

Department of Chemistry

EVALUATION OF INSTRUCTORS, LECTURERS, VISITING INSTRUCTORS, VISITING LECTURERS, AND VISITING 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. Faculty at the Instructor/Lecturer rank or Visiting Faculty are not tenure-earning and will normally not have a research assignment. Annual evaluations will be based only on those areas in which there is a formal assignment.
2. Review of performance will emphasize “quality” rather than “quantity.”

This document has three parts: Part I provides the guidelines for the evaluation of faculty with the rank of Lecturer in the Chemistry Department. Part II lists the evaluation Standards topics, classified as major or minor, for meritorious performance. 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, 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 faculty with the rank of Lecturer in understanding what is expected for meritorious performance.

Part I. EVALUATION GUIDELINES

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 undergraduate students. Although the quality of classroom performance is the primary criterion for the determination of the effectiveness of teaching, the norms listed above will also be considered. Faculty members are expected to maintain high academic standards in their courses.

B. 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 and other professional service will be recognized, as will exceptional service to the Department.

C. 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. LECTURER 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 Undergraduate Students
 - a) Undergraduate student research/independent study supervision --- MAJOR
 - b) Honors thesis supervision --- MAJOR
 - c) Publications, awards, conference presentations of students under faculty supervision --- MAJOR
- iii. Curriculum & Course Development
 - a) Major course revisions including laboratory --- MINOR
 - b) Introduction of innovative new courses, publication of pedagogic articles, textbooks, and laboratory manuals --- MAJOR
 - c) Developing web-based courses and material --- MINOR
- iv. Grants & Contracts Supporting Teaching
 - a) Successful proposals --- MAJOR
 - b) Proposal submissions --- MINOR
- v. Supplemental Instruction
 - a) Teaching outside a structured course, guest lectures on other courses --- MINOR

- b) Serving on thesis/dissertation committees --- MINOR
- vi. 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
- vii. 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. 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 and 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	
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	Service	Overall
Outstanding (O)	≥ 44	≥ 44	≥ 44
Above Satisfactory (AS)	34-43	34-43	34-43
Satisfactory (S)	24-33	24-33	24-33
Conditional (C)	12-23	12-23	12-23
Unsatisfactory (U)	≤ 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 Instructor/Lecturer FTE Assignment

Nearly all Instructors and Lecturers in the department have an FTE assignment of 0.9 FTE Teaching and 0.1 FTE Service.

0.9 FTE Teaching and 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 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 Undergraduate Students
 - a) Undergraduate student research/independent study supervision --- *3 or more students supervised* **Major, 5 pts.**
 - b) Honors thesis supervision --- **Major, 0 pts.**
 - c) Publications, awards, conference presentations of students under faculty supervision --- *1 student presentation* **Major, 2 pts.**
- iii. 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 --- *developed a new course, published a pedagogical article, textbook, or lab manual* **Major, 5 pts.**
 - c) Developing web-based courses and material --- *developed substantial web-based materials for a course* **Minor, 3 pts.**
- iv. Grants & Contracts Supporting Teaching
 - a) Successful proposals --- **Major, 0 pts.** (external 5 pts.)
 - b) Proposal submissions --- *2 teaching/instructional proposal submissions* **Minor, 3 pts.**
- v. 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 3 or more thesis/dissertation committees* **Minor, 3 pts.**
- vi. 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 3 student seminars or attended and evaluated at least 6 student seminars* **Major, 5 pts.**
- b) Undergraduate research report supervision --- **Major, 0 pts.**

Total Teaching Points = 47

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 Undergraduate Students

- a) Undergraduate student research/independent study supervision --- *1 student supervised* **Major, 2 pts.**
- b) Honors thesis supervision --- **Major, 0 pts.**
- c) Publications, awards, conference presentations of students under faculty supervision --- *1 student presentation* **Major, 2 pts.**

iii. 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 --- *developed a new course, published a pedagogical article, textbook, or lab manual* **Major, 5 pts.**
- c) Developing web-based courses and material --- *developed substantial web-based materials for a course* **Minor, 3 pts.**

iv. Grants & Contracts Supporting Teaching

- a) Successful proposals --- **Major, 0 pts.**
- b) Proposal submissions --- **Minor, 0 pts.**

v. 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 --- **Minor, 0 pts.**

vi. 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 3 student seminars or attended and evaluated at least 6 student seminars* **Major, 5 pts.**
 - b) Undergraduate research report supervision --- **Major, 0 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 Undergraduate Students
 - a) Undergraduate student research/independent study supervision --- **Major, 0 pts.**
 - b) Honors thesis supervision --- **Major, 0 pts.**
 - c) Publications, awards, conference presentations of students under faculty supervision - -- **Major, 0 pts.**
- iii. Curriculum & Course Development
 - a) Major course revisions including laboratory --- *revisions to 1 course* **Minor, 1 pts.**
 - b) Introduction of innovative new courses, publication of pedagogic articles, textbooks, and laboratory manuals --- *developed a new course, published a pedagogical article, textbook, or lab manual* **Major, 5 pts.**
 - c) Developing web-based courses and material --- **Minor, 3 pts.**
- iv. Grants & Contracts Supporting Teaching
 - a) Successful proposals --- **Major, 0 pts.**
 - b) Proposal submissions --- **Minor, 0 pts.**
- v. 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.**
- vi. 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 3 student seminars or attended and evaluated at least 6 student seminars* **Major, 5 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, 1 pt.**
 - b) Student evaluations along with grade distributions --- **Major, 5 pts.** (0 or 5)
- ii. Directing Undergraduate Students
 - a) Undergraduate student research/independent study supervision --- **Major, 0 pts.**
 - b) Honors thesis supervision --- **Major, 0 pts.**
 - c) Publications, awards, conference presentations of students under faculty supervision - -- **Major, 0 pts.**
- iii. Curriculum & Course Development
 - a) Major course revisions including laboratory --- **Minor, 0 pt.**
 - b) Introduction of innovative new courses, publication of pedagogic articles, textbooks, and laboratory manuals --- **Major, 0 pts.**
 - c) Developing web-based courses and material --- **Minor, 0 pts.**
- iv. Grants & Contracts Supporting Teaching
 - a) Successful proposals --- **Major, 0 pts.**
 - b) Proposal submissions --- **Minor, 0 pts.**
- v. 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.**
- vi. 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 --- *attended and evaluated 4 student seminars* **Major, 3 pts.**
 - 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, 1 pt.**
 - b) Student evaluations along with grade distributions --- **Major, 5 pts.** (0 or 5)
- ii. Directing Undergraduate Students
 - a) Undergraduate student research/independent study supervision --- **Major, 0 pts.**
 - b) Honors thesis supervision --- **Major, 0 pts.**
 - c) Publications, awards, conference presentations of students under faculty supervision -- **Major, 0 pts.**
- iii. Curriculum & Course Development
 - a) Major course revisions including laboratory --- **Minor, 0 pt.**
 - b) Introduction of innovative new courses, publication of pedagogic articles, textbooks, and laboratory manuals --- **Major, 0 pts.**
 - c) Developing web-based courses and material --- **Minor, 0 pts.**
- iv. Grants & Contracts Supporting Teaching
 - a) Successful proposals --- **Major, 0 pts.**
 - b) Proposal submissions --- **Minor, 0 pts.**
- v. 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.**

- vi. 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 = 6

Example of Outstanding Service

C. Service

- i. Service to the department
 - a) Leadership and contributions in departmental committees --- *chaired one or more department committee or 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 --- *participated in one or more faculty/staff search processes* **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 --- **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 --- *participated in 2 or more presentations to K-12 classroom* **Minor, 3 pts.**
 - vi. Service to the Central Florida community --- *participated in judging one or more science fairs* **Minor, 3 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 or 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 --- *participated in one or more faculty/staff search processes* **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 --- **Minor, 0 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 --- *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 --- *participated in judging one or more science fairs* **Minor, 3 pts.**
- vii. Service to industry --- **Minor, 0 pts.**

Total Service Points = 34

Example of Satisfactory Service

C. Service

- i. Service to the department
 - a) Leadership and contributions in departmental committees --- *chaired one or more department committee or 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 --- *participated in one or more faculty/staff search processes* **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 --- *reviewed three papers* **Major, 3 pts.**
 - b) Serving as an officer or committee member for professional organizations --- **Minor, 0 pts.**
 - c) Serving on review panels/external grant proposal reviewing --- **Minor, 0 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 --- *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 --- *participated in judging one or more science fairs* **Minor, 3 pts.**

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

Total Service Points = 27

Example of Conditional Service

C. Service

- i. Service to the department
 - a) Leadership and contributions in departmental committees --- *chaired one or more department committee or 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 --- *participated in one or more faculty/staff search processes* **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 --- **Major, 0 pts.**
 - b) Serving as an officer or committee member for professional organizations --- **Minor, 0 pts.**
 - c) Serving on review panels/external grant proposal reviewing --- **Minor, 0 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 --- *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 --- *participated in judging one or more science fairs* **Minor, 3 pts.**
- vii. Service to industry --- **Minor, 0 pts.**

Total Service Points = 16

Example of Unsatisfactory Service

C. Service

- i. Service to the department
 - a) Leadership and contributions in departmental committees --- *participated in 1 department committees or activities* **Major, 2 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 --- **Major, 0 pts.**
 - b) Serving as an officer or committee member for professional organizations --- **Minor, 0 pts.**
 - c) Serving on review panels/external grant proposal reviewing --- **Minor, 0 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 --- *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 --- *participated in judging one or more science fairs* **Minor, 3 pts.**

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

Total Service Points = 8
