves as an editor of a journal or magazine in the faculty member's discipline (unless this activity is placed under Other Duties in the assignment of effort)
20. Serves as a chairperson for, or a moderator on, a panel at a state, regional, national or international professional meeting
21. Provides a published or broadcast interview on a subject pertaining to philosophy, religious studies, humanities, or cognitive science to a local or national media outlet
22. Organizes a public lecture by a distinguished lecturer from outside UCF at UCF
23. Organizes a professional conference, seminar, or leads a workshop or organizes the department's colloquium series

24. Serves on an advisory professional board or an editorial board, or serves on a grant or fellowship selection committee for a state or federal agency or a foundation.
25. Receives externally funded grants to benefit the University, College, and Department concerning a service-related issue
26. Mentors students outside the Department through a UCF Office, such as TRIO, RAMP, or McNair
27. Serves in a role not listed above that the Chair designates as fulfilling service to the Department, College, University, or profession

For an Above Satisfactory Rating

The faculty member will receive a rating of "Above Satisfactory" if the faculty member satisfies the criteria for "Satisfactory" and meets one additional standard listed above to total four (4).

For an Outstanding Rating

The faculty member will receive a rating of "Outstanding" if the faculty member satisfies the criteria for "Satisfactory" and meets two additional standards listed above to total five (5) of the standards listed above or receives a CAH or UCF service award. At least one of these should include service on a department committee or some other activity that fulfills service to the department, unless other arrangements are made with the Chair.

Special Cases

When the work of a particular service item requires an above average or extraordinary amount of time and effort in a given year (e.g., heading up a large curriculum revision, spearheading a new program proposal) a faculty member may request that the Chair consider that service work equivalent to fulfilling two of the standards.