



University of Central Florida

Advanced Materials Processing and Analysis Center

# FACULTY ANNUAL EVALUATION STANDARDS & PROCEDURES

*Intended for first use in the 2013-2014 academic year*

The goal of all Advanced Materials Processing and Analysis Center (AMPAC) faculty is to realize their vision of building an internationally recognized materials-science and engineering unit. This will require effort from all faculty members, especially those at the senior level. Senior faculty members should be internationally-recognized leaders in the materials science and engineering field and should act as role models for non-tenured professors in the AMPAC. Since each faculty member has the responsibility of developing and maintaining a scholarly body of scientific research and educational work, each faculty member will be evaluated based on their performance in working toward that objective. The AMPAC Director will use the performance measures outlined in this document for faculty annual evaluations. One of the primary considerations will be the existence of multidisciplinary, collaborative interactions both within the AMPAC and with the rest of the university, as well as outside the university.

## **Assignment of FTE:**

The overall assessment of the faculty depends on both the quality of work and the overall productivity in research, teaching, and service. However, the overall assessment of a faculty member also depends on the FTE assignment in research, teaching, and service. While there is a “standard” FTE assignment, as described below, in some cases the FTE assignment may deviate from the “standard” assignment. For example, a faculty member who is less active in research will likely be given a larger FTE assignment in teaching, and the overall assessment of the faculty member’s performance will reflect the assigned FTE load.

At the beginning of the semester, the AMPAC directory will discuss with each faculty member the expected FTE for research, teaching, and service. The “standard” FTE for the research, teaching and service will be 50%, 40% and 10%, respectively. The teaching assignment includes classroom activities and supervision of students and postdoctoral researchers. The standard FTE assignment corresponds to teaching one course in the fall and spring semesters.

In consultation with the faculty member and the Department Chair (in the faculty member’s tenure home), the AMPAC director can assign FTE for research, teaching, and service different from the “standard” assignment described above. For example, a faculty member who does not have funds to support a researcher should be given higher teaching and/or service FTE

assignments. In some cases, the faculty member may be allowed to “buy out” of some classroom teaching responsibilities, which will be reflected in the assigned FTE. Here are some examples of possible FTE assignments:

1. Teaches two courses in the evaluation period, supervises students or postdocs in research, and participates in Center/Department/College/University service: 50% research, 40% teaching, 10% service.
2. Teaches one course in the evaluation period, supervises students or postdocs in research, and participates in Center/Department/College/University service: 63% research, 27% teaching, 10% service.
3. Teaches three courses in the evaluation period, supervises students or postdocs in research, and participates in Center/Department/College/University service: 37% research, 53% teaching, 10% service.

The overall rating of the faculty member’s performance will be based on the rating in each category and the overall FTE assigned to that category, as described below.

### **Annual Faculty Evaluation Standards and Procedures:**

The following procedures apply to the evaluation of all in-unit faculty members in the AMPAC. Each AMPAC faculty member (tenured, tenure-track, and "Assistant In") will prepare the required Faculty Annual Activities Report (FAR), describing his or her accomplishments in teaching, research, service, and any other assigned duties during the academic year. Additionally, an up-to-date curriculum vitae (CV) will be submitted with the FAR.

The Director will use the FAR, CV, and other relevant information to assign ratings for each category. In doing so, the Center Director will use the standards outlined in this document. Because some faculty members in AMPAC are tenured and receive promotion in academic departments, the AMPAC director will also consult with the relevant Department Chair. The views of the Department Chairs will be taken into consideration in assigning the final ratings.

The ratings are:

- Outstanding
- Above satisfactory
- Satisfactory
- Conditional
- Unsatisfactory

The FAR document, evaluation forms, and the procedures for faculty members to rebut the Director’s evaluation will be governed by the terms of the current Collective Bargaining Agreement (<http://www.collectivebargaining.ucf.edu/pages/CBA.htm>).

At no point, if the faculty member has met all the standards for a specific performance rating, will the faculty member be given a rating less than that indicated by the reported performance. However, the Director has some discretion to rate the faculty member at a level somewhat higher

than might otherwise be indicated by the standards set forth in this document. This might apply, for example, in the event a faculty member receives a prestigious award, is awarded a large multi-investigator grant as a PI, or publishes an article in a high-profile journal (e.g., *Science*, *Nature*, *Proc. National Acad. Sci*, etc.). The overall intention is to give the Director the discretion to recognize and reward work of high quality and/or high visibility, and to not limit the evaluation of the faculty member's to the mostly quantitative measures set for in the AESP document.

The quantifications listed below for instructional and research activities apply to all ranks and are provided as a guideline for evaluation purposes. Additional guidelines appropriate to the "Assistant In" classification are described elsewhere in this document.

1. An M.S. student, regardless of support status, counts as 0.5 Ph.D. student.
2. An undergraduate (UG) student actively engaged in research counts as 0.25 Ph.D. student, capped at 1 Ph.D. student equivalent (4 UG students).
3. A post-doc, regardless of financial support mechanisms, counts as 1 Ph.D. student.
4. Credit for a shared Ph.D. student counts as 0.5 Ph.D. student.
5. All publications will count, even if they are shared principal authorship with another investigator or research group.
6. The term "peer-reviewed papers" generally refers to articles cited in the ISI Web of Science database. Conference proceedings or any other articles that do not appear in the ISI Web of Science database will receive one-third credit, so that three articles of this kind receive credit equal to one "peer-reviewed paper".
7. Book chapters and patents received/published during the evaluation are counted as one "peer-reviewed paper".

### **Overall performance rating:**

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

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

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

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

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

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

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

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

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

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

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

## Tenure-track Assistant Professor

In some cases new faculty members will not *begin their appointment* at UCF at the beginning of the academic year. In those cases, the FAR will cover a partial year. In this case, the following standards will apply for year 1:

Unsatisfactory	Failure to submit a plan and goals for the first full year at UCF.
Conditional	Failure to submit an acceptable plan and goals for the first full year at UCF.
Satisfactory	The submission of an acceptable plan and goals for the first full year at UCF.
Above Satisfactory	The teaching of one course <i>or</i> the submission of at least two grant proposals that can be either internal or external funding mechanisms.
Outstanding	The teaching of one course, the submission of at least three grant proposals, publication of one paper from UCF as well as some, minimal service in terms of committee participation, other service to the university, <i>or</i> service outside the university.

For tenure-track assistant professors in their first year whose evaluation period corresponds to a complete year, and for those beyond their first year, the following standards apply.

### Category A. Instructional Activities

#### Unsatisfactory

Fails to meet the standards for a “Conditional” evaluation.

#### Conditional

Has at least 50% “good or above” in “overall evaluation of instructor” student evaluations in all established courses taught. This requirement will not be applicable to newly-developed courses or any course taught for the first time.

#### Satisfactory

Demonstrates skills as an effective teacher by the following:

1. Meets assigned classes regularly as scheduled and provides students with course syllabus and final exam, uses appropriate and up-to-date instructional techniques, covers appropriate course topics and materials, keeps regular and special-advisement appointment hours, and is well-informed and professional in advising assigned students.

AND

2. Has at least 50% “good or above” in “overall evaluation of instructor” student evaluations in all established courses taught. This requirement will not be applicable to newly-developed courses or course taught for the first time.

AND

3. Is the major advisor for at least one active Ph.D. graduate student, or postdoc.

### **Above Satisfactory**

1. Meets standards 1 and 2 for Satisfactory performance.

AND

2. Has demonstrated active involvement in curriculum and departmental programs. Two of the following teaching activities were completed:
  - Developed new teaching laboratory experiments to update course content of existing courses.
  - Included new course modules to update course content of existing courses.
  - Submitted a proposal for an education related program, or for teaching laboratory instrumentation.
  - Taught an existing course for the first time (new course preparation).
  - Has at least 60% “good or above” in “overall evaluation of instructor” student evaluations in all courses taught.
  - Supervised at least one undergraduate student in research.
  - Has documented extensive tutoring of students other than the faculty member’s own students.
  - Faculty member’s students presented at a conference (e.g. regional meetings of ACS, FLAVS, MRS).

AND

3. Served as the primary advisor for at least two Ph.D. graduate students or postdocs.

### **Outstanding**

1. Met standards 1 and 2 for Above Satisfactory performance.

AND

2. Served as the primary advisor for at least three Ph.D. graduate students or postdocs.

AND

3. Has demonstrated active involvement in curriculum and departmental programs. Two of the following teaching activities were completed:

- Published material that supports instruction to a broad audience.
- Won funding for a proposal towards an education related program, or for teaching laboratory instrumentation.
- Participated in at least 2 candidacy or Ph.D. defense committees.
- Has won teaching awards during the evaluation period.
- Supervised an undergraduate honors thesis project or REU project.
- Guest lectured in other faculty member's courses at UCF or other institutions.
- Faculty member's students presented at a major conference with international attendance (e.g. ACS, APS, MRS, Biophysical Society Annual Meeting, MTS, MS&T).

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

#### **Unsatisfactory**

Fails to meet the standards for a "Conditional" evaluation.

#### **Conditional**

Has demonstrated scholarly activity through peer-reviewed paper preparation or publication.

#### **Satisfactory**

1. Has demonstrated scholarly activity through at least one peer-reviewed paper published, in press or accepted for publication during the evaluation year. This requirement will be relaxed for year 1 and year 2 faculty.

AND, EITHER

2. Research funding sufficient to support one Ph.D. student/postdoc including, but not limited to, salary, fringe, tuition, supplies and instrument costs.

OR

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

#### **Above Satisfactory**

1. Research funding sufficient to support two Ph.D. Students/postdocs including, but not limited to, salary, fringe, tuition, supplies and instrument costs.

AND

2. At least one major grant (i.e. sufficient funding to support at least one Ph.D. student/postdoc) in which the faculty member is the principal investigator.

AND

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

AND

4. One presentation at a major meeting (such as ACS, APS, MRS, Neuroscience, MTS, MS&T, BMES or Particles) or research institution.

### **Outstanding**

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

- Research funding sufficient to support three Ph.D. students/postdocs including, but not limited to, salary, fringe, tuition, supplies and instrument costs.
- Four peer-reviewed papers published, in press or accepted for publication during the evaluation year, must serve as corresponding author for at least three.
- Two presentations that are a combination of invited talks and oral talks at major meetings (such as ACS, APS, MRS, Neuroscience, MTS, MS&T, BMES or Particles) or research institutions.

### **Category C: Service**

#### **Unsatisfactory**

Fails to meet the standards for a “Conditional” evaluation.

#### **Conditional**

Meets one of the following standards.

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

OR

2. Serves the community by presenting a professional talk to a local or regional group, public school or organization.

OR

3. Serves the community by serving on a committee or as an officer for a local, regional, state or national organization, or public school in a capacity that utilizes skills derived from that discipline.

OR

4. Serves the profession by reviewing a manuscript or proposal for a funding agency or professional organization, scientific journal, or textbook.

## **Satisfactory**

Must satisfy 2 of the following 4 standards:

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

OR

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

## **Above Satisfactory**

Demonstrates multiple accomplishments and service under at least two of the four service categories represented in standards (1-4) above (e.g., reviewing multiple manuscripts or proposals as well as serving on two or more committees).

## **Outstanding**

Meets all standards necessary to achieve Above Satisfactory.

AND

Fulfills two of the following:

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

## **Tenure-Track Associate Professor**

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

#### **Unsatisfactory**

1. Fails to meet the standards for a “Conditional” evaluation.

#### **Conditional**

1. Has at least 50% “good or above” in “overall evaluation of instructor” in all established courses taught. This requirement will not be applicable to newly developed courses or any course taught for the first time.

AND

2. Is the major advisor for at least 0.5 active Ph.D. graduate student or postdoc.

#### **Satisfactory**

Demonstrates skills as an effective teacher by the following:

1. Meets assigned classes regularly as scheduled and provides students with course syllabus and final exam, uses appropriate and up-to-date instructional techniques, covers appropriate course topics and materials, keeps regular and special advisement appointment hours, is well-informed and professional in advising assigned students.

AND

2. Has at least 50% “good or above” in “overall evaluation of instructor” in all established courses taught. This requirement will not be applicable to newly developed courses or course taught for the first time.

AND

3. Is the major advisor for at least one active Ph.D. graduate students or postdocs.

#### **Above Satisfactory**

1. Met standards 1-3 for Satisfactory performance.

AND

2. Has demonstrated active involvement in curriculum and departmental programs. Two of the following teaching activities were completed:
  - Developed new teaching laboratory experiments to update course content of existing courses.

- Included new course modules to update course content of existing courses.
- submitted a proposal for an education related program, or for teaching laboratory instrumentation.
- Taught an existing course for the first time (new course preparation)
- Has at least 60% “good or above” in “overall evaluation of instructor” student evaluations in all courses taught.
- Supervised an undergraduate student.
- Has documented extensive tutoring of students other than the faculty member’s own students.
- Faculty-mentored students presented at a conference (e.g. regional meetings of ACS, FLAVS).

AND

3. Is the major advisor for at least two Ph.D. graduate students or postdocs.

### **Outstanding**

1. Met standards 1-2 for Above Satisfactory performance.

AND

2. Supervised three Ph.D. graduate students or postdocs.

AND

3. Has demonstrated active involvement in curriculum and departmental programs. Two of the following teaching activities were completed:

- Published material that supports instruction to a broad audience.
- Won funding for a proposal towards an education related program, or for teaching laboratory instrumentation.
- Participated in at least 2 candidacy or Ph.D. defense committees.
- Has won teaching awards during the evaluation period.
- Completed an undergraduate honors thesis project or REU project.
- Guest lecturing in other faculty member’s courses at UCF or other institutions.
- Faculty member’s students presented at a major conference with international attendance (e.g. ACS, APS, MRS, MTS, MS&T, Biophysical Society Annual Meeting).

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

### **Unsatisfactory**

Fails to meet the standards for a “Conditional” evaluation.

### **Conditional**

1. Has demonstrated scholarly activity through at least one peer-reviewed papers published, in press or accepted for publication.

AND

2. Research funding sufficient to support 0.5 Ph.D. student/postdoc including, but not limited to, salary, fringe, tuition, supplies and instrument costs.

### **Satisfactory**

1. Has demonstrated scholarly activity through at least one peer-reviewed paper published, in press or accepted for publication during the evaluation year.

AND

2. Research funding sufficient to support one Ph.D. students/postdocs including, but not limited to, salary, fringe, tuition, supplies and instrument costs.

AND

3. Must have one presentation at a major meeting (such as ACS, APS, MRS, MTS, MS&T, Neuroscience, BMES or Particles) or a research institution.

### **Above Satisfactory**

1. Has demonstrated scholarly activity through at least three peer-reviewed papers published, in press or accepted for publication during the evaluation year, with two as corresponding author.

AND

2. Research funding sufficient to support two Ph.D. students/postdocs including, but not limited to, salary, fringe, tuition, supplies and instrument costs.

AND

3. Must have at least one major grant (i.e. sufficient funding to support at least one Ph.D. student/postdoc) in which the faculty member is the principal investigator.

AND

4. Must have one presentation at major meeting such as ACS, MRS, MTS, MS&T, Neuroscience, BMES or Particles.

### **Outstanding**

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

- Four peer-reviewed papers published, in press or accepted for publication during the evaluation year of which three are as corresponding author.

- Research funding sufficient to support three Ph.D. students/postdocs including, but not limited to, salary, fringe, tuition, supplies and instrument costs.
- Two presentations that are a combination of invited talks and oral talks at major meetings (such as ACS, APS, MRS, MTS, MS&T, Neuroscience, BMES or Particles) and research institutions.

### **Category C: Service**

#### **Unsatisfactory**

Fails to meet the standards for a “Conditional” evaluation.

#### **Conditional**

Meets one of the following standards.

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

OR

2. Serves the community by presenting a professional talk to a local or regional group, public school or organization.

OR

3. Serves the community by serving on a committee or as an officer for a local, regional, state or national organization, or public school in a capacity that utilizes skills derived from that discipline.

OR

4. Serves the profession by reviewing a manuscript or proposal for a funding agency or professional organization, scientific journal, or textbook.

#### **Satisfactory**

Must satisfy 2 of the following 4 standards.

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

OR

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

### **Above Satisfactory**

Demonstrates multiple accomplishments and service under at least two of the four service categories represented in standards (1-4) above (e.g., reviewing multiple manuscripts or proposals as well as serving on two or more committees).

### **Outstanding**

Meets all standards necessary to achieve Above Satisfactory.

AND

Fulfills two of the following:

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

## **Tenured Associate Professor**

Once a faculty member is tenured in the AMPAC he/she is expected to be a leader in the field of materials science and engineering.

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

#### **Unsatisfactory**

Fails to meet the standards for a “Conditional” evaluation.

#### **Conditional**

1. Has at least 50% “good or above” in “overall evaluation of instructor” in all established courses taught. This requirement will not be applicable to newly developed courses or course taught for the first time.

AND

2. Is the major advisor for at least 0.5 Ph.D. graduate student or postdoc.

#### **Satisfactory**

Demonstrates skills as an effective teacher by the following:

1. Meets assigned classes regularly as scheduled and provides students with course syllabus and final exam, uses appropriate and up-to-date instructional techniques, covers appropriate course topics and materials, keeps regular and special advisement appointment hours, is well-informed and professional in advising assigned students.

AND

2. Has at least 50% “good or above” in “overall evaluation of instructor” in all established courses taught. This requirement will not be applicable to newly developed courses or course taught for the first time.

AND

3. Is the major advisor for at least one active Ph.D. graduate student or postdoc where the graduate students are making acceptable progress toward graduation.

#### **Above Satisfactory**

1. Met standards 1-3 for Satisfactory performance.

AND

2. Has demonstrated active involvement in curriculum and departmental programs. Two of the following teaching activities were completed:
  - Developed new teaching laboratory experiments to update course content of existing courses.
  - Included new course modules to update course content of existing courses.
  - submitted a proposal for an education related program, or for teaching laboratory instrumentation.
  - Taught an existing course for the first time (new course preparation)
  - Has at least 60% “good or above” in “overall evaluation of instructor” student evaluations in all courses taught.
  - Supervised an undergraduate student.
  - Has documented extensive tutoring of students other than the faculty member’s own students.
  - Faculty-mentored students presented at a conference (e.g. regional meetings of ACS, FLAVS).

AND

3. Is the major advisor for at least two Ph.D. graduate students or postdocs where the graduate students are making acceptable progress toward graduation.

### **Outstanding**

1. Met standards 1 and 2 for Above Satisfactory performance.

AND

2. Supervised four Ph.D. graduate students or postdocs where the graduate students are making acceptable progress toward graduation.

AND

3. Has demonstrated active involvement in curriculum and departmental programs. Two of the following teaching activities were completed:
  - Published material that supports instruction to a broad audience.
  - Won funding for a proposal towards an education related program, or for teaching laboratory instrumentation.
  - Participated in at least 2 candidacy or Ph.D. defense committees.
  - Has won teaching awards during the evaluation period.
  - Completed an undergraduate honors thesis project or REU project.
  - Guest lecturing in other faculty member’s courses at UCF or other institutions.

- Faculty member's students presented at a major conference with international attendance (e.g. ACS, APS, MRS, MTS, MS&T, Biophysical Society Annual Meeting).

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

#### **Unsatisfactory**

Fails to meet the standards for a "Conditional" evaluation.

#### **Conditional**

1. Has demonstrated scholarly activity through at least one peer-reviewed paper published, in press or accepted for publication.

AND

2. Research funding sufficient to support 0.5 Ph.D. student/postdoc including, but not limited to, salary, fringe, tuition, supplies and instrument costs.

#### **Satisfactory**

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

AND

2. Research funding sufficient to support one Ph.D. student/postdoc including, but not limited to, salary, fringe, tuition, supplies and instrument costs.

AND

3. Must have at least one major grant (i.e. sufficient funding to support at least one Ph.D. student/postdoc) in which the faculty member is the principal or co-principal investigator.

AND

4. Has at least one invited or contributed presentation at a major meeting (such as ACS, APS, MRS, MTS, MS&T, Neuroscience, BMES or Particles) or research institution.

#### **Above Satisfactory**

1. Has demonstrated scholarly activity through at least four peer-reviewed papers published, in press or accepted for publication during the evaluation year, must serve as corresponding author of three.

AND

2. Research funding sufficient to support two Ph.D. Students/postdocs including, but not limited to, salary, fringe, tuition, supplies and instrument costs.

AND

3. Has two presentations that are a combination of invited and contributed talks at major meetings (such as ACS, APS, MRS, MTS, MS&T, Neuroscience, BMES or Particles) or research institutions.

AND

4. Has at least one major grant (i.e. sufficient funding to support at least one Ph.D. student/postdoc) in which the faculty member is the principal investigator.

### **Outstanding**

1. Six peer-reviewed papers published, in press or accepted for publication during the evaluation year. Must serve as a corresponding author on four.

AND

2. Research funding shown sufficient to support four Ph.D. students/postdocs including, but not limited to, salary, fringe, tuition, supplies and instrument costs.

AND

3. Must have at least one major grant (i.e. sufficient funding to support at least one Ph.D. student/postdoc) in which the faculty member is the principal investigator.

AND

4. Has four presentations that are a combination of invited and contributed talks at major meetings (such as ACS, APS, MRS, MTS, MS&T, Neuroscience, BMES or Particles) or research institutions.

AND

5. Has worked with more junior faculty members to submit at least one proposal. More credit will be given to funded proposals.

### **Category C: Service**

#### **Unsatisfactory**

Fails to meet the standards for a “Conditional” evaluation.

#### **Conditional**

Meets one of the following standards.

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

OR

2. Serves the community by presenting a professional talk to a local or regional group, public school or organization.

OR

3. Serves the community by serving on a committee or as an officer for a local, regional, state or national organization, or public school in a capacity that utilizes skills derived from that discipline.

OR

4. Serves the profession by reviewing a manuscript or proposal for a funding agency or professional organization, scientific journal, or textbook.

### **Satisfactory**

Must satisfy 2 of the following 4 standards:

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

OR

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

### **Above Satisfactory**

Demonstrates multiple accomplishments and service under at least two of the four service categories represented in standards (1-4) above (e.g., reviewing multiple manuscripts or proposals as well as serving on two or more committees).

### **Outstanding**

1. Meets all standards necessary to achieve Above Satisfactory.

AND

2. Fulfills two of the following:
  - Receives public recognition for outstanding service to the University, community or profession.
  - Serves as an invited consultant to or spokesperson for a state or national organization.
  - Serves as a principal officer, meeting organizer, or session chair of a major conference at the national or international level.

- Serves in a grant review panel at the national level.
- Serves on the editorial board of a scientific journal.
- Organizes outreach activities.

## **Tenured Full Professor**

Once a faculty member is a tenured full professor in the AMPAC he/she is expected to be a leader in the field of materials science and engineering. In addition, senior faculty members should be at the forefront of leading the AMPAC to new frontiers and heights of scholarship, and should act as mentors for junior faculty members at the tenure-track level.

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

#### **Unsatisfactory**

Fails to meet the standards for a “Conditional” evaluation.

#### **Conditional**

1. Has at least 50% “good or above” in “overall evaluation of instructor” in all courses taught. This requirement will not be applicable to newly developed courses or course taught for the first time.

AND

2. Is the major advisor for at least 0.5 active Ph.D. graduate student or postdoc.

#### **Satisfactory**

Demonstrates skills as an effective teacher by the following:

1. Meets assigned classes regularly as scheduled and provides students with course syllabus and final exam, uses appropriate and up-to-date instructional techniques, covers appropriate course topics and materials, keeps regular and special advisement appointment hours, is well-informed and professional in advising assigned students.

AND

2. Has at least 50% rating of “good or above” in “overall evaluation of instructor” in all courses taught.

AND

3. Is the major advisor for at least one active Ph.D. graduate student or postdoc.

#### **Above Satisfactory**

1. Meets standards 1 and 2 for “Satisfactory” performance.

AND

2. Has at least 60% rating of “good or above” for “overall evaluation of instructor” in all courses taught.

AND

3. Has demonstrated active involvement in curriculum and departmental programs. Examples of the teaching activities include:
  - Developed new teaching laboratory experiments to update course content of existing courses.
  - Included new course modules to update course content of existing courses.
  - submitted a proposal for an education related program, or for teaching laboratory instrumentation.
  - Taught an existing course for the first time (new course preparation)
  - Has at least 60% “good or above” in “overall evaluation of instructor” student evaluations in all courses taught.
  - Supervised an undergraduate student.
  - Has documented extensive tutoring of students other than the faculty member’s own students.
  - Faculty-mentored students presented at a conference (e.g. regional meetings of ACS, FLAVS).

AND

4. Is the major advisor for at least two Ph.D. graduate students or postdocs.

### **Outstanding**

1. Meets standards 1- 3 for “Above Satisfactory” performance.

AND

2. Supervised four Ph.D. graduate students or postdocs.

AND

3. Has demonstrated active involvement in curriculum and departmental programs. Two of the following teaching activities were completed:
  - Published material that supports instruction to a broad audience.
  - Won funding for a proposal towards an education related program, or for teaching laboratory instrumentation.
  - Participated in at least 2 candidacy or Ph.D. defense committees.
  - Has won teaching awards during the evaluation period.
  - Completed an undergraduate honors thesis project or REU project.
  - Guest lecturing in other faculty member’s courses at UCF or other institutions.
  - Faculty member’s students presented at a major conference with international attendance (e.g. ACS, APS, MRS, MTS, MS&T, Biophysical Society Annual Meeting).

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

### **Unsatisfactory**

Fails to meet the standards for a “Conditional” evaluation.

### **Conditional**

1. Has demonstrated scholarly activity through at least one peer-reviewed paper published, in press or accepted for publication.

AND

2. Research funding sufficient to support 0.5 Ph.D. student/postdoc or an M.S. student including, but not limited to, salary, fringe, tuition, supplies and instrument costs.

### **Satisfactory**

1. Has demonstrated scholarly activity through at least three peer-reviewed papers published, in press or accepted for publication during the evaluation year. At least two papers must be as corresponding author.

AND

2. Research funding sufficient to support one Ph.D. students/postdocs including, but not limited to, salary, fringe, tuition, supplies and instrument costs.

AND

3. Must have at least one major grant (i.e. sufficient funding to support at least one Ph.D. student/postdoc) in which the faculty member is the principal or co-principal investigator.

AND

4. Must have one invited or contributed talk at a meeting (such as ACS, APS, MRS, MTS, MS&T, Neuroscience, BMES or Particles), workshops and research institutions.

### **Above Satisfactory**

1. Has demonstrated scholarly activity through at least five peer-reviewed papers published, in press or accepted for publication during the evaluation year. At least three papers must be as corresponding author.

AND

2. Research funding sufficient to support two Ph.D. students/post-docs including, but not limited to, salary, fringe, tuition, supplies and instrument costs.

AND

3. Must have at least one major grant (i.e. sufficient funding to support at least one Ph.D. student/postdoc) in which the faculty member is the principal investigator.

AND

4. Must have two presentations that are a combination of invited and contributed talks at meetings (such as ACS, APS, MRS, MTS, MS&T, Neuroscience, BMES or Particles), workshops and research institutions.

### **Outstanding**

1. Has demonstrated scholarly activity through at least eight peer-reviewed papers published, in press, or accepted for publication during the evaluation year. At least four papers must be as corresponding author.

AND

2. Research funding sufficient to support four Ph.D. students/postdocs including, but not limited to, salary, fringe, tuition, supplies and instrument costs.

AND

3. Must have at least one major grant (i.e. sufficient funding to support at least one Ph.D. student/postdoc) in which the faculty member is the principal investigator.

AND

4. Must prepare proposals that involve other members in the Center or Departments. More credit will be given to proposals that result in grants, especially when the proposal involves junior faculty members.

AND

5. Evidence of mentorship for junior faculty members, for example in providing guidance to junior members seeking external funding. This might also include serving as PI on a proposal with junior faculty member as a Co-PI.

AND

6. Must have four presentations that are a combination of invited talks and oral talks at major meetings (such as ACS, APS, MRS, MTS, MS&T, Neuroscience, BMES or Particles), workshops and research institutions.

### **Category C: Service**

#### **Unsatisfactory**

Fails to meet the standards for a “Conditional” evaluation.

#### **Conditional**

Meets one of the following standards:

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

OR

2. Serves the community by presenting a professional talk to a local or regional group, public school or organization.

OR

3. Serves the community by serving on a committee or as an officer for a local, regional, state or national organization, or public school in a capacity that utilizes skills derived from that discipline.

OR

4. Serves the profession by reviewing a manuscript or proposal for a funding agency or professional organization, scientific journal, or textbook.

### **Satisfactory**

Must satisfy 2 of the following 4 standards:

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

OR

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

### **Above Satisfactory**

Demonstrates multiple accomplishments and service under at least two of the four service categories represented in standards (1-4) above (e.g., reviewing multiple manuscripts or proposals as well as serving on two or more committees).

### **Outstanding**

1. Meets all standards necessary to achieve Above Satisfactory.

AND

2. Fulfills two of the following:

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

AND

3. Exhibits strong leadership, including achievement in some of the following areas:
  - Serves on committees at the College and/or University level.
  - Fulfilled a leadership role in Departmental, College, and/or Center committees, for example by serving as a Committee Chair
  - Served in a leadership role in a Professional Society
  - Evidence of a strong mentorship role for junior members in the Center or Department

## **Faculty hired in the "Assistant In" category**

Faculty in the "Assistant In" category includes technical support staff whose primary responsibility is service in the form of supporting users and maintaining instruments at the Materials Characterization Facility (MCF). This support role involves several tasks, which include materials characterization service for internal and external users, instrumentation maintenance, installation and acquisition in a timely manner, short-course offering, individual user-trainings, guest-tour for MCF, and other administrative services for AMPAC. They can additionally have assigned duties in teaching, through academic departments and research centers, which can include formal instruction and guest lecturing throughout the performance period. Research assignments can include their own investigations, collaborations, and leading or supporting efforts to secure extramural research funding. A typical FTE will be 0.50, 0.40, 0.10 in the areas of Service, Teaching, and Research, respectively.

### **Duties and Evaluation Standards**

The following is a list of typical duties and evaluation standards related to Service, Teaching, and Research, which is intended to provide a guideline for the evaluation of "Assistant In" employees.

Duties associated with Service include:

1. Materials characterization service for internal users.
2. Materials characterization service for external users.
3. Maintenance of existing instrumentation, and installation of, if any, new instrument. Evaluation of instrumentation maintenance, per instrument, will follow the guideline provided in Table I (see below) using instrument "up-time" during normal business hours.
4. Lead or assist in instrument acquisition-to-installation including in-kind contributions (e.g., donations) and official proposals activities will be given importance.
5. Primary contact as laboratory coordinator and recorder for AMPAC (e.g., Properties inventory, safety, space-allocation and labs).
6. Talking to various UCF units to create a general awareness of MCF.

Duties associated with Teaching and Instructional Activities include:

1. Short-course offered on "theory and operation" of instrumentation.
2. Individual internal/external user training.
3. Informative "Open House" and tour of MCF for potential/future MCF users.
4. Teaching, either as the instructor of record or as a guest lecturer for catalogued courses at UCF (i.e., academic departments).

Duties associated with Research and Creative Activities include:

1. PI, Co-PI, or senior personnel on proposals for extramural research funding including programs for equipment acquisition.
2. Dissemination of research activities through peer-reviewed papers and conference presentations.

Table I. Evaluation Standard for Instrument Maintenance (based on uptime during normal business hours). The overall evaluation for instrument maintenance will be an average over the maintenance evaluations for all instruments assigned to the faculty member.

Instrument Age	Evaluation Standards				
	Outstanding (4)	Above Satisfactory (3)	Satisfactory (2)	Conditional (1)	Unsatisfactory (0)
Less than 2 years old	> 90%	> 80%	> 60%	> 50%	< 50%
Less than 5 years old	> 80%	> 70%	> 50%	> 40%	< 40%
Less than 10 years	> 60%	> 50%	> 30%	> 20%	< 20%
More than 10 years	> 50%	> 35%	> 20%	> 10%	< 10%

### Category A: Service

#### Unsatisfactory

1. Failed to meet the Service standards for "Satisfactory"  
AND
2. Maintained existing instrumentation with "Unsatisfactory" evaluation (see Table I).

#### Conditional

1. Failed to meet the Service standards for "Satisfactory"  
AND
2. Maintained existing instrumentation with an evaluation of "Conditional" or better (see Table I).

#### Satisfactory

1. Has materials characterization service for internal users with instrument usage of more than 200 hours.

AND

2. Materials characterization service for external users with instrument usage of more than 50 hours.

AND

3. Has maintained the existing instrumentation with an evaluation of "Satisfactory" or better (see Table I), and installed one or more new instruments, if any.

AND

4. Participated in at least one instrument acquisition-to-installation effort including in-kind contributions (e.g., donations) and official proposals activities.

AND

5. Served as a participant, at least once, for laboratory coordination and recorder for AMPAC (e.g., Properties inventory, Safety, Space-Allocation).

### **Above Satisfactory**

1. Has materials characterization service for internal users with instrument usage of more than 300 hours.

AND

2. Materials characterization service for external users with instrument usage of more than 75 hours.

AND

3. Has maintained the existing instrumentation with an evaluation of "Above Satisfactory" or better (see Table I), and installed one or more new instruments, if any.

AND

4. Lead in at least one instrument acquisition-to-installation effort including in-kind contributions (e.g., donations) and official proposals activities.

AND

5. Served as a primary responsible officer, at least once, for laboratory coordination and recorder for AMPAC (e.g., Properties inventory, Safety, Space-Allocation).

### **Outstanding**

1. Has materials characterization service for internal users with instrument usage of more than 500 hours.

AND

2. Materials characterization service for external users with instrument usage of more than 125 hours.

AND

3. Has maintained the existing instrumentation with an evaluation of “Outstanding” (see Table I), and installed one or more new instruments, if any.

AND

4. Lead and participated in multiple instrument acquisition-to-installation effort including in-kind contributions (e.g., donations) and official proposals activities.

AND

5. Served as a primary responsible officer, more than once, for laboratory coordination and recorder for AMPAC (e.g., Properties inventory, Safety, Space-Allocation).

### **Category B: Teaching (Instructional Activities)**

#### **Unsatisfactory**

Failed to meet the standards for a “Conditional” evaluation.

#### **Conditional**

Completed at least four of the five tasks listed below.

1. Has offered one short-course on “theory and operation” of instrumentation.
2. Has individually trained more than 5 users (or more than 15 hours) on MCF instrumentation.
3. Participated once in the MCF “Open-House”.
4. Provided a tour of MCF for more than 10 potential/future MCF users and visitors.
5. Taught as a guest lecturer in at least one catalogued courses at UCF offered by an academic department.

#### **Satisfactory**

1. Has offered one short-course on “theory and operation” of instrumentation.

AND

2. Has individually trained more than 10 users (or more than 25 hours) on MCF instrumentation.

AND

3. Participated twice in the MCF “Open-House”.

AND

4. Provided tours of MCF for more than 10 potential/future MCF users and visitors.

AND

5. Taught as a guest lecturer in at least one catalogued courses at UCF offered by an academic department.

### **Above Satisfactory**

1. Has offered at least two short-course on “theory and operation” of instrumentation.

AND

2. Has individually trained more than 20 users (or more than 50 hours) on MCF instrumentation.

AND

3. Lead/organized at least once and participated twice in the MCF “Open-House”.

AND

4. Provided tours of MCF for more than 10 potential/future MCF users and visitors.

AND

5. Taught for more than 3 hours as a guest lecturer in at least one catalogued courses at UCF offered by an academic department.

### **Outstanding**

1. Has offered more than two short-courses on “theory and operation” of instrumentation.

AND

2. Has individually trained more than 30 users (or more than 75 hours) on MCF instrumentations.

AND

3. Lead/organized and participated in the MCF “Open-House” two or more times.

AND

4. Provided tours of MCF for more than 20 potential/future MCF users and visitors.

AND

5. Taught as the instructor of record for at least one catalogued course at UCF offered by an academic department.

### **Category C: Research and other Creative Activities**

#### **Unsatisfactory**

Failed to meet the standards for a “Conditional” evaluation.

#### **Conditional**

1. Participated in an extramural research proposal at least once as senior personnel, including programs for equipment acquisition.

OR

2. Co-authored at least one peer-reviewed paper or conference presentation.

### **Satisfactory**

1. Participated in an extramural research proposal at least once as senior personnel, including programs for equipment acquisition.

AND

2. Co-authored at least one peer-reviewed paper or conference presentation.

### **Above Satisfactory**

1. Participated in an extramural research proposal at least once as a PI or Co-PI including programs for equipment acquisition.

AND

2. Co-authored at least one peer-review paper and at least one conference presentation.

### **Outstanding**

1. Participated in an extramural research proposal, more than once, as a PI or Co-PI including programs for equipment acquisition.

AND

2. Co-authored more than one peer-review paper and at least one conference presentation.

### **Terminal contract**

In the instance that an “assistant-in” faculty receives for their overall performance evaluation three consecutive unsatisfactory/conditional reviews, a terminal contract may be issued.

## **Instructors and visiting faculty**

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