

**Women's Studies Program
ANNUAL EVALUATION STANDARDS AND
PROCEDURES
FOR FULL TIME FACULTY MEMBERS**

Annual Evaluation Procedures

Annual evaluation of faculty members is conducted by the Program Director, 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. At the end of each period the faculty member will develop a plan for the following year and meet to discuss it with the Director during the annual evaluation. The following procedure will be employed in the Program 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. The format of the FAR is specified by the university, and can be added to by the college or the Program Director.
2. The faculty member submits the FAR, including required addenda, to the Director. 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 Director can request additional evidence for any item being considered in an evaluation.
3. Based on the FAR and discussion with the faculty member, the Director determines an evaluation in accordance with Program AESP document for each faculty member in each relevant category as well as an overall evaluation.
4. If the faculty member believes the evaluation does not accord with the procedures below or is otherwise unfair, a grievance may be filed with the Faculty Union within 30 days of receipt of the evaluation.

The CBA preamble to the grievance process:

"The parties agree that all problems should be resolved, whenever possible, before the filing of a grievance but within the time limits for filing grievances stated elsewhere in this Article, and encourage open communications between administrators and employees so that resort to the formal grievance procedure will not normally be necessary. The parties further encourage the informal resolution of grievances whenever possible. At each step in the grievance process, participants are encouraged to pursue appropriate modes of conflict resolution. The purpose of this Article is to promote a prompt and efficient procedure for the investigation and resolution of grievances. The procedures hereinafter set forth shall be the sole and exclusive method for resolving the grievances of employees as defined herein."

Standards and Ratings for Full Time Faculty

The Director of the Women's Studies Program will evaluate the performance of each faculty member annually and assign a rating of **Outstanding**, **Above Satisfactory**, **Satisfactory**, **Conditional**, or **Unsatisfactory**. The allotment of merit pay may be based on these ratings. They may also play a role in tenure and promotion considerations and university award applications.

- **Unsatisfactory** indicates substandard performance for a second evaluation period in a row, or extreme substandard performance in a single evaluation period for the faculty's assignment.
- **Conditional** indicates substandard performance for the faculty's 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. It indicates excellence in the profession and adherence to the highest standards of the university and the profession.

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 averaged 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

Assignment of Percentage of Annual Effort

Each faculty member's annual assignment of effort will be determined by the Program Director and will depend on each person's assignment of particular duties. For full time faculty, each three-credit course taught (excluding summer courses) will be assigned no less than 10% and no more than 12.5% of the faculty annual effort. Generally, 10% of annual effort will be assigned only for courses that a faculty member has taught before, do not require any significant revision, or are taught in multiple sections.

Faculty who wish to emphasize research productivity may request that the minimum of 10% annual effort per course be applied to their assignments of percentage of annual effort. The effort that would have been otherwise assigned in teaching must be assigned to research. (For example, a faculty member whose fall/spring teaching assignment is four courses and who has no “other duties” assignment would have the following percentages of annual effort: Teaching = 50%, Research = 40%, Service = 10%.) Also, 12.5% of effort will typically be awarded only 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. In rare cases, the Director may assign more than 12.5% for a particular course (e.g., a large lecture course) if there is a substantial increase in student credit hour production without significant additional costs to the Program.

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 will be added to the research assignment. (For example a typical annual assignment of effort for a tenure-earning faculty member would be Teaching = 55%, Research = 40%, Service = 5%).

Instructors with a teaching load of more than 80% will not be required to engage in research to earn an overall “Satisfactory,” “Above Satisfactory,” or even “Outstanding” evaluation, which may be based exclusively on the Teaching and Service evaluation standards.

I. TEACHING AND INSTRUCTIONAL ACTIVITIES

The Women’s Studies Program 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 Director in the evaluation process. The general standards for evaluations are based on the following:

THE EVALUATION STANDARDS

1. Contribution: assignment, as measured by criteria that include, for example:

- Number of courses (normal load, more, or fewer)
- Size (normal lecture face to face enrollment size is about 40+ and online 30+)
- Assignment of Grades (consistent with historical expectations, higher, or lower)
- Number of preparations, including new course preparations (see Special Efforts below)
- Level and difficulty (graduate, upper division, lower division; new)
- Complexity (method of course delivery, team-taught; interdisciplinary; innovative; experimental)

- Writing intensiveness
- Nature of courses (service, required, elective; meeting Program needs)
- Student contact time
- Availability for students (maintaining office hours; advising; RAMP and other sponsoring)
- Sharing materials and methods, guest lecturing, and helpfulness to colleagues (mentoring; sharing ideas; teaching circles)
- Filling-in for teachers absent due to emergency
- Willingness to teach what the Program needs to offer

2. Effectiveness: measured by two visits by the Director or designee (for tenure-earning faculty), and by formal student evaluations, including written comments, and by other measures such as faculty peer observations, faculty portfolios, teaching, journals, or mentor reports, as appropriate.

One might also volunteer, in further support, a brief discursive summary of accomplishments and commentary on teaching and students, and such documentation as the following:

- a) Course syllabi meet or exceed UCF content requirements
- b) Special assignments, superior papers or other evidence of exceptional performance from the classroom or supervised students
- c) An invited classroom evaluation by a peer in a related field
- d) An invited classroom evaluation by the Director or designee

(Please note that, in order for student evaluations to play a role in the evaluation process, a significant portion of the students enrolled in a course need to have filled out these forms. Since response rates have historically been low in Mediated and Web courses, the minimum portion required will be adjusted accordingly, but will have to be an adequate percentage to enable a determination of student perception of teaching effectiveness.)

3. Special Efforts, which may include:

- a) Development of new courses including special topics and Honors seminars
- b) Extensive revision of established courses, particularly in relation to mode of delivery
- c) Incorporation of innovative teaching practices, such as new technologies, service-learning, international study, design and teaching of Honors courses
- d) Other special instructional assignments such as conducting workshops/presentations
- e) In the case of a particularly high number of completed theses supervision or reading in one year, faculty members may carry over some of these to the next year's evaluation.

4. One-on-One Activities: advisement, thesis and graduate project direction, independent studies, student conferences, guest presentations, mentorship of faculty or GTAs, and internship supervision.

5. Recognition: teaching grants, awards, media articles or interviews, other formal recognition of excellence.

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" in teaching based on fulfilling all of the following standards:

1. Meets classes on a regular basis as scheduled
2. Holds scheduled virtual, face to face and/or scheduled office hours
3. Replies in a timely fashion to student inquiries
4. Routinely submits book orders on time
5. Provides and follows clear, detailed course syllabi that meet the university requirements
6. Provides regular evaluative feedback on student assignments
7. Meets with students during the final examination period in compliance with university regulations
8. Submits grades on time
9. Submits book orders on time as stipulated by state law.

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, 5, 7, 8, 10 can count multiple times):

1. Has student evaluations in a majority of undergraduate courses above the Program 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). For those with a teaching assignment of more than 80%, this can count as satisfying two standards
2. Receives and/or requests two classroom evaluations (which may include consideration of the course as a whole) from the Director or Director's designate, and receives positive evaluations (evaluation must be provided to Program if not done by Director)
3. Teaches a graduate course with student evaluations above the Program 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. Supervises a completed graduate thesis
5. Supervises a completed Honors in the Major thesis

6. Serves as a committee member for one completed Honors in the Major, MA, MFA or Ph.D. theses and dissertations
7. Serves as a committee member for two additional completed Honors in the Major, MA, MFA or PhD theses and dissertations
8. 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
9. Teaches four or more different courses (4 different preparations include different delivery modes—"M" "W") in the annual evaluation period (excluding courses taught in summer term)
10. Completes a faculty development conference sponsored by the UCF Faculty Center for Teaching and Learning or an equivalent workshop conducted by a professionally recognized organization, or participates in 6 hours of FCTL workshops during the evaluation period
11. Teaches an Honors interdisciplinary seminar in which student evaluations are above the Program 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).
12. Creates substantial innovative teaching materials (for example, supporting the GEP Unifying Theme, teaching an FCTL workshop, maintaining a widely-used web site) which may include sharing these materials with other faculty
13. Serves as an invited classroom observer or mentors new or junior faculty: shares ideas, assignments, best practices, syllabi, etc.
14. Spear heads 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
15. Prepares a white paper or a proposal for a new program
16. Performs some other noteworthy teaching activity or teaching development 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

Each specialty within the Program has a different set of standards for judging the

prestige of research and creative activity. The list below offers a rough guideline for evaluation, but the differences among specialties should be taken into account by the Director during the annual evaluation process. This list may be supplemented by advice to the Director from members of the various specialties, especially in regard to items that may indicate sustained research but do not lead directly or immediately to publications. 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 skewed from one year to the next.

As a result, the Director will need to take into account faculty productivity in at least the two years immediately prior to the annual evaluation being conducted. For example, in the first case, faculty members who have published several articles in one year may not need to publish any articles in the next year to receive a Satisfactory ranking as long as they have met other of the listed expectations.

The Director may take into account a faculty member's forthcoming work (accepted, in press, or under contract, and work under consideration, including grant applications) in a third year of such a cycle in making this judgment. Although the Director may exercise some judgment in deciding when to give credit for publications in press, in general publication will not be credited in two annual evaluations unless it is of book length.

For faculty members with a higher percentage of assignment dedicated to research than the Program 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 Program norm for research active faculty; one less 'satisfactory' standard or its equivalent will be required for satisfactory, above satisfactory or outstanding ratings. This can also be satisfied by demonstrating appropriate progress on one of the criteria for a "Satisfactory" rating.

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

Special Cases

A substantial authored book 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 with reasonable attention to faculty members' total productivity during those years.

An authored reader book on the discipline with the faculty as first author should be allowed to count for major significance in the annual research review over a two-year period. A new and/or revised edition of a previous published book by faculty should be allowed to count for a three-year period. In the evaluation process of research and scholarship, the Director is encouraged to consider qualitative measures whenever possible, weighing such factors as the relative ranking of publication venues (presses and journals), the acceptance rates for journals, the status of publication sites in the profession, and the competitiveness and academic standing of conferences and professional meetings.

In the case where a faculty member considers a publication normally qualifying for Satisfactory as having extraordinary merit or unusual influence on the field, that person may present a case for that item counting as sufficient for Above Satisfactory. An increasing amount of publishing activity is occurring online, including the transition of established print journals to electronic formats. Therefore, 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 journal's prestige and not its format of delivery.

In some cases, the faculty member and Director may agree on an interdisciplinary project that is not explicitly covered in the criteria below. In the case of incoming faculty, the completion of a dissertation 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 one (1) of the following standards:

1. Demonstration of appropriate progress on a book-length manuscript.

2. Presents a peer-reviewed paper at a conference
3. Publishes a translation or an interview with a prominent author in a peer-reviewed journal
4. Publishes a book review in a top-tier journal, discipline specific publication or major newspaper (such as the *New York Times*, *Los Angeles Times*, *Chicago Tribune*)
5. Publishes a scholarly or creative article or essay, or a Women's Studies-related creative project in a peer-reviewed journal, or publishes a paper in a peer reviewed conference proceedings for areas such as Feminist Theories where such work is equivalent to a peer reviewed journal article. In the case of creative or non-traditional Women's Studies 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.)
6. Publishes a book chapter in a peer-reviewed or invited volume
7. Prepares an application and applies for an external grant
8. Is awarded an internal grant for research
9. Presents an invited or keynote address at a regional conference
10. Gives a reading of creative work at a university or other major venue (e.g., national or international book fair)
11. Receives at least a revise-resubmit response from the submission of a new article or Women's Studies related project to a peer-reviewed journal
12. Publishes as a significant contributor to a Women's Studies related publication
13. Writes a policy or government related document dealing with gender related issues

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 two 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.
2. Meet one of the "Satisfactory" criteria, plus one of the following
 1. Presents two papers at regional or national conferences, or presents a paper at an international conference
 2. Presents an invited or keynote address at a national/international conference
3. Publishes a translation of notable length in a recognized journal
4. 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

Outstanding

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

1. Meet at least three of the "Satisfactory" criteria, (including two publications)

2. Meets two of the "Satisfactory" criteria, (including one publication) or a significant deliverable resulting from a significant grant, plus one of the "Above Satisfactory" criteria.
3. Is awarded an external grant for research, or continued administration and execution of the research aspects of a multi-year grant.
4. 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, video or documentary or other significant nonfiction studies; novels; collections of short fiction, literary nonfiction, poems, or articles; a play, film script; or other recognized achievement
5. 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)
6. 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)
7. Meet the criteria for "Above Satisfactory", plus one of the following
 1. Wins a UCF RIA Award
 2. Wins a CAH or UCF award for research excellence
 3. Is awarded multiple external grants or one very large or prestigious grant as defined by standards in one's specialty
 4. Wins a national organization research award

III. SERVICE

All members of the Program are expected to share in the work of the Program. All members should expect to attend Program meetings, serve on Program 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 sabbatical or medical leave. In addition, faculty may engage in service work for the University, for their discipline, or for their profession. A faculty service plan must be approved annually by the Director. 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 Program 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 Program, college, university, community, and profession levels. When the percentage of assignment for service differs from the Program 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 Program 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 Program Director, 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 Program committee or some other activity that fulfills service to the Program, unless other arrangements are made with the Director.

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 Director 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.

1. Serves on one or more Program standing committees
2. Directors a Program committee

3. Serves on a Program search committee or other ad hoc committee
4. Serves as a program director or graduate coordinator (Gender Studies Certificate) unless this is assigned/evaluated under "other duties" and has one course release.
5. Administrates program assessment
6. Advises or provides other substantial service to a student organization
7. Serves on a CAH committee (for example, Promotion and Tenure, TIP Criteria, TIP Selection, RIA Selection, Sabbatical, Curriculum, Dean's Advisory)
8. Serves on a university committee (for example, Promotion and Tenure, Curriculum, Graduate College)
9. Serves on faculty senate
10. Serves as officer, board member or in some other major role for an organization related to UCF
11. Gives a public lecture to a local or regional group or organization
12. Gives a talk to a public, private, or charter school
13. Engages on recruitment activities on behalf of the program
14. Participates in contest judging for a public, private, or charter school or education- related community organization
15. Consults with a public, private, or charter school
16. Organizes a program for a public, private, or charter school
17. Serves as an officer for a local, regional, state, national or international professional organization
18. Contributes significantly in some other way to a local, regional, state, national or international professional organization (serves on an awards committee, for example)
19. Evaluates a manuscript for a professional journal or assesses a book for publication for a press
20. Serves as a manuscript review coordinator for a professional journal
21. 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)
22. Serves as a Director person for, or a moderator on, a panel at a state, regional, national or international professional meeting
23. Provides a published or broadcast interview on a subject pertaining to Gender and Women's Studies, to a local or national media outlet
24. Organizes a public lecture by a distinguished lecturer from outside UCF at UCF
25. Organizes a professional conference, seminar, or leads a workshop or organizes the Program's Lunch series.
26. 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.
27. Receives externally funded grants to benefit the University, College, and Program concerning a service-related issue
28. Mentors students outside the Program through a UCF Office, such as Legacy, Lead Scholar, RAMP, or McNair
29. Represents the Program at two UCF graduation ceremonies in the evaluation period

30. Serves in a role not listed above that the Director designates as fulfilling service to the Program, 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 Program committee or some other activity that fulfills service to the Program, unless other arrangements are made with the Director.

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 a faculty member may request that the Director consider that service work equivalent to fulfilling two of the standards.