

## **Department of Chemistry**

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

#### **Annual Evaluation Standards & Procedures**

Intended for first use in the 2013-2014 academic year

#### **Introduction**

The Standards & Guidelines documents will form the basis of all faculty evaluations in the Chemistry Department. Annual evaluations will be based on this document.

#### **Basic Assumptions**

1. In a Ph.D.-granting department, faculty holding Assistant, Associate, and Professor ranks are normally expected to have a significant assignment in research and will be judged 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 provides the guidelines for the annual evaluation of tenured and tenure-earning faculty in the Chemistry Department. Part II lists the evaluation standards topics, classified as major or minor, for meritorious performance in the annual assignment. Part III sets forth the level of performance required to achieve Outstanding, Above Satisfactory, Satisfactory and Conditional annual evaluations in the individual categories of Teaching, Research, Service and Other duties as assigned and how these are employed to determine the annual Overall evaluation.

The Department of Chemistry follows the rules set by the BOT/UFF Collective Bargaining Agreement, and the guidelines set by the College of Sciences. As a further supplement, the Department of Chemistry establishes the following guidelines to help tenured and tenure-earning faculty in understanding what is expected for meritorious performance.

#### **Part I. EVALUATION GUIDELINES**

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

## **A. Teaching**

High quality teaching is expected of each faculty member. A measure of teaching effectiveness may be demonstrated, but is not exclusively determined by such mechanisms as: evaluations provided by students and peers, accessibility outside of the classroom structure and success of graduate and undergraduate students. Quality of performance (in the classroom and mentoring student researchers) is the primary criterion for the determination of the effectiveness of teaching. Faculty members are expected to maintain high standards in their courses.

## **B. Research**

As a Ph.D.-granting department, the department's mission is to excel in research and scholarly activities that compare with those in other Ph.D.-granting universities. All members of the Chemistry faculty are expected to develop independent research programs of high quality. The most important measures of research performance are:

- (i) Publications in journals listed in the ISI Web of Science. The publications should demonstrate that the faculty member has played a major role in the research.
- (ii) Success in establishing a viable research program as demonstrated primarily by success in obtaining external research funding.
- (iii) Started guiding doctoral students.

## **C. Service**

All members of the faculty will routinely be assigned committee work in the department. Sometimes faculty members will also be asked to serve on College and University committees. It is expected that faculty will discharge these duties diligently. Professional service, such as refereeing of journal articles, reviewing proposals for funding agencies, and other professional service will be recognized, as will exceptional service to the department.

## **D. Other**

Other university duties are occasionally assigned for special activities such as administrative duties or other special projects. Since the nature of these assignments is variable no attempt is made to specify evaluation in proportion to the total amount of time the assignment is weighted in the annual assignment form.

## Part II. ANNUAL EVALUATION STANDARDS

### A. Teaching

- i. Classroom Instruction ---
  - a) Syllabi and course material (examinations, assignments and other material submitted to the Chair) --- MAJOR
  - b) Student evaluations along with grade distributions. --- MAJOR
- ii. Directing Graduate Students and Postdoctoral Associates
  - a) Advisor of Ph.D. and/or M.S. students --- MAJOR
  - b) Publications, awards, conference presentations of graduate students under faculty supervision --- MAJOR
  - c) Graduate student independent study and postdoctoral associate supervision --- MINOR
- iii. Directing Undergraduate Students
  - a) Undergraduate student research/Honors thesis, independent study supervision , including publications, awards, conference presentations of undergraduate students under faculty supervision --- MAJOR
- iv. Curriculum & Course Development
  - a) Major course revisions including laboratory --- MINOR
  - b) Introduction of innovative new courses, publication of pedagogic articles, textbooks, and laboratory manuals, developing web-based courses and material --- MAJOR
- v. Grants & Contracts Supporting Teaching
  - a) Successful proposals --- MAJOR
  - b) Proposal submissions --- MINOR
- vi. Supplemental Instruction
  - a) Teaching outside a structured course, guest lectures on other courses --- MINOR
  - b) Serving on thesis/dissertation committees --- MINOR
- vii. Student Advising and Coordination and Other
  - a) Student advising ---MINOR
  - b) Coordination of multi-section classes and laboratories ---MAJOR
  - c) Coordination of department tracks and programs --- MAJOR
- viii. Seminar (Undergraduate and Graduate) Advising and Evaluation, and Undergraduate Research Report Supervision
  - a) Technical advisor, attending and evaluating student seminars --- MAJOR
  - b) Undergraduate research report supervision --- MAJOR

## **B. Research**

### **i. Scholarly Work**

- a) Acceptance of publications in journals listed in ISI Web of Science --- MAJOR
- b) Publishing scholarly books or chapters --- MAJOR
- c) Other publications --- MINOR
- d) Recognition of research by Citation Indices --- MAJOR
- e) Submission of research articles to refereed journals --- MINOR
- f) Presentations in national/international conferences/workshops --- MAJOR
- g) Invited conference presentations --- MAJOR
- h) Invited seminars at other research institutions --- MAJOR
- i) Award of patents --- MAJOR
- j) Submission of patent filing --- MINOR

### **ii. Research Grants & Contracts**

- a) Award of grants or contracts as P.I. or co-P.I. --- MAJOR
- b) Submission of proposals --- MINOR
- c) Award of internal funds as P.I. or co-P.I. ---- MINOR
- d) Participate in external grants & contracts as non-P.I. and non-co-P.I. --- MINOR

### **iii. Directing Undergraduate/Graduate Students**

- a) Undergraduate/graduate student research/independent study supervision --- MAJOR
- b) Honors thesis/thesis/dissertation supervision --- MAJOR
- c) Publications, awards, conference presentations of undergraduate/graduate students under faculty supervision --- MAJOR

## **C. Service**

### **i. Service to the department**

- a) Leadership and contributions in departmental committees --- MAJOR
- b) Oversight of major departmental facilities --- MAJOR
- c) Other non-assigned activities such as:
  - recruitment and advising --- MAJOR
  - departmental governance --- MAJOR
- d) Service on Faculty/Staff Search Committees --- MAJOR

### **ii. Service on:**

- a) College Committees --- MAJOR
- b) University Committees --- MAJOR

### **iii. Involvement in interdisciplinary and interdepartmental activities --- MAJOR**

### **iv. Service to the Profession**

- a) Editor or reviewer for scholarly publications or conference proceedings --- MAJOR
- b) Serving as an officer or committee member for professional organizations --- MINOR
- c) Serving on review panels/external grant proposal reviewing --- MINOR

- d) Chairing conference sessions, workshops, and technical sessions.--- MAJOR
- e) Organizing conferences and symposia at national/international meetings --- MAJOR
- f) Participation in conferences/workshops --- MINOR

v. Service to elementary and secondary schools --- MINOR

vi. Service to the Central Florida community --- MINOR

vii. Service to industry --- MINOR

### Part III. DETERMINATION OF ANNUAL EVALUATIONS

Annual performance in each of the MAJOR standards areas (see Part II) will be evaluated on a scale of 0 to 5. Annual performance in each of the MINOR standards areas will be evaluated on a scale of 0 to 3. The number of MAJOR and MINOR standards in each of the evaluation categories is shown in Table 1. The total possible points in each category is 73.

Table 1\*

	MAJOR	MINOR	Maximum Points	FTE Assignment
Teaching	11	6	73	
Research	11	6	73	
Service	11	6	73	

The numerical scores that result will be used to determine the annual evaluation in each of the categories. ***When assigning the points for MAJOR and MINOR categories, the Chair will take into consideration the annual average FTE assignment in the corresponding category to assure equity.*** Table 2 shows the scores needed in each of the evaluation categories in order to achieve the indicated evaluation for that category. The actual points achieved in each category will be weighted (multiplied) by the Assignment of Duties FTE. In cases where Other Assigned Duties make up a portion of an evaluatee's assignment, the chair will adjust the multiplier such that the total FTE teaching, research, and service equals 1.00. The sum of these weighted values will be used to determine the Overall annual evaluation using the same numerical scale shown in Table 2.

Table 2\*

	Teaching	Research	Service	Overall
Outstanding (O)	≥ 44	≥ 44	≥ 44	≥ 44
Above Satisfactory (AS)	34-43	34-43	34-43	34-43
Satisfactory (S)	24-33	24-33	24-33	24-33
Conditional (C)	12-23	12-23	12-23	12-23
Unsatisfactory (U)	≤ 11	≤ 11	≤ 11	≤ 11

\* Ratings for Other duties will be incorporated into Tables 1 and 2, if assigned.

Overall evaluation will reflect the evaluatee's performance in the context of FTE assignments among categories (as provided for in item 2 under "Basic Assumptions"). In cases where evaluations for categories of Teaching, Research, and Service differ, the Overall evaluation will be within the extremes and will reflect the evaluatee's FTE assignments as well as the value of contributions to the department, college, and university.

1. In Teaching, a rating of Satisfactory or better should require the scores listed in Table 2 but also that a faculty member:
  - a. teaches effectively with appropriate content, learning objectives, rigor, and pedagogical approaches
  - b. meets classes on a regular basis as scheduled
  - c. holds scheduled office hours
  - d. replies in a timely fashion to student inquiries
  - e. provides effective and accurate advisement when requested
  - f. submits book orders on time as required by state legislation
  - g. provides clear, detailed course syllabi that meet the university requirements
  - h. provides regular evaluative feedback on student assignments
  - i. meets with students during the final examination period in compliance with university regulations
  - j. submits grades on time
2. Under Service, a rating of Satisfactory or better should require the scores listed in Table 2, but also that a faculty member actively participate in any assigned service responsibility.

## Examples of Evaluations for Typical FTE Assignments

There are two general FTE assignment loads in the department; one is predominately teaching (e.g., 0.7 FTE Teaching, 0.2 FTE Research, 0.1 FTE Service) while the other is predominantly research (e.g., 0.3 FTE Teaching, 0.65 FTE Research, 0.05 FTE Service). The points awarded depend on FTE assignments.

### **I. Predominant Teaching FTE Example: 0.7 FTE Teaching, 0.2 FTE Research, 0.1 FTE Service**

What follows is a representative example of each of the following ratings:

Outstanding Teaching

Above Satisfactory Teaching

Satisfactory Teaching

Conditional Teaching

Unsatisfactory Teaching

Outstanding Research

Above Satisfactory Research

Satisfactory Research

Conditional Research

Unsatisfactory Research

Outstanding Service

Above Satisfactory Service

Satisfactory Service

Conditional Service

Unsatisfactory Service

### ***Example of Outstanding Teaching***

#### **A. Teaching**

i. Classroom Instruction ---

a) Syllabi and course material (examinations, assignments and other material submitted to the Chair) --- *complete syllabus, assignments and exams showing appropriate content and rigor* **Major, 5 pts.**

b) Student evaluations along with grade distributions --- **Major, 5 pts.** (0 or 5)

- ii. Directing Graduate Students and Postdoctoral Associates
  - a) Advisor of Ph.D. and/or M.S. students --- **Major, 0 pts.**
  - b) Publications, awards, conference presentations of graduate students under faculty supervision --- **Major, 0 pts.**
  - c) Graduate student independent study and postdoctoral associate supervision --- **Minor, 0 pts.**
  
- iii. Directing Undergraduate Students
  - a) Undergraduate student research/Honors thesis, independent study supervision, including publications, awards, conference presentations of undergraduate students under faculty supervision --- *3 or more undergraduate student publications or presentations* **Major, 5 pts.**
  
- iv. Curriculum & Course Development
  - a) Major course revisions including laboratory --- *substantial revisions to at least two courses* **Minor, 3 pts.**
  - b) Introduction of innovative new courses, publication of pedagogic articles, textbooks, and laboratory manuals, developing web-based courses and material --- *developed a new course, published a pedagogical article, textbook, or lab manual, or developed substantial materials for a web-based or web-assisted course* **Major, 5 pts.**
  
- v. Grants & Contracts Supporting Teaching
  - a) Successful proposals --- *obtain funding for 1 or more educational proposal, internal* **Major, 3 pts.** (external 5 pts.)
  - b) Proposal submissions --- *2 teaching/instructional proposal submissions* **Minor, 3 pts.**
  
- vi. Supplemental Instruction
  - a) Teaching outside a structured course, guest lectures on other courses --- *3 or more guest lectures* **Minor, 3 pts.**
  - b) Serving on thesis/dissertation committees --- *serving on 4 or more thesis/dissertation committees* **Minor, 3 pts.**
  
- vii. Student Advising and Coordination and Other
  - a) Student advising --- *advising 10 or more undergraduate majors* **Minor, 3 pt.**
  - b) Coordination of multi-section classes and laboratories --- *coordinates 5 or more sections of laboratories or discussion sections or two or more lecture sections* **Major, 5 pts.**
  - c) Coordination of department tracks and programs --- **Major, 0 pts.**
  
- viii. Seminar (Undergraduate and Graduate) Advising and Evaluation, and Undergraduate Research Report Supervision
  - a) Technical advisor, attending and evaluating student seminars --- *technical advisor of at least 3 student seminars or attended and evaluated at least 8 student seminars* **Major, 5 pts.**
  - b) Undergraduate research report supervision --- *supervised at least 3 undergraduate research reports* **Major, 5 pts.**



**Total Teaching Points = 53**

***Example of Above Satisfactory Teaching***

**A. Teaching**

- i. Classroom Instruction ---
  - a) Syllabi and course material (examinations, assignments and other material submitted to the Chair) --- *complete syllabus, assignments and exams showing appropriate content and rigor* **Major, 5 pts.**
  - b) Student evaluations along with grade distributions --- **Major, 5 pts.** (0 or 5)
  
- ii. Directing Graduate Students and Postdoctoral Associates
  - a) Advisor of Ph.D. and/or M.S. students --- **Major, 0 pts.**
  - b) Publications, awards, conference presentations of graduate students under faculty supervision --- **Major, 0 pts.**
  - c) Graduate student independent study and postdoctoral associate supervision --- **Minor, 0 pts.**
  
- iii. Directing Undergraduate Students
  - a) Undergraduate student research/Honors thesis, independent study supervision, including publications, awards, conference presentations of undergraduate students under faculty supervision --- *1 undergraduate student publication or presentation* **Major, 2 pts.**
  
- iv. Curriculum & Course Development
  - a) Major course revisions including laboratory --- *substantial revisions to at least two courses* **Minor, 3 pts.**
  - b) Introduction of innovative new courses, publication of pedagogic articles, textbooks, and laboratory manuals, developing web-based courses and material --- *developed a new course, published a pedagogical article, textbook, or lab manual, or developed substantial materials for a web-based or web-assisted course* **Major, 5 pts.**
  
- v. Grants & Contracts Supporting Teaching
  - a) Successful proposals --- **Major, 0 pts.**
  - b) Proposal submissions --- *2 teaching/instructional proposal submissions* **Minor, 3 pts.**
  
- vi. Supplemental Instruction
  - a) Teaching outside a structured course, guest lectures on other courses --- *2 or more guest lectures* **Minor, 2 pts.**
  - b) Serving on thesis/dissertation committees --- *serving on 3 thesis/dissertation committees* **Minor, 2 pts.**

- vii. Student Advising and Coordination and Other
  - a) Student advising --- **Minor, 0 pts.**
  - b) Coordination of multi-section classes and laboratories --- *coordinates 5 or more sections of laboratories or discussion sections or two or more lecture sections* **Major, 5 pts.**
  - c) Coordination of department tracks and programs --- **Major, 0 pts.**
  
- vii. Seminar (Undergraduate and Graduate) Advising and Evaluation, and Undergraduate Research Report Supervision
  - a) Technical advisor, attending and evaluating student seminars --- *technical advisor of at least 2 student seminars or attended and evaluated at least 6 student seminars* **Major, 3 pts.**
  - b) Undergraduate research report supervision --- *supervised 2 undergraduate research reports* **Major, 3 pts.**

**Total Teaching Points = 38**

### ***Example of Satisfactory Teaching***

#### **A. Teaching**

- i. Classroom Instruction ---
  - a) Syllabi and course material (examinations, assignments and other material submitted to the Chair) --- *complete syllabus, assignments and exams showing appropriate content and rigor* **Major, 5 pts.**
  - b) Student evaluations along with grade distributions --- **Major, 5 pts.** (0 or 5)
  
- ii. Directing Graduate Students and Postdoctoral Associates
  - a) Advisor of Ph.D. and/or M.S. students --- **Major, 0 pts.**
  - b) Publications, awards, conference presentations of graduate students under faculty supervision --- **Major, 0 pts.**
  - c) Graduate student independent study and postdoctoral associate supervision --- **Minor, 0 pts.**
  
- iii. Directing Undergraduate Students
  - a) Undergraduate student research/Honors thesis, independent study supervision, including publications, awards, conference presentations of undergraduate students under faculty supervision --- **Major, 0 pts.**
  
- iv. Curriculum & Course Development
  - a) Major course revisions including laboratory --- *revisions to 1 course* **Minor, 1 pt.**
  - b) Introduction of innovative new courses, publication of pedagogic articles, textbooks, and laboratory manuals, developing web-based courses and material --- **Major, 0 pts.**

- v. Grants & Contracts Supporting Teaching
  - a) Successful proposals --- **Major, 0 pts.**
  - b) Proposal submissions --- **Minor, 0 pts.**
  
- vi. Supplemental Instruction
  - a) Teaching outside a structured course, guest lectures on other courses --- *2 or more guest lectures* **Minor, 2 pts.**
  - b) Serving on thesis/dissertation committees --- *serving on 4 or more thesis/dissertation committees* **Minor, 3 pts.**
  
- vii. Student Advising and Coordination and Other
  - a) Student advising --- **Minor, 0 pts.**
  - b) Coordination of multi-section classes and laboratories --- *coordinates 5 or more sections of laboratories or discussion sections or two or more lecture sections* **Major, 5 pts.**
  - c) Coordination of department tracks and programs --- **Major, 0 pts.**
  
- viii. Seminar (Undergraduate and Graduate) Advising and Evaluation, and Undergraduate Research Report Supervision
  - a) Technical advisor, attending and evaluating student seminars --- *technical advisor of at least 2 student seminars or attended and evaluated at least 6 student seminars* **Major, 3 pts.**
  - b) Undergraduate research report supervision --- *supervised 2 undergraduate research reports* **Major, 3 pts.**

**Total Teaching Points = 27**

### ***Example of Conditional Teaching***

#### **A. Teaching**

- i. Classroom Instruction ---
  - a) Syllabi and course material (examinations, assignments and other material submitted to the Chair) --- *complete syllabus but no assignments and exams* **Major, 1 pt.**
  - b) Student evaluations along with grade distributions --- **Major, 5 pts.** (0 or 5)
  
- ii. Directing Graduate Students and Postdoctoral Associates
  - a) Advisor of Ph.D. and/or M.S. students --- **Major, 0 pts.**
  - b) Publications, awards, conference presentations of graduate students under faculty supervision --- **Major, 0 pts.**
  - c) Graduate student independent study and postdoctoral associate supervision --- **Minor, 0 pts.**
  
- iii. Directing Undergraduate Students

- a) Undergraduate student research/Honors thesis, independent study supervision, including publications, awards, conference presentations of undergraduate students under faculty supervision --- **Major, 0 pts.**
- iv. Curriculum & Course Development
  - a) Major course revisions including laboratory --- *revisions to 1 course* **Minor, 1 pt.**
  - b) Introduction of innovative new courses, publication of pedagogic articles, textbooks, and laboratory manuals, developing web-based courses and material --- **Major, 0 pts.**
- v. Grants & Contracts Supporting Teaching
  - a) Successful proposals --- **Major, 0 pts.**
  - b) Proposal submissions --- **Minor, 0 pts.**
- vi. Supplemental Instruction
  - a) Teaching outside a structured course, guest lectures on other courses --- *2 or more guest lectures* **Minor, 2 pts.**
  - b) Serving on thesis/dissertation committees --- *serving on 4 or more thesis/dissertation committees* **Minor, 3 pts.**
- vii. Student Advising and Coordination and Other
  - a) Student advising --- **Minor, 0 pts.**
  - b) Coordination of multi-section classes and laboratories --- **Major, 0 pts.**
  - c) Coordination of department tracks and programs --- **Major, 0 pts.**
- vii. Seminar (Undergraduate and Graduate) Advising and Evaluation, and Undergraduate Research Report Supervision
  - a) Technical advisor, attending and evaluating student seminars --- *technical advisor of at least 2 student seminars or attended and evaluated at least 6 student seminars* **Major, 3 pts.**
  - b) Undergraduate research report supervision --- **Major, 0 pts.**

**Total Teaching Points = 15**

### ***Example of Unsatisfactory Teaching***

#### **A. Teaching**

- i. Classroom Instruction ---
  - a) Syllabi and course material (examinations, assignments and other material submitted to the Chair) --- *complete syllabus but no assignments and exams* **Major, 1 pt.**
  - b) Student evaluations along with grade distributions --- **Major, 5 pts.** (0 or 5)
- ii. Directing Graduate Students and Postdoctoral Associates
  - a) Advisor of Ph.D. and/or M.S. students --- **Major, 0 pts.**

- b) Publications, awards, conference presentations of graduate students under faculty supervision --- **Major, 0 pts.**
- c) Graduate student independent study and postdoctoral associate supervision --- **Minor, 0 pts.**
- iii. Directing Undergraduate Students
  - a) Undergraduate student research/Honors thesis, independent study supervision, including publications, awards, conference presentations of undergraduate students under faculty supervision --- **Major, 0 pts.**
- iv. Curriculum & Course Development
  - a) Major course revisions including laboratory --- **Minor, 0 pts.**
  - b) Introduction of innovative new courses, publication of pedagogic articles, textbooks, and laboratory manuals, developing web-based courses and material --- **Major, 0 pts.**
- v. Grants & Contracts Supporting Teaching
  - a) Successful proposals --- **Major, 0 pts.**
  - b) Proposal submissions --- **Minor, 0 pts.**
- vi. Supplemental Instruction
  - a) Teaching outside a structured course, guest lectures on other courses --- *2 or more guest lectures* **Minor, 2 pts.**
  - b) Serving on thesis/dissertation committees --- **Minor, 0 pts.**
- vii. Student Advising and Coordination and Other
  - a) Student advising --- **Minor, 0 pts.**
  - b) Coordination of multi-section classes and laboratories --- **Major, 0 pts.**
  - c) Coordination of department tracks and programs --- **Major, 0 pts.**
- vii. Seminar (Undergraduate and Graduate) Advising and Evaluation, and Undergraduate Research Report Supervision
  - a) Technical advisor, attending and evaluating student seminars --- **Major, 0 pts.**
  - b) Undergraduate research report supervision --- **Major, 0 pts.**

**Total Teaching Points = 8**

### ***Example of Outstanding Research***

#### **B. Research**

- i. Scholarly Work
  - a) Acceptance of publications in journals listed in ISI Web of Science --- *for 0.2 research FTE, 1 paper* **Major, 5 pts.**

- b) Publishing scholarly books or chapters --- *for 0.2 research FTE, 1 chapter* **Major, 5 pts.**
  - c) Other publications --- *for 0.2 research FTE, 1 other publication* **Minor, 3 pts.**
  - d) Recognition of research by Citation Indices --- *for 0.2 research FTE, 20 citations during year* **Major, 5 pts.**
  - e) Submission of research articles to refereed journals --- *for 0.2 research FTE, 1 paper submitted* **Minor, 3 pts.**
  - f) Presentations in national/international conferences/workshops --- *for 0.2 research FTE, 1 presentation* **Major, 5 pts.**
  - g) Invited conference presentations --- **Major, 0 pts.**
  - h) Invited seminars at other research institutions --- *for 0.2 research FTE, 1 presentation* **Major, 5 pts.**
  - i) Award of patents --- **Major, 0 pts.**
  - j) Submission of patent filing --- **Minor, 0 pts.**
- ii. Research Grants & Contracts
- a) Award of grants or contracts as P.I. or co-P.I. --- **Major, 0 pts.**
  - b) Submission of proposals --- *for 0.2 research FTE, 1 proposal* **Minor, 3 pts.**
  - c) Award of internal funds as P.I. or co-P.I. ---- **Minor, 0 pts.**
  - d) Participate in external grants & contracts as non-P.I. and non-co-P.I. --- *for 0.2 research FTE, 1 proposal* **Minor, 3 pts.**
- iii. Directing Undergraduate/Graduate Students
- a) Undergraduate/graduate student research/independent study supervision --- *for 0.2 research FTE, 1 undergraduate student and one graduate student* **Major, 5 pts.**
  - b) Honors thesis/thesis/dissertation supervision --- *for 0.2 research FTE, 1 undergraduate student or 1 graduate student* **Major, 5 pts.**
  - c) Publications, awards, conference presentations of undergraduate/graduate students under faculty supervision --- *for 0.2 research FTE, 1 undergraduate student or 1 graduate student* **Major, 5 pts.**

**Total Research Points = 52**

### ***Example of Above Satisfactory Research***

#### **B. Research**

- i. Scholarly Work
  - a) Acceptance of publications in journals listed in ISI Web of Science --- **Major, 0 pts.**
  - b) Publishing scholarly books or chapters --- **Major, 0 pts.**
  - c) Other publications --- *for 0.2 research FTE, 1 other publication* **Minor, 3 pts.**
  - d) Recognition of research by Citation Indices --- *for 0.2 research FTE, 20 citations during year* **Major, 5 pts.**
  - e) Submission of research articles to refereed journals --- *for 0.2 research FTE, 1 paper submitted* **Minor, 3 pts.**

- f) Presentations in national/international conferences/workshops --- *for 0.2 research FTE, 1 presentation* **Major, 5 pts.**
  - g) Invited conference presentations --- **Major, 0 pts.**
  - h) Invited seminars at other research institutions --- **Major, 0 pts.**
  - i) Award of patents --- **Major, 0 pts.**
  - j) Submission of patent filing --- **Minor, 0 pts.**
- ii. Research Grants & Contracts
- a) Award of grants or contracts as P.I. or co-P.I. --- **Major, 0 pts.**
  - b) Submission of proposals --- *for 0.2 research FTE, 1 proposal* **Minor, 3 pts.**
  - c) Award of internal funds as P.I. or co-P.I. --- **Minor, 0 pts.**
  - d) Participate in external grants & contracts as non-P.I. and non-co-P.I. --- *for 0.2 research FTE, 1 proposal* **Minor, 3 pts.**
- iii. Directing Undergraduate/Graduate Students
- a) Undergraduate/graduate student research/independent study supervision --- *for 0.2 research FTE, 3 or more undergraduate students* **Major, 5 pts.**
  - b) Honors thesis/thesis/dissertation supervision --- *for 0.2 research FTE, 1 undergraduate student* **Major, 5 pts.**
  - c) Publications, awards, conference presentations of undergraduate/graduate students under faculty supervision --- *for 0.2 research FTE, 1 undergraduate student* **Major, 5 pts.**

**Total Research Points = 37**

### ***Example of Satisfactory Research***

#### **B. Research**

- i. Scholarly Work
  - a) Acceptance of publications in journals listed in ISI Web of Science --- **Major, 0 pts.**
  - b) Publishing scholarly books or chapters --- **Major, 0 pts.**
  - c) Other publications --- **Minor, 0 pts.**
  - d) Recognition of research by Citation Indices --- *for 0.2 research FTE, 20 citations during year* **Major, 5 pts.**
  - e) Submission of research articles to refereed journals --- *for 0.2 research FTE, 1 paper submitted* **Minor, 3 pts.**
  - f) Presentations in national/international conferences/workshops --- **Major, 0 pts.**
  - g) Invited conference presentations --- **Major, 0 pts.**
  - h) Invited seminars at other research institutions --- **Major, 0 pts.**
  - i) Award of patents --- **Major, 0 pts.**
  - j) Submission of patent filing --- **Minor, 0 pts.**
- ii. Research Grants & Contracts

- a) Award of grants or contracts as P.I. or co-P.I. --- **Major, 0 pts.**
  - b) Submission of proposals --- *for 0.2 research FTE, 1 proposal* **Minor, 3 pts.**
  - c) Award of internal funds as P.I. or co-P.I. ---- **Minor, 0 pts.**
  - d) Participate in external grants & contracts as non-P.I. and non-co-P.I. --- *for 0.2 research FTE, 1 proposal* **Minor, 3 pts.**
- iii. Directing Undergraduate/Graduate Students
    - a) Undergraduate/graduate student research/independent study supervision --- *for 0.2 research FTE, 3 or more undergraduate students* **Major, 5 pts.**
    - b) Honors thesis/thesis/dissertation supervision --- *for 0.2 research FTE, 1 undergraduate student* **Major, 5 pts.**
    - c) Publications, awards, conference presentations of undergraduate/graduate students under faculty supervision --- **Major, 0 pts.**

**Total Research Points = 24**

### ***Example of Conditional Research***

#### **B. Research**

- i. Scholarly Work
  - a) Acceptance of publications in journals listed in ISI Web of Science --- **Major, 0 pts.**
  - b) Publishing scholarly books or chapters --- **Major, 0 pts.**
  - c) Other publications --- **Minor, 0 pts.**
  - d) Recognition of research by Citation Indices --- *for 0.2 research FTE, 20 citations during year* **Major, 5 pts.**
  - e) Submission of research articles to refereed journals --- **Minor, 0 pts.**
  - f) Presentations in national/international conferences/workshops --- **Major, 0 pts.**
  - g) Invited conference presentations --- **Major, 0 pts.**
  - h) Invited seminars at other research institutions --- **Major, 0 pts.**
  - i) Award of patents --- **Major, 0 pts.**
  - j) Submission of patent filing --- **Minor, 0 pts.**
- ii. Research Grants & Contracts
  - a) Award of grants or contracts as P.I. or co-P.I. --- **Major, 0 pts.**
  - b) Submission of proposals --- *for 0.2 research FTE, 1 proposal* **Minor, 3 pts.**
  - c) Award of internal funds as P.I. or co-P.I. ---- **Minor, 0 pts.**
  - d) Participate in external grants & contracts as non-P.I. and non-co-P.I. --- **Minor, 0 pts.**
- iii. Directing Undergraduate/Graduate Students
  - a) Undergraduate/graduate student research/independent study supervision --- *for 0.2 research FTE, 3 or more undergraduate students* **Major, 5 pts.**
  - b) Honors thesis/thesis/dissertation supervision --- *for 0.2 research FTE, 1 undergraduate student* **Major, 5 pts.**



c) Publications, awards, conference presentations of undergraduate/graduate students under faculty supervision ---**Major, 0 pts.**

**Total Research Points = 18**

### ***Example of Unsatisfactory Research***

#### **B. Research**

##### **i. Scholarly Work**

- a) Acceptance of publications in journals listed in ISI Web of Science --- **Major, 0 pts.**
- b) Publishing scholarly books or chapters --- **Major, 0 pts.**
- c) Other publications --- **Minor, 0 pts.**
- d) Recognition of research by Citation Indices --- *for 0.2 research FTE, 20 citations during year* **Major, 5 pts.**
- e) Submission of research articles to refereed journals --- **Minor, 0 pts.**
- f) Presentations in national/international conferences/workshops ---**Major, 0 pts.**
- g) Invited conference presentations --- **Major, 0 pts.**
- h) Invited seminars at other research institutions --- **Major, 0 pts.**
- i) Award of patents --- **Major, 0 pts.**
- j) Submission of patent filing --- **Minor, 0 pts.**

##### **ii. Research Grants & Contracts**

- a) Award of grants or contracts as P.I. or co-P.I. --- **Major, 0 pts.**
- b) Submission of proposals --- **Minor, 0 pts.**
- c) Award of internal funds as P.I. or co-P.I. ---- **Minor, 0 pts.**
- d) Participate in external grants & contracts as non-P.I. and non-co-P.I. --- **Minor, 0 pts.**

##### **iii. Directing Undergraduate/Graduate Students**

- a) Undergraduate/graduate student research/independent study supervision --- *for 0.2 research FTE, 1 undergraduate student* **Major, 2 pts.**
- b) Honors thesis/thesis/dissertation supervision --- **Major, 0 pts.**
- c) Publications, awards, conference presentations of undergraduate/graduate students under faculty supervision ---**Major, 0 pts.**

**Total Research Points = 7**

## ***Example of Outstanding Service***

### **C. Service**

#### **i. Service to the department**

- a) Leadership and contributions in departmental committees --- *chaired one or more department committee, actively participated in 3 or more department committees or activities* **Major, 5 pts.**
- b) Oversight of major departmental facilities --- **Major, 0 pts.**
- c) Other non-assigned activities such as:
  - recruitment and advising --- *advised 10 or more undergraduate or graduate students* **Major, 5 pts.**
  - departmental governance --- **Major, 0 pts.**
- d) Service on Faculty/Staff Search Committees --- *served on one or more faculty/staff search committees* **Major, 5 pts.**

#### **ii. Service on:**

- a) College Committees --- *served on one or more college committee* **Major, 5 pts.**
- b) University Committees --- *served on one or more university committee* **Major, 5 pts.**

#### **iii. Involvement in interdisciplinary and interdepartmental activities --- *participated in one or more interdisciplinary and interdepartmental activities* Major, 5 pts.**

#### **iv. Service to the Profession**

- a) Editor or reviewer for scholarly publications or conference proceedings --- *served on editorial review board or reviewed six or more papers* **Major, 5 pts.**
- b) Serving as an officer or committee member for professional organizations --- **Minor, 0 pts.**
- c) Serving on review panels/external grant proposal reviewing --- *reviewed 3 or more grant proposals for external agencies* **Minor, 3 pts.**
- d) Chairing conference sessions, workshops, and technical sessions --- *chaired a session at a national scientific meeting* **Major, 3 pts.**
- e) Organizing conferences and symposia at national/international meetings --- **Major, 0 pts.**
- f) Participation in conferences/workshops --- *attended a conference or workshop* **Minor, 3 pts.**

#### **v. Service to elementary and secondary schools --- *participated in 2 or more presentations to K-12 classroom* Minor, 3 pts.**

#### **vi. Service to the Central Florida community --- Minor, 0 pts.**

#### **vii. Service to industry --- Minor, 0 pts.**

**Total Service Points = 47**

***Example of Above Satisfactory Service***

**C. Service**

i. Service to the department

- a) Leadership and contributions in departmental committees --- *chaired one or more department committee, actively participated in 3 or more department committees or activities* **Major, 5 pts.**
- b) Oversight of major departmental facilities --- **Major, 0 pts.**
- c) Other non-assigned activities such as:
  - recruitment and advising --- *advised 10 or more undergraduate or graduate students* **Major, 5 pts.**
  - departmental governance --- **Major, 0 pts.**
- d) Service on Faculty/Staff Search Committees --- *served on one or more faculty/staff search committees* **Major, 5 pts.**

ii. Service on:

- a) College Committees --- **Major, 0 pts.**
- b) University Committees --- **Major, 0 pts.**

iii. Involvement in interdisciplinary and interdepartmental activities --- *participated in one or more interdisciplinary and interdepartmental activities* **Major, 5 pts.**

iv. Service to the Profession

- a) Editor or reviewer for scholarly publications or conference proceedings --- *served on editorial review board or reviewed six or more papers* **Major, 5 pts.**
- b) Serving as an officer or committee member for professional organizations --- **Minor, 0 pts.**
- c) Serving on review panels/external grant proposal reviewing --- *reviewed 3 or more grant proposals for external agencies* **Minor, 3 pts.**
- d) Chairing conference sessions, workshops, and technical sessions --- *chaired a session at a national scientific meeting* **Major, 3 pts.**
- e) Organizing conferences and symposia at national/international meetings --- **Major, 0 pts.**
- f) Participation in conferences/workshops --- *attended a conference or workshop* **Minor, 3 pts.**

v. Service to elementary and secondary schools --- *participated in 2 or more presentations to K-12 classroom* **Minor, 3 pts.**

vi. Service to the Central Florida community --- **Minor, 0 pts.**

vii. Service to industry --- **Minor, 0 pts.**

**Total Service Points = 37**

*Example of Satisfactory Service*

**C. Service**

i. Service to the department

a) Leadership and contributions in departmental committees --- *chaired one or more department committee, actively participated in 3 or more department committees or activities* **Major, 5 pts.**

b) Oversight of major departmental facilities --- **Major, 0 pts.**

c) Other non-assigned activities such as:  
recruitment and advising --- **Major, 0 pts.**  
departmental governance --- **Major, 0 pts.**

d) Service on Faculty/Staff Search Committees --- *served on one or more faculty/staff search committees* **Major, 5 pts.**

ii. Service on:

a) College Committees --- **Major, 0 pts.**

b) University Committees --- **Major, 0 pts.**

iii. Involvement in interdisciplinary and interdepartmental activities --- *participated in one or more interdisciplinary and interdepartmental activities* **Major, 5 pts.**

iv. Service to the Profession

a) Editor or reviewer for scholarly publications or conference proceedings --- *served on editorial review board or reviewed six or more papers* **Major, 5 pts.**

b) Serving as an officer or committee member for professional organizations --- **Minor, 0 pts.**

c) Serving on review panels/external grant proposal reviewing --- *reviewed 3 or more grant proposals for external agencies* **Minor, 3 pts.**

d) Chairing conference sessions, workshops, and technical sessions --- *chaired a session at a national scientific meeting* **Major, 3 pts.**

e) Organizing conferences and symposia at national/international meetings --- **Major, 0 pts.**

f) Participation in conferences/workshops --- *attended a conference or workshop* **Minor, 3 pts.**

v. Service to elementary and secondary schools --- **Minor, 0 pts.**

vi. Service to the Central Florida community --- **Minor, 0 pts.**

vii. Service to industry --- **Minor, 0 pts.**

**Total Service Points = 29**

## *Example of Conditional Service*

### **C. Service**

#### i. Service to the department

- a) Leadership and contributions in departmental committees --- *chaired one or more department committee, actively participated in 3 or more department committees or activities* **Major, 5 pts.**
- b) Oversight of major departmental facilities --- **Major, 0 pts.**
- c) Other non-assigned activities such as:
  - recruitment and advising --- **Major, 0 pts.**
  - departmental governance --- **Major, 0 pts.**
- d) Service on Faculty/Staff Search Committees --- *served on one or more faculty/staff search committees* **Major, 5 pts.**

#### ii. Service on:

- a) College Committees --- **Major, 0 pts.**
- b) University Committees --- **Major, 0 pts.**

#### iii. Involvement in interdisciplinary and interdepartmental activities --- **Major, 0 pts.**

#### iv. Service to the Profession

- a) Editor or reviewer for scholarly publications or conference proceedings --- *reviewed one manuscript* **Major, 1 pt.**
- b) Serving as an officer or committee member for professional organizations --- **Minor, 0 pts.**
- c) Serving on review panels/external grant proposal reviewing --- *reviewed 1 grant proposal for external agency* **Minor, 1 pt.**
- d) Chairing conference sessions, workshops, and technical sessions --- **Major, 0 pts.**
- e) Organizing conferences and symposia at national/international meetings --- **Major, 0 pts.**
- f) Participation in conferences/workshops --- *attended a conference or workshop* **Minor, 3 pts.**

#### v. Service to elementary and secondary schools --- **Minor, 0 pts.**

#### vi. Service to the Central Florida community --- **Minor, 0 pts.**

#### vii. Service to industry --- **Minor, 0 pts.**

**Total Service Points = 15**

*Example of Unsatisfactory Service*

**C. Service**

i. Service to the department

- a) Leadership and contributions in departmental committees --- **Major, 0 pts.**
- b) Oversight of major departmental facilities --- **Major, 0 pts.**
- c) Other non-assigned activities such as:
  - recruitment and advising --- **Major, 0 pts.**
  - departmental governance --- **Major, 0 pts.**
- d) Service on Faculty/Staff Search Committees --- **Major, 0 pts.**

ii. Service on:

- a) College Committees --- **Major, 0 pts.**
- b) University Committees --- **Major, 0 pts.**

iii. Involvement in interdisciplinary and interdepartmental activities --- **Major, 0 pts.**

iv. Service to the Profession

- a) Editor or reviewer for scholarly publications or conference proceedings --- *served on editorial review board or reviewed six or more papers* **Major, 5 pts.**
- b) Serving as an officer or committee member for professional organizations --- **Minor, 0 pts.**
- c) Serving on review panels/external grant proposal reviewing --- *reviewed 3 or more grant proposals for external agencies* **Minor, 3 pts.**
- d) Chairing conference sessions, workshops, and technical sessions --- **Major, 0 pts.**
- e) Organizing conferences and symposia at national/international meetings --- **Major, 0 pts.**
- f) Participation in conferences/workshops --- **Minor, 0 pts.**

v. Service to elementary and secondary schools --- **Minor, 0 pts.**

vi. Service to the Central Florida community --- **Minor, 0 pts.**

vii. Service to industry --- **Minor, 0 pts.**

**Total Service Points = 8**

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**II. Predominant Research FTE Example:** 0.3 FTE Teaching, 0.65 FTE Research, 0.05 FTE Service

What follows is a representative example of each of the following ratings:

Outstanding Teaching

Above Satisfactory Teaching

Satisfactory Teaching

Conditional Teaching

Unsatisfactory Teaching

Outstanding Research

Above Satisfactory Research

Satisfactory Research

Conditional Research

Unsatisfactory Research

Outstanding Service

Above Satisfactory Service

Satisfactory Service

Conditional Service

Unsatisfactory Service

***Example of Outstanding Teaching***

**A. Teaching**

i. Classroom Instruction ---

a) Syllabi and course material (examinations, assignments and other material submitted to the Chair) --- *complete syllabus, assignments and exams showing appropriate content and rigor* **Major, 5 pts.**

b) Student evaluations along with grade distributions --- **Major, 5 pts.** (0 or 5)

ii. Directing Graduate Students and Postdoctoral Associates

a) Advisor of Ph.D. and/or M.S. students --- *2 or more graduate students* **Major, 5 pts.**

b) Publications, awards, conference presentations of graduate students under faculty supervision --- *two or more publications, awards or presentations* **Major, 5 pts.**

- c) Graduate student independent study and postdoctoral associate supervision --- **Minor, 0 pts.**
- iii. Directing Undergraduate Students
- a) Undergraduate student research/Honors thesis, independent study supervision, including publications, awards, conference presentations of undergraduate students under faculty supervision --- *1 undergraduate student publication and presentation* **Major, 5 pts.**
- iv. Curriculum & Course Development
- a) Major course revisions including laboratory --- **Minor, 0 pts.**
- b) Introduction of innovative new courses, publication of pedagogic articles, textbooks, and laboratory manuals, developing web-based courses and material --- *developed a new course, published a pedagogical article, textbook, or lab manual, or developed substantial materials for a web-based or web-assisted course* **Major, 5 pts.**
- v. Grants & Contracts Supporting Teaching
- a) Successful proposals --- **Major, 0 pts.**
- b) Proposal submissions --- *1 teaching/instructional proposal submission* **Minor, 3 pts.**
- vi. Supplemental Instruction
- a) Teaching outside a structured course, guest lectures on other courses --- **Minor, 0 pts.**
- b) Serving on thesis/dissertation committees --- *serving on 3 or more thesis/dissertation committees* **Minor, 3 pts.**
- vii. Student Advising and Coordination and Other
- a) Student advising --- **Minor, 0 pt.**
- b) Coordination of multi-section classes and laboratories --- **Major, 0 pts.**
- c) Coordination of department tracks and programs --- **Major, 0 pts.**
- vii. Seminar (Undergraduate and Graduate) Advising and Evaluation, and Undergraduate Research Report Supervision
- a) Technical advisor, attending and evaluating student seminars --- *technical advisor of at least 2 student seminars or attended and evaluated at least 6 student seminars* **Major, 5 pts.**
- b) Undergraduate research report supervision --- *supervised at least two undergraduate research reports* **Major, 5 pts.**

**Total Teaching Points = 46**



## *Example of Above Satisfactory Teaching*

### **A. Teaching**

- i. Classroom Instruction ---
  - a) Syllabi and course material (examinations, assignments and other material submitted to the Chair) --- *complete syllabus, assignments and exams showing appropriate content and rigor* **Major, 5 pts.**
  - b) Student evaluations along with grade distributions --- **Major, 5 pts.** (0 or 5)
- ii. Directing Graduate Students and Postdoctoral Associates
  - a) Advisor of Ph.D. and/or M.S. students --- *2 or more graduate students* **Major, 5 pts.**
  - b) Publications, awards, conference presentations of graduate students under faculty supervision --- *two or more publications, awards or presentations* **Major, 5 pts.**
  - c) Graduate student independent study and postdoctoral associate supervision --- **Minor, 0 pts.**
- iii. Directing Undergraduate Students
  - a) Undergraduate student research/Honors thesis, independent study supervision, including publications, awards, conference presentations of undergraduate students under faculty supervision --- *1 undergraduate student publication and presentation* **Major, 5 pts.**
- iv. Curriculum & Course Development
  - a) Major course revisions including laboratory --- **Minor, 0 pts.**
  - b) Introduction of innovative new courses, publication of pedagogic articles, textbooks, and laboratory manuals, developing web-based courses and material --- **Major, 0 pts.**
- v. Grants & Contracts Supporting Teaching
  - a) Successful proposals --- **Major, 0 pts.**
  - b) Proposal submissions --- *1 teaching/instructional proposal submission* **Minor, 3 pts.**
- vi. Supplemental Instruction
  - a) Teaching outside a structured course, guest lectures on other courses --- **Minor, 0 pts.**
  - b) Serving on thesis/dissertation committees --- *serving on 3 or more thesis/dissertation committees* **Minor, 3 pts.**
- vii. Student Advising and Coordination and Other
  - a) Student advising --- **Minor, 0 pt.**
  - b) Coordination of multi-section classes and laboratories --- **Major, 0 pts.**
  - c) Coordination of department tracks and programs --- **Major, 0 pts.**
- vii. Seminar (Undergraduate and Graduate) Advising and Evaluation, and Undergraduate Research Report Supervision

- a) Technical advisor, attending and evaluating student seminars --- *technical advisor of at least 2 student seminars or attended and evaluated at least 6 student seminars* **Major, 5 pts.**
- b) Undergraduate research report supervision --- *supervised one undergraduate research report* **Major, 3 pts.**

**Total Teaching Points = 39**

### ***Example of Satisfactory Teaching***

#### **A. Teaching**

- i. Classroom Instruction ---
  - a) Syllabi and course material (examinations, assignments and other material submitted to the Chair) --- *complete syllabus, assignments and exams showing appropriate content and rigor* **Major, 5 pts.**
  - b) Student evaluations along with grade distributions --- **Major, 5 pts.** (0 or 5)
- ii. Directing Graduate Students and Postdoctoral Associates
  - a) Advisor of Ph.D. and/or M.S. students --- *2 or more graduate students* **Major, 5 pts.**
  - b) Publications, awards, conference presentations of graduate students under faculty supervision --- *two or more publications, awards or presentations* **Major, 5 pts.**
  - c) Graduate student independent study and postdoctoral associate supervision --- **Minor, 0 pts.**
- iii. Directing Undergraduate Students
  - a) Undergraduate student research/Honors thesis, independent study supervision, including publications, awards, conference presentations of undergraduate students under faculty supervision --- **Major, 0 pts.**
- iv. Curriculum & Course Development
  - a) Major course revisions including laboratory --- **Minor, 0 pts.**
  - b) Introduction of innovative new courses, publication of pedagogic articles, textbooks, and laboratory manuals, developing web-based courses and material --- **Major, 0 pts.**
- v. Grants & Contracts Supporting Teaching
  - a) Successful proposals --- **Major, 0 pts.**
  - b) Proposal submissions --- *1 teaching/instructional proposal submission* **Minor, 3 pts.**
- vi. Supplemental Instruction
  - a) Teaching outside a structured course, guest lectures on other courses --- **Minor, 0 pts.**
  - b) Serving on thesis/dissertation committees --- *serving on 3 or more thesis/dissertation committees* **Minor, 3 pts.**

- vii. Student Advising and Coordination and Other
  - a) Student advising --- **Minor, 0 pt.**
  - b) Coordination of multi-section classes and laboratories --- **Major, 0 pts.**
  - c) Coordination of department tracks and programs --- **Major, 0 pts.**
  
- vii. Seminar (Undergraduate and Graduate) Advising and Evaluation, and Undergraduate Research Report Supervision
  - a) Technical advisor, attending and evaluating student seminars --- *attended and evaluated 4 student seminars* **Major, 3 pts.**
  - b) Undergraduate research report supervision --- **Major, 0 pts.**

**Total Teaching Points = 29**

### ***Example of Conditional Teaching***

#### **A. Teaching**

- i. Classroom Instruction ---
  - a) Syllabi and course material (examinations, assignments and other material submitted to the Chair) --- *complete syllabus but no assignments and exams* **Major, 2 pts.**
  - b) Student evaluations along with grade distributions --- **Major, 5 pts.** (0 or 5)
  
- ii. Directing Graduate Students and Postdoctoral Associates
  - a) Advisor of Ph.D. and/or M.S. students --- **Major, 0 pts.**
  - b) Publications, awards, conference presentations of graduate students under faculty supervision --- **Major, 0 pts.**
  - c) Graduate student independent study and postdoctoral associate supervision --- **Minor, 0 pts.**
  
- iii. Directing Undergraduate Students
  - a) Undergraduate student research/Honors thesis, independent study supervision, including publications, awards, conference presentations of undergraduate students under faculty supervision --- **Major, 0 pts.**
  
- iv. Curriculum & Course Development
  - a) Major course revisions including laboratory --- **Minor, 0 pts.**
  - b) Introduction of innovative new courses, publication of pedagogic articles, textbooks, and laboratory manuals, developing web-based courses and material --- **Major, 0 pts.**
  
- v. Grants & Contracts Supporting Teaching
  - a) Successful proposals --- **Major, 0 pts.**
  - b) Proposal submissions --- *1 teaching/instructional proposal submission* **Minor, 3 pts.**
  
- vi. Supplemental Instruction
  - a) Teaching outside a structured course, guest lectures on other courses --- **Minor, 0 pts.**

- b) Serving on thesis/dissertation committees --- *serving on 3 or more thesis/dissertation committees* **Minor, 3 pts.**
- vii. Student Advising and Coordination and Other
  - a) Student advising --- **Minor, 0 pt.**
  - b) Coordination of multi-section classes and laboratories --- **Major, 0 pts.**
  - c) Coordination of department tracks and programs --- **Major, 0 pts.**
- vii. Seminar (Undergraduate and Graduate) Advising and Evaluation, and Undergraduate Research Report Supervision
  - a) Technical advisor, attending and evaluating student seminars --- *attended and evaluated 2 student seminars* **Major, 1 pt.**
  - b) Undergraduate research report supervision --- **Major, 0 pts.**

**Total Teaching Points = 14**

### ***Example of Unsatisfactory Teaching***

#### **A. Teaching**

- i. Classroom Instruction ---
  - a) Syllabi and course material (examinations, assignments and other material submitted to the Chair) --- *complete syllabus but no assignments and exams* **Major, 2 pts.**
  - b) Student evaluations along with grade distributions --- **Major, 5 pts.** (0 or 5)
- ii. Directing Graduate Students and Postdoctoral Associates
  - a) Advisor of Ph.D. and/or M.S. students --- **Major, 0 pts.**
  - b) Publications, awards, conference presentations of graduate students under faculty supervision --- **Major, 0 pts.**
  - c) Graduate student independent study and postdoctoral associate supervision --- **Minor, 0 pts.**
- iii. Directing Undergraduate Students
  - a) Undergraduate student research/Honors thesis, independent study supervision, including publications, awards, conference presentations of undergraduate students under faculty supervision --- **Major, 0 pts.**
- iv. Curriculum & Course Development
  - a) Major course revisions including laboratory --- **Minor, 0 pts.**
  - b) Introduction of innovative new courses, publication of pedagogic articles, textbooks, and laboratory manuals, developing web-based courses and material --- **Major, 0 pts.**
- v. Grants & Contracts Supporting Teaching
  - a) Successful proposals --- **Major, 0 pts.**
  - b) Proposal submissions --- **Minor, 0 pts.**

- vi. Supplemental Instruction
  - a) Teaching outside a structured course, guest lectures on other courses --- **Minor, 0 pts.**
  - b) Serving on thesis/dissertation committees --- **Minor, 0 pts.**
  
- vii. Student Advising and Coordination and Other
  - a) Student advising --- **Minor, 0 pt.**
  - b) Coordination of multi-section classes and laboratories --- **Major, 0 pts.**
  - c) Coordination of department tracks and programs --- **Major, 0 pts.**
  
- vii. Seminar (Undergraduate and Graduate) Advising and Evaluation, and Undergraduate Research Report Supervision
  - a) Technical advisor, attending and evaluating student seminars --- *attended and evaluated 2 student seminars* **Major, 1 pt.**
  - b) Undergraduate research report supervision --- **Major, 0 pts.**

**Total Teaching Points = 8**

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### ***Example of Outstanding Research***

#### **B. Research**

- i. Scholarly Work
  - a) Acceptance of publications in journals listed in ISI Web of Science --- *for 0.65 research FTE, 3 or more papers* **Major, 5 pts.**
  - b) Publishing scholarly books or chapters --- *for 0.65 research FTE, 1 chapter* **Major, 2 pts.**
  - c) Other publications --- *for 0.65 research FTE, 1 other publication* **Minor, 1 pt.**
  - d) Recognition of research by Citation Indices --- *for 0.65 research FTE, at least 50 citations during year* **Major, 5 pts.**
  - e) Submission of research articles to refereed journals --- *for 0.65 research FTE, 3 or more papers submitted* **Minor, 3 pts.**
  - f) Presentations in national/international conferences/workshops --- *for 0.65 research FTE, 3 or more presentations* **Major, 5 pts.**
  - g) Invited conference presentations --- *for 0.65 research FTE, 2 or more invited presentations* **Major, 5 pts.**
  - h) Invited seminars at other research institutions --- *for 0.65 research FTE, 1 presentation* **Major, 2 pts.**
  - i) Award of patents --- **Major, 0 pts.**
  - j) Submission of patent filing --- *for 0.65 FTE, 1 patent application* **Minor, 1 pt.**
  
- ii. Research Grants & Contracts
  - a) Award of grants or contracts as P.I. or co-P.I. --- *for 0.65 research FTE, 1 or more new external contract or grant as PI or major co-PI* **Major, 5 pts.**

- b) Submission of proposals --- *for 0.65 research FTE, 3 or more proposal* **Minor, 3 pts.**
- c) Award of internal funds as P.I. or co-P.I. ---- **Minor, 0 pts.**
- d) Participate in external grants & contracts as non-P.I. and non-co-P.I. --- *for 0.65 research FTE, 1 proposal* **Minor, 1 pt.**

iii. Directing Undergraduate/Graduate Students

- a) Undergraduate/graduate student research/independent study supervision --- *for 0.65 research FTE, 1 or more undergraduate students and 2 or more graduate students* **Major, 5 pts.**
- b) Honors thesis/thesis/dissertation supervision --- *for 0.65 research FTE, 3 or more students (undergraduate or graduate)* **Major, 5 pts.**
- c) Publications, awards, conference presentations of undergraduate/graduate students under faculty supervision --- *for 0.65 research FTE, publications, awards, presentations involving 3 or more students (undergraduate or graduate)* **Major, 5 pts.**

**Total Research Points = 53**

***Example of Above Satisfactory Research***

**B. Research**

i. Scholarly Work

- a) Acceptance of publications in journals listed in ISI Web of Science --- *for 0.65 research FTE, 2 papers* **Major, 3 pts.**
- b) Publishing scholarly books or chapters --- *for 0.65 research FTE, 1 chapter* **Major, 2 pts.**
- c) Other publications --- *for 0.65 research FTE, 1 other publication* **Minor, 1 pt.**
- d) Recognition of research by Citation Indices --- *for 0.65 research FTE, at least 40 citations during year* **Major, 4 pts.**
- e) Submission of research articles to refereed journals --- *for 0.65 research FTE, 3 or more papers submitted* **Minor, 3 pts.**
- f) Presentations in national/international conferences/workshops --- *for 0.65 research FTE, 2 presentations* **Major, 3 pts.**
- g) Invited conference presentations --- **Major, 0 pts.**
- h) Invited seminars at other research institutions --- **Major, 0 pts.**
- i) Award of patents --- **Major, 0 pts.**
- j) Submission of patent filing --- *for 0.65 FTE, 1 patent application* **Minor, 1 pt.**

ii. Research Grants & Contracts

- a) Award of grants or contracts as P.I. or co-P.I. --- *for 0.65 research FTE, 1 or more new external contract or grant as PI or major co-PI* **Major, 5 pts.**
- b) Submission of proposals --- *for 0.65 research FTE, 3 or more proposal* **Minor, 3 pts.**
- c) Award of internal funds as P.I. or co-P.I. ---- **Minor, 0 pts.**
- d) Participate in external grants & contracts as non-P.I. and non-co-P.I. --- *for 0.65 research FTE, 1 proposal* **Minor, 1 pt.**

- iii. Directing Undergraduate/Graduate Students
  - a) Undergraduate/graduate student research/independent study supervision --- *for 0.65 research FTE, 1 or more undergraduate students and 2 or more graduate students* **Major, 5 pts.**
  - b) Honors thesis/thesis/dissertation supervision --- *for 0.65 research FTE, 3 or more students (undergraduate or graduate)* **Major, 5 pts.**
  - c) Publications, awards, conference presentations of undergraduate/graduate students under faculty supervision --- *for 0.65 research FTE, publications, awards, presentations involving 3 or more students (undergraduate or graduate)* **Major, 5 pts.**

**Total Research Points = 41**

### *Example of Satisfactory Research*

#### **B. Research**

- i. Scholarly Work
  - a) Acceptance of publications in journals listed in ISI Web of Science --- *for 0.65 research FTE, 1 paper* **Major, 1 pt.**
  - b) Publishing scholarly books or chapters --- *for 0.65 research FTE, 1 chapter* **Major, 2 pts.**
  - c) Other publications --- *for 0.65 research FTE, 1 other publication* **Minor, 1 pt.**
  - d) Recognition of research by Citation Indices --- *for 0.65 research FTE, at least 40 citations during year* **Major, 4 pts.**
  - e) Submission of research articles to refereed journals --- *for 0.65 research FTE, 3 or more papers submitted* **Minor, 3 pts.**
  - f) Presentations in national/international conferences/workshops --- *for 0.65 research FTE, 2 presentations* **Major, 3 pts.**
  - g) Invited conference presentations --- **Major, 0 pts.**
  - h) Invited seminars at other research institutions --- **Major, 0 pts.**
  - i) Award of patents --- **Major, 0 pts.**
  - j) Submission of patent filing --- **Minor, 0 pts.**
- ii. Research Grants & Contracts
  - a) Award of grants or contracts as P.I. or co-P.I. --- **Major, 0 pts.**
  - b) Submission of proposals --- *for 0.65 research FTE, 3 or more proposal* **Minor, 3 pts.**
  - c) Award of internal funds as P.I. or co-P.I. ---- **Minor, 0 pts.**
  - d) Participate in external grants & contracts as non-P.I. and non-co-P.I. --- *for 0.65 research FTE, 1 proposal* **Minor, 1 pt.**
- iii. Directing Undergraduate/Graduate Students
  - a) Undergraduate/graduate student research/independent study supervision --- *for 0.65 research FTE, 1 or more undergraduate students and 1 or more graduate students* **Major, 3 pts.**

- b) Honors thesis/thesis/dissertation supervision --- *for 0.65 research FTE, 2 students (undergraduate or graduate) Major, 3 pts.*
- c) Publications, awards, conference presentations of undergraduate/graduate students under faculty supervision --- *for 0.65 research FTE, publications, awards, presentations involving 2 or more students (undergraduate or graduate) Major, 3 pts.*

**Total Research Points = 27**

### ***Example of Conditional Research***

#### **B. Research**

##### **i. Scholarly Work**

- a) Acceptance of publications in journals listed in ISI Web of Science --- **Major, 0 pts.**
- b) Publishing scholarly books or chapters --- **Major, 0 pts.**
- c) Other publications --- *for 0.65 research FTE, 1 other publication Minor, 1 pt.*
- d) Recognition of research by Citation Indices --- *for 0.65 research FTE, at least 30 citations during year Major, 3 pts.*
- e) Submission of research articles to refereed journals --- *for 0.65 research FTE, 1 or more papers submitted Minor, 1 pt.*
- f) Presentations in national/international conferences/workshops --- *for 0.65 research FTE, 2 presentations Major, 3 pts.*
- g) Invited conference presentations --- **Major, 0 pts.**
- h) Invited seminars at other research institutions --- **Major, 0 pts.**
- i) Award of patents --- **Major, 0 pts.**
- j) Submission of patent filing --- **Minor, 0 pts.**

##### **ii. Research Grants & Contracts**

- a) Award of grants or contracts as P.I. or co-P.I. --- **Major, 0 pts.**
- b) Submission of proposals --- *for 0.65 research FTE, 2 proposals Minor, 2 pts.*
- c) Award of internal funds as P.I. or co-P.I. ---- **Minor, 0 pts.**
- d) Participate in external grants & contracts as non-P.I. and non-co-P.I. --- *for 0.65 research FTE, 1 proposal Minor, 1 pt.*

##### **iii. Directing Undergraduate/Graduate Students**

- a) Undergraduate/graduate student research/independent study supervision --- *for 0.65 research FTE, 1 or more undergraduate students and 1 or more graduate students Major, 3 pts.*
- b) Honors thesis/thesis/dissertation supervision --- *for 0.65 research FTE, 2 students (undergraduate or graduate) Major, 3 pts.*
- c) Publications, awards, conference presentations of undergraduate/graduate students under faculty supervision --- **Major, 0 pts.**

**Total Research Points = 17**



## *Example of Unsatisfactory Research*

### **B. Research**

#### i. Scholarly Work

- a) Acceptance of publications in journals listed in ISI Web of Science --- **Major, 0 pts.**
- b) Publishing scholarly books or chapters --- **Major, 0 pts.**
- c) Other publications --- **Minor, 0 pts.**
- d) Recognition of research by Citation Indices --- *for 0.65 research FTE, at least 20 citations during year* **Major, 2 pts.**
- e) Submission of research articles to refereed journals --- **Minor, 0 pts.**
- f) Presentations in national/international conferences/workshops --- **Major, 0 pts.**
- g) Invited conference presentations --- **Major, 0 pts.**
- h) Invited seminars at other research institutions --- **Major, 0 pts.**
- i) Award of patents --- **Major, 0 pts.**
- j) Submission of patent filing --- **Minor, 0 pts.**

#### ii. Research Grants & Contracts

- a) Award of grants or contracts as P.I. or co-P.I. --- **Major, 0 pts.**
- b) Submission of proposals --- **Minor, 0 pts.**
- c) Award of internal funds as P.I. or co-P.I. ---- **Minor, 0 pts.**
- d) Participate in external grants & contracts as non-P.I. and non-co-P.I. --- **Minor, 0 pts.**

#### iii. Directing Undergraduate/Graduate Students

- a) Undergraduate/graduate student research/independent study supervision --- *for 0.65 research FTE, 1 or more undergraduate students and 1 or more graduate students* **Major, 3 pts.**
- b) Honors thesis/thesis/dissertation supervision --- *for 0.65 research FTE, 2 students (undergraduate or graduate)* **Major, 3 pts.**
- c) Publications, awards, conference presentations of undergraduate/graduate students under faculty supervision --- **Major, 0 pts.**

**Total Research Points = 8**

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## *Example of Outstanding Service*

### **C. Service**

#### i. Service to the department

- a) Leadership and contributions in departmental committees --- *chaired one or more department committee, actively participated in 2 or more department committees or activities* **Major, 5 pts.**
- b) Oversight of major departmental facilities --- **Major, 0 pts.**
- c) Other non-assigned activities such as:
  - recruitment and advising --- *advised 10 or more undergraduate or graduate students* **Major, 5 pts.**
  - departmental governance --- **Major, 0 pts.**
- d) Service on Faculty/Staff Search Committees --- *served on one or more faculty/staff search committees* **Major, 5 pts.**

#### ii. Service on:

- a) College Committees --- *served on one or more college committee* **Major, 5 pts.**
- b) University Committees --- *served on one or more university committee* **Major, 5 pts.**

iii. Involvement in interdisciplinary and interdepartmental activities --- *participated in one or more interdisciplinary and interdepartmental activities* **Major, 5 pts.**

#### iv. Service to the Profession

- a) Editor or reviewer for scholarly publications or conference proceedings --- *served on editorial review board or reviewed six or more papers* **Major, 5 pts.**
- b) Serving as an officer or committee member for professional organizations --- **Minor, 0 pts.**
- c) Serving on review panels/external grant proposal reviewing --- *reviewed 3 or more grant proposals for external agencies* **Minor, 3 pts.**
- d) Chairing conference sessions, workshops, and technical sessions --- *chaired a session at a national scientific meeting* **Major, 3 pts.**
- e) Organizing conferences and symposia at national/international meetings --- **Major, 0 pts.**
- f) Participation in conferences/workshops --- *attended a conference or workshop* **Minor, 3 pts.**

v. Service to elementary and secondary schools --- *participated in presentation to K-12 classroom* **Minor, 3 pts.**

vi. Service to the Central Florida community --- **Minor, 0 pts.**

vii. Service to industry --- **Minor, 0 pts.**

**Total Service Points = 47**

***Example of Above Satisfactory Service***

**C. Service**

i. Service to the department

- a) Leadership and contributions in departmental committees --- *chaired one or more department committee, actively participated in 2 or more department committees or activities* **Major, 5 pts.**
- b) Oversight of major departmental facilities --- **Major, 0 pts.**
- c) Other non-assigned activities such as:
  - recruitment and advising --- *advised 10 or more undergraduate or graduate students* **Major, 5 pts.**
  - departmental governance --- **Major, 0 pts.**
- d) Service on Faculty/Staff Search Committees --- *served on one or more faculty/staff search committees* **Major, 5 pts.**

ii. Service on:

- a) College Committees --- **Major, 0 pts.**
- b) University Committees --- **Major, 0 pts.**

iii. Involvement in interdisciplinary and interdepartmental activities --- *participated in one or more interdisciplinary and interdepartmental activities* **Major, 5 pts.**

iv. Service to the Profession

- a) Editor or reviewer for scholarly publications or conference proceedings --- *served on editorial review board or reviewed six or more papers* **Major, 5 pts.**
- b) Serving as an officer or committee member for professional organizations --- **Minor, 0 pts.**
- c) Serving on review panels/external grant proposal reviewing --- *reviewed 3 or more grant proposals for external agencies* **Minor, 3 pts.**
- d) Chairing conference sessions, workshops, and technical sessions --- *chaired a session at a national scientific meeting* **Major, 3 pts.**
- e) Organizing conferences and symposia at national/international meetings --- **Major, 0 pts.**
- f) Participation in conferences/workshops --- *attended a conference or workshop* **Minor, 3 pts.**

v. Service to elementary and secondary schools --- *participated in presentation to K-12 classroom* **Minor, 3 pts.**

vi. Service to the Central Florida community --- **Minor, 0 pts.**

vii. Service to industry --- **Minor, 0 pts.**

**Total Service Points = 37**

*Example of Satisfactory Service*

**C. Service**

i. Service to the department

- a) Leadership and contributions in departmental committees --- *chaired one or more department committee, actively participated in 2 or more department committees or activities* **Major, 5 pts.**
- b) Oversight of major departmental facilities --- **Major, 0 pts.**
- c) Other non-assigned activities such as:
  - recruitment and advising --- **Major, 0 pts.**
  - departmental governance --- **Major, 0 pts.**
- d) Service on Faculty/Staff Search Committees --- *served on one or more faculty/staff search committees* **Major, 5 pts.**

ii. Service on:

- a) College Committees --- **Major, 0 pts.**
- b) University Committees --- **Major, 0 pts.**

iii. Involvement in interdisciplinary and interdepartmental activities --- *participated in one or more interdisciplinary and interdepartmental activities* **Major, 5 pts.**

iv. Service to the Profession

- a) Editor or reviewer for scholarly publications or conference proceedings --- *served on editorial review board or reviewed six or more papers* **Major, 5 pts.**
- b) Serving as an officer or committee member for professional organizations --- **Minor, 0 pts.**
- c) Serving on review panels/external grant proposal reviewing --- *reviewed 3 or more grant proposals for external agencies* **Minor, 3 pts.**
- d) Chairing conference sessions, workshops, and technical sessions --- *chaired a session at a national scientific meeting* **Major, 3 pts.**
- e) Organizing conferences and symposia at national/international meetings --- **Major, 0 pts.**
- f) Participation in conferences/workshops --- *attended a conference or workshop* **Minor, 3 pts.**

v. Service to elementary and secondary schools --- **Minor, 0 pts.**

vi. Service to the Central Florida community --- **Minor, 0 pts.**

vii. Service to industry --- **Minor, 0 pts.**

**Total Service Points = 29**

## *Example of Conditional Service*

### **C. Service**

#### i. Service to the department

- a) Leadership and contributions in departmental committees --- *chaired one or more department committee, actively participated in 2 or more department committees or activities* **Major, 5 pts.**
- b) Oversight of major departmental facilities --- **Major, 0 pts.**
- c) Other non-assigned activities such as:
  - recruitment and advising --- **Major, 0 pts.**
  - departmental governance --- **Major, 0 pts.**
- d) Service on Faculty/Staff Search Committees --- *served on one or more faculty/staff search committees* **Major, 5 pts.**

#### ii. Service on:

- a) College Committees --- **Major, 0 pts.**
- b) University Committees --- **Major, 0 pts.**

#### iii. Involvement in interdisciplinary and interdepartmental activities --- **Major, 0 pts.**

#### iv. Service to the Profession

- a) Editor or reviewer for scholarly publications or conference proceedings --- *reviewed one manuscript* **Major, 1 pt.**
- b) Serving as an officer or committee member for professional organizations --- **Minor, 0 pts.**
- c) Serving on review panels/external grant proposal reviewing --- *reviewed 1 grant proposal for external agency* **Minor, 1 pt.**
- d) Chairing conference sessions, workshops, and technical sessions --- **Major, 0 pts.**
- e) Organizing conferences and symposia at national/international meetings --- **Major, 0 pts.**
- f) Participation in conferences/workshops --- *attended a conference or workshop* **Minor, 3 pts.**

#### v. Service to elementary and secondary schools --- **Minor, 0 pts.**

#### vi. Service to the Central Florida community --- **Minor, 0 pts.**

#### vii. Service to industry --- **Minor, 0 pts.**

**Total Service Points = 15**

*Example of Unsatisfactory Service*

**C. Service**

i. Service to the department

- a) Leadership and contributions in departmental committees --- **Major, 0 pts.**
- b) Oversight of major departmental facilities --- **Major, 0 pts.**
- c) Other non-assigned activities such as:
  - recruitment and advising --- **Major, 0 pts.**
  - departmental governance --- **Major, 0 pts.**
- d) Service on Faculty/Staff Search Committees --- **Major, 0 pts.**

ii. Service on:

- a) College Committees --- **Major, 0 pts.**
- b) University Committees --- **Major, 0 pts.**

iii. Involvement in interdisciplinary and interdepartmental activities --- **Major, 0 pts.**

iv. Service to the Profession

- a) Editor or reviewer for scholarly publications or conference proceedings --- *served on editorial review board or reviewed six or more papers* **Major, 5 pts.**
- b) Serving as an officer or committee member for professional organizations --- **Minor, 0 pts.**
- c) Serving on review panels/external grant proposal reviewing --- *reviewed 3 or more grant proposals for external agencies* **Minor, 3 pts.**
- d) Chairing conference sessions, workshops, and technical sessions --- **Major, 0 pts.**
- e) Organizing conferences and symposia at national/international meetings --- **Major, 0 pts.**
- f) Participation in conferences/workshops --- **Minor, 0 pts.**

v. Service to elementary and secondary schools --- **Minor, 0 pts.**

vi. Service to the Central Florida community --- **Minor, 0 pts.**

vii. Service to industry --- **Minor, 0 pts.**

**Total Service Points = 8**

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