

**Department of Physics  
University of Central Florida**

**ANNUAL EVALUATION OF TENURED AND TENURE-EARNING FACULTY**

**Standards & Guidelines for Evaluation of Faculty**

APPROVED BY THE TENURED PHYSICS FACULTY ON APRIL 7, 2017  
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**Basic Assumptions**

1. As a Ph.D. granting department, faculty holding Assistant Professor, Associate Professor, and Professor ranks are expected to have a significant assignment in research and will be evaluated accordingly.
2. Performance should be consistent with annual assignments given by the chair of the Department. 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.
3. Review of performance will emphasize quality rather than quantity.

This document has three parts: Part I gives general principles for the annual evaluation of tenured and tenure-earning faculty in the Department. Part II lists the evaluation criteria classified as major or minor. Part III sets forth the specific minimum points that guarantee an evaluation of Conditional, Satisfactory, and Above Satisfactory in the individual categories of Teaching, Research, Service, and Other Duties and how these are employed to determine the annual Overall evaluation. Part IV contains possible examples of the various evaluation categories.

The Department follows the rules set by the BOT/UFF collective bargaining agreements, and the guidelines set by the College of Sciences.

**Part I. EVALUATION GUIDELINES**

A meritorious annual evaluation depends upon a strong performance in teaching, research, and service. Annual evaluation will be based upon these guidelines and the evaluation criteria specified in Part II of this document.

**A. Teaching**

High quality teaching is expected of each faculty member. Faculty must demonstrate

dedication, effectiveness, and high standards in courses, student advising, and mentoring.

### **B. Research**

Faculty are expected to develop viable and independent research programs of high quality which produce significant scholarly achievements.

### **C. Service**

Committee work at the Department, College, and University levels will be evaluated. Professional service and outreach will be recognized, as will exceptional service to the Department, College, and University.

### **D. Other**

Faculty may from time to time be given other assignments not specifically included in the categories above. In those cases where other duties are a significant part of the faculty member's annual assignment, the performance evaluation will include that category.

## **Part II. ANNUAL EVALUATION CRITERIA**

### **A. Teaching**

#### 1. Classroom Instruction

- a) Complete syllabi in compliance with university and departmental standards --- MAJOR
- b) Complete end-of-term course packs, consisting of syllabus, exams, major assignments, and grade distribution --- MAJOR
- c) Student Perception of Instruction scores and comments considered in the context of grade distributions and course characteristics --- MAJOR
- d) Other evidence of teaching effectiveness – MAJOR
- e) Peer evaluations if requested by the faculty member, following the guidelines in the Collective Bargaining Agreement Article 10 --- MAJOR

#### 2. Directing Graduate Students

- a) Supervision of dissertation and theses --- MAJOR
- b) Supervision of directed research --- MAJOR
- c) Supervision of independent study --- MINOR
- d) Publications by students under the supervision of the faculty member --- MAJOR
- e) Conference presentations of students under the supervision of the faculty member --- MAJOR
- f) Awards received by students under the supervision of the faculty member --- MAJOR

#### 3. Directing Undergraduate Students

- a) Supervision of honors theses --- MAJOR
- b) Supervision of directed research --- MAJOR
- c) Supervision of independent study --- MINOR
- d) Publications by students under the supervision of the faculty member --- MAJOR
- e) Conference presentations by students under the supervision of the faculty member --- MAJOR
- f) Awards received by students under the faculty member supervision --- MAJOR

#### 4. Curriculum & Course Development

- a) Major course initiatives or revisions --- MAJOR
- b) Development of teaching laboratories --- MAJOR
- c) Introduction and teaching of new courses --- MAJOR
- d) Introduction of new teaching or assessment methodologies --- MAJOR
- e) Publication of pedagogic articles, textbooks, and laboratory manuals --- MAJOR
- f) Development of web-based courses and materials --- MAJOR

#### 5. Grants & Contracts Supporting Teaching

- a) Successful proposals --- MAJOR
- b) Proposal submissions --- MINOR

#### 6. Supplemental Instruction

- a) Student mentoring --- MINOR
- b) Conducting help sessions for students --- MINOR
- c) Teaching outside a regularly scheduled course -- MINOR
- d) Coordinator of multi-section classes and laboratories --- MINOR

#### 7. Other

- a) Attendance in conferences and workshops with the objective of improving one's teaching and student learning --- MINOR
- b) Presentations in conferences and workshops about one's own teaching --- MINOR

### **B. Research**

#### 1. Scholarly Work

- a) Papers accepted or published in peer-reviewed journals or conference proceedings listed in the ISI Web of Science or in other indexing organizations pertinent to the research focus of the faculty member --- MAJOR
- b) Publication of refereed scholarly books or chapters --- MAJOR
- c) Other publications --- MINOR
- d) Papers submitted but not yet accepted for publication --- MINOR

- e) Number of citations received in the evaluation period reported in the ISI Web of Science --- MAJOR
- f) Increase in the H (Hirsch) factor over the evaluation period, as reported in the ISI Web of Science --- MINOR
- g) Submission of research articles to refereed journals --- MINOR
- h) Contributed presentations in research conferences and workshops --- MINOR
- i) Invited presentations in research conferences and workshops --- MAJOR
- j) Invited seminars at other research institutions --- MAJOR
- k) Filing of patents --- MAJOR
- l) Disclosure of inventions --- MINOR

## 2. Research Grants & Contracts

- a) Award of external grants or contracts as P.I./I. or co-P.I./co-I. --- MAJOR
- b) Submission of proposals --- MINOR
- c) Award of internal funds as P.I./I. or co-P.I./co-I. --- MINOR
- d) Participation in external grants & contracts as non-P.I./I. or non-co-P.I./co-I. --- MINOR
- e) Award of facility time in observatories, national laboratories, supercomputers, etc., or flight opportunities --- MAJOR

3. Award of fellowships, grants, and consulting contracts outside the university that enable research --- MINOR.

4. Supervision of post-doctoral associates, fellows, and research personnel other than graduate students --- MAJOR

## C. Service

### 1. Service to the Department

- a) Leadership of departmental committees --- MAJOR
- b) Membership in departmental committees --- MINOR
- c) Exceptional activity in departmental committees --- MAJOR
- d) Oversight of major departmental facilities --- MAJOR
- e) Other non-assigned activities such as recruitment, advising, and departmental governance --- MAJOR
- f) Obtaining donations of major facility or equipment --- MAJOR
- g) Attendance to commencement ceremonies --- MINOR

### 2. Service Outside the Department

- a) Service on College and University committees --- MAJOR
- b) Involvement in interdisciplinary and interdepartmental activities --- MAJOR

3. Memberships on Thesis and Dissertation Committees --- MINOR

4. Service to the Profession

- a) Editor of scholarly journals --- MAJOR
  - b) Reviewing for scholarly journals and conference proceedings --- MINOR
  - c) Serving on review panels for funding agencies and user facilities --- MAJOR
  - d) Reviewing proposals for funding agencies --- MINOR
  - e) Serving as an officer or committee member for professional organizations --- MAJOR
  - f) Chairing conference sessions --- MINOR
  - g) Organizing conferences, workshops, summer schools, and technical sessions --- MAJOR
5. Professional-Related Service and Outreach to Elementary or Secondary Schools or the Community --- MAJOR

**D. Other**

In those cases where other duties are a significant part of the faculty member’s annual assignment, the evaluation standards will include those assignments. The relative weights (MAJOR or MINOR) will be determined at the time each such assignment is made.

**Part III. DETERMINATION OF LEVELS OF PERFORMANCE**

Annual performance in each of the MAJOR criteria areas (see Part II) will be evaluated on a scale of 0 to 4. Annual performance in each of the MINOR criteria areas will be evaluated on a scale of 0 to 3. The number of MAJOR and MINOR criteria in each of the evaluation categories is shown in Table 1.

Table 1. Points available for each evaluation category.

	MAJOR	MINOR	Points Available
Teaching	22	8	134
Research	9	10	75
Service	12	6	78

The numerical scores that result will be used to determine the annual evaluation in each of the categories. Table 2 records the range of scores needed in each of the evaluation categories in order to achieve the indicated evaluation for that category, according to the faculty member group, as defined in Table 3.

All faculty in the Department of Physics are expected to meet the following minimum standards:

- 1. Teaching with appropriate content and learning objectives.
- 2. Meeting face-to-face and mixed mode classes on a regular basis as scheduled.
- 3. When teaching online courses, maintaining a regular online presence.
- 4. Holding scheduled office hours.
- 5. Replying in a timely fashion to student inquiries.

6. Providing advisement when requested.
7. Submitting book orders on time as required by state legislation.
8. Providing course syllabi that meet university requirements.
9. Providing timely evaluative feedback on student assessments (exams, quizzes, papers, homework), as requested.
10. Submitting final grades by the university deadline.

To be rated Satisfactory or better in Teaching requires carrying out all of the above and achieving the corresponding score in Table 2, below.

All faculty are expected to give appropriate service, as follows:

1. Participate effectively in any assigned committee or other assigned departmental or university service.
2. Attend faculty meetings.

To be rated Satisfactory or better in Service requires carrying out all of the above and achieving the corresponding score in Table 2, below.

An evaluation of Outstanding will be based on the same criteria outlined in Part II, but without an assignment of specific minimum points to achieve that evaluation. Based on the overall performance in each category, a higher evaluation may be given than the one determined by the minimum points in Table 2.

Table 2. Point ranges and corresponding ratings for the evaluation categories according to the faculty group.

	Teaching R1 – R4	Research R1	Research R2	Research R3	Research R4	Service R1 – R4
Above Satisfactory	≥ 24	≥ 16	≥ 14	≥ 10	≥ 7	≥ 15
Satisfactory	23 – 16	15 – 9	13 – 8	9 – 5	6 – 3	14 – 10
Conditional	15 – 10	8 – 4	7 – 3	4 – 2	2 – 1	9 – 5
Unsatisfactory	≤ 9	≤ 3	≤ 2	≤ 1	0	≤ 4

Table 3. Faculty members may be placed in the following groups, depending on their teaching, service, and research loads:

Category	Teaching FTE	Research FTE	Service FTE	Course Load
<b>R1</b>	0.30 – 0.50	0.45 – 0.65	0.05 – 0.15	1 + 1
<b>R2</b>	0.50 – 0.60	0.35 – 0.45	0.05 – 0.15	1 + 2
<b>R3</b>	0.60 – 0.70	0.25 – 0.35	0.05 – 0.15	2 + 2
<b>R4</b>	0.70 – 0.80	0.15 – 0.25	0.05 – 0.15	3 + 2

## Overall Evaluation

The Department Chair will determine the overall performance of each faculty member. This will be based on the ratings for teaching, research, service and other assigned duties after adjustments for the work assignments. This adjustment will allow the evaluation of individuals with different assignments. In no case will an individual receive an overall Outstanding evaluation if they do not receive at least one Outstanding in teaching or research, or if they receive less than Satisfactory in one of the four categories. The exact procedure will be as follows: The rating in each activity area will be converted to points, where Outstanding = 4, Above Satisfactory = 3, Satisfactory = 2, Conditional = 1, and Unsatisfactory = 0. These will be multiplied by the FTE work assignment for that activity times 100. For illustration, consider the four following examples, one for each type of assignment.

1. An assistant professor with an assigned research workload of 0.50 FTE and a rating of Above Satisfactory would receive 150 points for their research assignment.
2. An associate professor with an assigned teaching workload of 0.80 FTE and a rating of Outstanding would receive 320 points for their teaching assignment.
3. An associate professor with an assigned service workload of 0.10 FTE and a rating of Satisfactory would receive 20 points for their service assignment.
4. A full professor with an assignment of 0.30 FTE to other assigned duties and a rating of Above Satisfactory would receive 90 points for other assignments.

The sum of those points (up to a maximum of 400) is converted to an overall evaluation according to Table 4.

Table 4. Point ranges for the overall evaluation ratings.

Above Satisfactory	$\geq 266$
Satisfactory	176 – 265
Conditional	100 – 175
Unsatisfactory	0 – 99

## Part IV. EXAMPLES OF PERFORMANCE EVALUATIONS

The examples below cover all possible ratings for all types of assignments for the four distinct groups of tenure-earning and tenured faculty (R1, R2, R3, and R4).

### A. Examples for evaluation of INSTRUCTION & ADVISEMENT for Physics faculty members (R1-R4)

Example #1 of Outstanding:

- Compliant syllabi and complete end-of-term course packs are readily available
- Student Perception of Instruction average scores were mostly “very good” or above
- Supervised research for several graduate and undergraduate students
- Students co-authored scientific publications
- Students presented their results in conferences
- Conducted supplementary instruction (help sessions, extra office hours, etc)

Example #2 of Outstanding:

- Compliant syllabi and complete end-of-term course packs are readily available
- Student Perception of Instruction average scores were “good” or above
- Supervised research for graduate and undergraduate students
- Showed evidence of teaching effectiveness
- Engaged in major course reform
- Awarded a grant to support teaching (e.g., for curriculum reform).

Example #1 of Above Satisfactory:

- Compliant syllabi and complete end-of-term course packs are readily available
- Student Perception of Instruction average scores were “good” or above
- Advised research for several graduate and undergraduate students
- Submitted a grant proposal to support teaching (e.g., for curriculum reform)

Example #2 of Above Satisfactory:

- Compliant syllabi and complete end-of-term course packs are readily available
- Developed and offered a new course
- Showed evidence of teaching effectiveness
- Supervised an honors thesis

Example #1 of Satisfactory:

- Compliant syllabi and complete end-of-term course packs are readily available
- Student Perception of Instruction average scores were “good” or above
- Conducted supplementary instructions (help sessions, extra office hours, etc)

Example #2 of Satisfactory:



- Compliant syllabi and complete end-of-term course packs are readily available
- Coordinated multi-section laboratory
- Supervised the research of one graduate or undergraduate student

Example #1 of Conditional:

- Noncompliant syllabi or incomplete end-of-term course packs
- Student Perception of Instruction average scores were “fair” or below
- Supervised an independent study

Example #2 of Conditional:

- Noncompliant syllabi or incomplete end-of-term course packs
- Conducted supplementary instructions (help sessions, extra office hours, etc)

Example #1 of Unsatisfactory:

- Noncompliant syllabi or incomplete or inexistent end-of-term course packs
- Student Perception of Instruction average scores were “poor”

Example #2 of Unsatisfactory:

- Noncompliant syllabi or incomplete or inexistent end-of-term course packs
- Evidence exists of unfulfilled course requirements (e.g., classes canceled, tests not administered, grading not following syllabus policy)

## **B. Examples for evaluation of RESEARCH for Physics R1 faculty members**

Example #1 of Outstanding:

- Published several papers in indexed, peer-reviewed journals
- Gave several invited presentations at other institutions
- Received new external funding sufficient to support more than one graduate student
- Submitted several grant proposals
- Award facility time at a national laboratory or observatory
- Filed a patent

Example #2 of Outstanding:

- Published a paper in a high-impact, indexed, peer-reviewed journal, in addition to a few other publications
- Gave several invited talks at other institutions
- Supervised a post-doctoral associate
- Received external funding, enough to support more than one graduate student
- Had a sizeable increase in the H factor and/or number of citations

- Submitted several papers for publication (not yet accepted or published)

Example #1 of Above Satisfactory:

- Published a paper in a high-impact, indexed, peer-reviewed journal
- Received new external funding
- Gave several invited talks at other institutions
- Disclosed an invention
- Gave several contributed presentations in conferences

Example #2 of Above Satisfactory:

- Published several papers in indexed, peer-reviewed journals
- Gave an invited talk at a major international conference
- Gave several invited talks at other institutions
- Submitted several grant proposals
- Awarded internal funding

Example #1 of Satisfactory:

- Published one paper in an indexed, peer-reviewed journal
- Received external funding
- Submitted several grant proposals
- Gave a few contributed presentations at conferences

Example #2 of Satisfactory:

- Published several conference proceedings
- Received enough external funding to support one graduate student
- Submitted at least one grant proposal
- Gave an invited talk at an international conference

Example #1 of Conditional:

- Published one paper in an indexed, peer-reviewed journal
- Did not receive any external funding during the evaluation period
- Gave a contributed presentation at a conference

Example #2 of Conditional:

- Did not publish any paper in indexed, peer-reviewed journal
- Received external funding, but not enough to support a graduate student
- Gave a contributed presentation at a conference

Example #1 of Unsatisfactory:

- Did not publish any paper
- Did not receive external funding during the evaluation period
- Did not submit any grant proposal
- Gave one contributed presentation at a conference

Example #2 of Unsatisfactory:

- Published one conference proceeding
- Did not receive any external funding during the evaluation period
- Did not submit any grant proposal
- Disclosed an invention

### **C. Examples for evaluation of RESEARCH for Physics R2 faculty members**

Example #1 of Outstanding:

- Published two papers in indexed, peer-reviewed journals
- Gave an invited presentation at another institution
- Received new external funding sufficient to support one graduate student
- Submitted two grant proposals
- Disclosed an invention

Example #2 of Outstanding:

- Published several papers in indexed, peer-reviewed journals
- Received an external grant, enough to purchase a major instrument
- Gave an invited talk at an international conference
- Gave an invited talk at another institution
- Filed a patent

Example #1 of Above Satisfactory:

- Published a paper in a high-impact, indexed, peer-reviewed journal
- Received new external funding, but not enough to support a graduate student
- Gave an invited talk at another institution
- Disclosed an invention
- Gave several contributed presentations in conferences

Example #2 of Above Satisfactory:

- Published one paper in an indexed, peer-reviewed journal
- Gave an invited talk at an international conference
- Gave an invited talk at another institution
- Submitted two grant proposals
- Awarded internal funding

Example #1 of Satisfactory:

- Published one paper in an indexed, peer-reviewed journal
- Submitted grant proposals
- Gave contributed presentations at conferences

Example #2 of Satisfactory:

- Published several papers in indexed, peer-reviewed journals
- Did not receive any external funding during the evaluation period
- Did not submit any grant proposal
- Gave contributed presentations at conferences

Example #1 of Conditional:

- Published only one paper in an indexed, peer-reviewed journal
- Gave a contributed presentation at a conference

Example #2 of Conditional:

- Submitted a paper for publication in an indexed, peer-reviewed journal
- Received internal funding

Example #1 of Unsatisfactory:

- Did not publish any paper
- Did not receive external funding during the evaluation period
- Did not submit any grant proposal

#### **D. Examples for evaluation of RESEARCH for Physics R3 faculty members**

Example #1 of Outstanding:

- Published a paper in an indexed, peer-reviewed journal
- Gave an invited presentation at another institution
- Awarded time in a national facility
- Submitted a grant proposal

Example #2 of Outstanding:

- Published a scholarly book
- Received external funding
- Gave an invited talk at a conference
- Gave several contributed presentations at conferences

Example #1 of Above Satisfactory:

- Published several conference proceedings
- Submitted several grant proposals
- Gave an invited talk at another institutions
- Filed a patent

Example #2 of Above Satisfactory:

- Published a paper in an indexed, peer-reviewed journal
- Gave an invited talk at another institution
- Submitted two grant proposals
- Awarded internal funding

Example #1 of Satisfactory:

- Published a paper in an indexed, peer-reviewed journal
- Gave a contributed presentation at a conference

Example #2 of Satisfactory:

- Submitted one grant proposal
- Award facility time at a national laboratory or observatory
- Gave an contributed presentation at a conference

Example #1 of Conditional:

- Published only one conference proceeding
- Disclosed an invention

Example #2 of Conditional:

- Submitted one grant proposal
- Gave a few contributed presentations at conferences

Example #1 of Unsatisfactory:

- Did not publish any paper or conference proceeding
- Did not receive external funding during the evaluation period
- Did not submit any grant proposal
- Did not give any contributed presentation in any conference

## **E. Examples for evaluation of RESEARCH for Physics R4 faculty members**

Example #1 of Outstanding:

- Published a paper in an indexed, peer-reviewed journal
- Gave an invited presentation at another institution
- Submitted a grant proposal

Example #2 of Outstanding:

- Received external funding
- Gave an invited talk at a conference
- Gave several contributed presentations at conferences

Example #1 of Above Satisfactory:

- Published a paper in an indexed, peer-reviewed journal
- Gave a contributed talk at conference
- Gave an invited talk at another institution

Example #2 of Above Satisfactory:

- Published several conference proceedings
- Submitted several grant proposals
- Filed a patent

Example #1 of Satisfactory:

- Published one paper in an indexed, peer-reviewed journal
- Gave an invited talk at another institution

Example #2 of Satisfactory:

- Award facility time at a national laboratory, observatory, or telescope
- Gave an invited talk at another institution

Example #1 of Conditional:

- Published only one paper in an indexed, peer-reviewed journal

Example #2 of Conditional:

- Submitted one grant proposal
- Gave a few contributed presentations at conferences

Example #1 of Unsatisfactory:

- Did not publish any paper or conference proceeding
- Did not receive external funding during the evaluation period
- Did not submit any grant proposal

- Did not give any contributed presentation in any conference

## **F. Examples for evaluation of SERVICE for Physics faculty members (R1-R4)**

Example #1 of Outstanding:

- Chaired several departmental committees
- Membership in at least one committee outside the department
- Served on a funding agency review panel
- Membership in several dissertation committees
- Co-organized an international conference
- Served as an officer of a professional society

Example #2 of Outstanding:

- Leadership in several departmental committees
- Membership in several thesis and dissertation committees
- Extensive outreach activities
- Organized a local conference
- Involved in interdisciplinary activities

Example #1 of Above Satisfactory:

- Membership in several departmental committees
- Membership in several dissertation committees
- Editor of a scholarly journal
- Reviewed proposals for funding agencies

Example #2 of Above Satisfactory:

- Chair of a departmental committee with strong activity
- Oversight of a major departmental facility
- Reviewed manuscripts for several journals
- Involved in outreach activities to K12 schools

Example #1 of Satisfactory:

- Membership in a departmental committee
- Membership in a few dissertation committees
- Reviewed proposals for a few funding agencies

Example #2 of Satisfactory:

- Membership in a departmental committee
- Involved in outreach to K12 schools
- Chaired a conference session.

Example #1 of Conditional:

- Membership in a departmental committee
- No membership in dissertation or thesis committees
- No service to the profession

Example #2 of Conditional:

- Ineffective membership in departmental committees
- Membership in a few dissertation committees
- Reviewed manuscripts for a journal

Example #1 of Unsatisfactory:

- Ineffective membership in departmental committees
- No membership in dissertation or thesis committees
- No service to the profession