

ANNUAL EVALUATION STANDARDS AND PROCEDURES
FACULTY
DEPARTMENT OF CRIMINAL JUSTICE
For first use in the 2013-2014 academic year

For the purposes of faculty evaluation, the listed standards are intended to be illustrative and to emphasize an evolution of faculty activities. Both the quality and quantity of activity will be assessed. The items listed below are not intended to be all-inclusive; that is, they do not exhaust all activities that might be performed, nor should it be interpreted that all listed activities are required. Furthermore, the classifications throughout this document of various activities as carrying more or less weight in the evaluation process reflects a presumptive judgment that may not always be applicable. In such cases, faculty can attempt to rebut this presumption and argue for a different weight by making their case to the chair. A faculty member's overall rating will be determined in accordance with the Annual Evaluation Matrix included at the end of this document. Open communication and informal resolutions of evaluation disputes are encouraged under the UCF BOT-UFF Agreement. For further information on grievances, faculty should consult the terms of the most current UCF BOT-UFF Agreement.

All faculty are encouraged to be actively engaged in the Annual Assignment process as outlined in the most current UCF BOT-UFF Collective Bargaining Agreement ("UCF BOT-UFF Agreement"). Specific questions concerning expectations for performance should be raised with the Chair at the time of annual assignment. The assignment of specific activities and their value included within the basic categories of performance (teaching, research, service) should be established at the time of the annual assignment, if practical. Issues pertaining to those matters, such as the value to be accorded a proposed research effort or scholarly activity, should be negotiated and resolved at that time. Discussion of these issues is particularly important for research activities that span several years.

The basis of the Annual Evaluation will be information obtained through the Faculty Annual Report, Student Evaluation forms, Annual Work Plans, Assignment forms, Departmental Annual Activity Report and other information outlined in the UCF BOT-UFF Agreement. All evaluations will be done by the Department Chair.

Performance Categories

There are five performance ratings for annual evaluation: outstanding, above satisfactory, satisfactory, conditional, and unsatisfactory. Elaboration of the performance expectations for these categories is given in the Standards for Annual Evaluation section of this document. Although they are separate documents, faculty seeking tenure or promotion, or both, are advised to read the Annual Faculty Evaluation document in conjunction with the Criteria for Tenure and Promotion.

Annual evaluation of performance must consider the annual assignment of duties, a copy of which shall be attached to the evaluation.

A. TEACHING

Evaluation of teaching will be based on student evaluations, the nature of the course being taught, the portion of FTE assigned to teaching, and other information pertinent to questions of the quality of instruction. Faculty are encouraged to submit any information they consider important to this determination. Activities in this category include classroom instruction; online instruction; direction of independent studies, student research projects, theses, and dissertations; academic advising; involvement and participation in workshops, seminars, and other forums which have curricular interests, teaching, or the learning process as their principal theme or focus; and program or course development. Good teaching (at least a "Satisfactory" evaluation) is expected of all faculty. Deficiencies or weaknesses in teaching will be noted with a "Conditional" or "Unsatisfactory" rating. The quality of performance in teaching, and all that it includes, is important in the determination of the overall rating of each faculty member.

B. RESEARCH AND CREATIVE ACTIVITIES

A principal responsibility of tenure earning and tenured faculty is active engagement in research and scholarly activities. Evaluation of research and scholarly activity should take into account the quality of the work, the portion of FTE assigned to research activities, work in progress, and other factors which may contribute to the performance assessment in this category. Research and scholarly activity includes published manuscripts, unfunded research projects, research grants and contracts. Manuscripts listed as under review for publication at time of annual evaluation should represent research and scholarly activity not previously reported for annual review. Sustained activity over several years will be considered.

In research, faculty must provide evidence of research productivity. Normally, although not exclusively, the primary evidence of research productivity will consist of articles published in indexed, refereed journals; law review articles; monographs; books; and other scholarly forums appropriate for the criminal justice discipline. Both quality and quantity are required, and the variation in the acceptance rates of journals and reviews may be considered in evaluations. Faculty must provide evidence of research or scholarly activity sufficient to reflect the establishment of expertise in a specific area.

Scholarly activity at least at the "Satisfactory" level is expected of all tenured and tenure-track faculty. Deficiencies or weaknesses in scholarly activity will be noted with a "Conditional" or "Unsatisfactory" rating.

C. SERVICE AND PROFESSIONAL DEVELOPMENT

All faculty are expected to participate in service activities at the College, University and Community levels, most particularly those in the Department. Additional service activities, such as those in service of professional organizations, are undertaken at the discretion of the faculty member. Evidence of the quality of performance of these latter activities is the responsibility of the faculty member.

Service activity at least at the “Satisfactory” level is expected of all faculty. Deficiencies or weaknesses in service activity will be noted with a “Conditional” or “Unsatisfactory” rating.

D. OTHER UNIVERSITY DUTIES

In some instances, other duties may be a significant part of evaluating a faculty member’s performance. The faculty member, in consultation with the Chair, will determine an appropriate set of evaluation weights across standard and other activity categories, which will be included on the faculty member’s assignment form at the beginning of each calendar year. Evaluation of “other duties” will be based on information provided by the Chair or by the appropriate supervisor of the assigned duty, if applicable, and on supplemental information provided to the Chair by the faculty member.

E. OVERALL RATING

The overall rating of a Department faculty member will be determined by the Department Chair in a written annual evaluation in accordance with the UCF BOT-UFF Agreement. Performance in all categories will be weighted according to the faculty member’s assignment to determine an overall assessment of performance in each category. Unassigned activities compensated by sources other than the University (except academic books or textbooks for which the author may receive royalties) generally will not be included in the merit evaluation.

Not all individual circumstances pertaining to performance throughout the year can be anticipated in advance. Faculty members whose annual assignments vary from the norm or who require unique interpretation of performance standards are urged to negotiate an acceptable arrangement with the Department Chair as soon as it is apparent that such stipulations are necessary or desirable.

G. GRIEVANCE PROCESS

Open communication and informal resolutions of evaluation disputes are encouraged under the latest applicable UCF BOT-UFF Agreement. For further information on grievances, faculty should consult the terms of the latest UCF BOT-UFF Agreement.

**EVALUATION STANDARDS--TEACHING
DEPARTMENT OF CRIMINAL JUSTICE**

(Requirements for performance ratings do not vary by teaching load.)

Unsatisfactory - Fails to Meet Level I - Recurrent (0 points)

Fails to meet standards for "Conditional" for two successive academic years.

Conditional – Fails to Meet Level I (1 point)

Fails to meet standards for "Satisfactory."

Satisfactory – Level I (2 points)

Must achieve all of the following:

- Receives over 50% of the class ratings at "Excellent," "Very Good," and "Good" combined on the "Overall assessment of instructor" in student perceptions of instruction on average across all classes.
- Meets university requirements for holding classes and final exams.
- Revises and/or updates existing courses in assigned course load, as appropriate.
- Returns graded materials and submits grades on a timely basis.
- Submits a syllabus for each course that meets University requirements in a timely manner.

Above Satisfactory – Level II (3 points)

Must achieve requirements for Satisfactory, receive over 60% of the class ratings at "Excellent," "Very Good," and "Good" combined on the "Overall assessment of instructor" in student perceptions of instruction on average across all classes, and achieve at least three of the following items:

- Teaches courses outside the normal itinerary.
- Creates a new course in face-to-face, mixed or full WebCT modes.
- Contributes to student development through participation in student academic activities, such as McNair, LEAD, RAMP, independent studies and directed readings.
- Serves as the member of a committee for graduate or undergraduate student research projects (e.g., Thesis, Dissertation, and Honors in Major Thesis).
- Incorporates cultural diversity into course content through course syllabi, course readings, course assignments and/or guest lecture presentations.
- Fosters student interaction through the use of engagement strategies in at least one class, such as student presentations, debates, and team papers.
- Participates in at least one teaching workshop/seminar to improve teaching through the Faculty Center for Teaching and Learning or other appropriate institute or professional conference.
- Any activity listed below under "outstanding."

Outstanding – Level III (4 points)

Must achieve requirements for Above Satisfactory and at least three of the following:

- Receives departmental or professional organization recognition, teaching awards, or curricular grants for the creation of innovative classroom materials, such as, cases, projects, exercises, or computer software.
- Develops innovative courses, programs, and/or teaching approaches not previously offered or utilized in the department, including but not limited to courses developed for the Honors College.
- Receives departmental or student recognition or awards for excellence in participation in student academic life.
- Serves as the chair of a committee for graduate or undergraduate student research projects (e.g., Thesis, Dissertation, and Honors in Major Thesis).
- Mentors adjuncts and other colleagues in teaching effectiveness through one-on-one meetings and/or the sharing of syllabi and course materials.
- Participates in two or more teaching workshops or seminars to improve teaching through the Faculty Center for Teaching and Learning or other appropriate institute or professional conference.
- Serves as an instructor in a university sponsored teaching workshop.
- Conducts a workshop or presents a paper at a regional or national professional meeting on teaching related topics.
- Fosters student interaction through the use of engagement strategies in all classes taught, such as student presentations, debates, and team papers.
- Conducts a UCF study abroad or student/faculty exchange program.

**EVALUATION STANDARDS—SCHOLARLY ACTIVITY
DEPARTMENT OF CRIMINAL JUSTICE**

The department has three tracks of scholarly activity. The standard research track carries a 3-3 teaching load; the enhanced research track carries a 2-3 or 3-2 teaching load; the full research track carries a 2-2 teaching load. These teaching loads do not include course buyouts or administrative releases.

The matrix below will be used to evaluate the scholarly activity of faculty in conjunction with the list of activity rankings. The matrix has three columns representing standard, enhanced and full research tracks. The matrix also has five rows representing evaluation ratings of unsatisfactory, conditional, satisfactory, above satisfactory and outstanding. The cells formed by the intersection of row and column represent the general category activity, rank ordered from high value (A category) to low value (C category), that a faculty member in a specific research track must demonstrate for a specific rating. The activities listed in the cells are made more specific with by reference to the list of activity rankings. For example, if the expectation is for one level “A” item, the faculty member should consult the list of level “A” activities to see which specific activities satisfy this requirement.

Several general principles guided the construction of the matrix. Scholarly expectations are increased moving across standard, enhanced and full research tracks. Scholarly expectations also are increased moving across evaluation ratings from unsatisfactory to outstanding. Some items may count double or triple within the category for very high value activities. As indicated

in the first paragraph of this document, the items listed below are not all-inclusive. Items not on the list can be presented to the chair for consideration. Furthermore, the listing of specific activities in classification levels (A, B and C) reflects a presumptive judgment that may not be applicable in some instances. In such cases, faculty can endeavor to rebut this presumption by presenting their case for a different classification level to the chair.

Recognizing that scholarly production schedules are variable, scholarly activity listed in “Level A” in excess of three in a given year may be carried over to the next year’s evaluation, with a maximum of two items.

Evaluation Matrix

	Standard Research Track 3-3	Enhanced Research Track 3-2	Full Research Track 2-2
Unsatisfactory	<ul style="list-style-type: none"> • Fails to meet the requirements for “Conditional” 	<ul style="list-style-type: none"> • Fails to meet the requirements for “Conditional” 	<ul style="list-style-type: none"> • Fails to meet the requirements for “Conditional”
Conditional (1 point)	<ul style="list-style-type: none"> • Meets one item from “level C” 	<ul style="list-style-type: none"> • Actively undertakes scholarly writing and research in preparation for publication • Meets two items from “level C” 	<ul style="list-style-type: none"> • Meets one item from “level B,” and • Meets two items from “level C”
Satisfactory (2 points)	<ul style="list-style-type: none"> • Actively undertakes scholarly writing and research in preparation for publication • Meets one item from “level C” 	<ul style="list-style-type: none"> • Meets any one item from “level A” <u>or</u> meets any three distinct items from “level B” 	<ul style="list-style-type: none"> • Meets one item from “level A,” and • Meets one item from “level B,” and • Meets two items from “level C”
Above Satisfactory (3 points)	<ul style="list-style-type: none"> • Meets one item from “level B,” and • Meets one item from “level C” 	<ul style="list-style-type: none"> • Meets one item from “level A,” and • Meets one item from “level B” <u>or</u> meets two items from “level C” 	<ul style="list-style-type: none"> • Meets two items from “level A,” and • Meets one item from “level B” <u>or</u> meets two items from “level C”
Outstanding (4 points)	<ul style="list-style-type: none"> • Meets any one item from “level A” <u>or</u> meets any three distinct items from 	<ul style="list-style-type: none"> • Meets two items from “level A” <u>or</u> meets one item from “level A” and 	<ul style="list-style-type: none"> • Meets three items from “level A” <u>or</u> meets two items from “level A” and

	"level B"	any three distinct items from "Level B"	any three distinct items from "Level B"
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Activity Rankings

Level A	<ul style="list-style-type: none"> • Publishes a new commercial text book or university press book (counts as three items in this level) • Publishes an article (sole or lead-authored) in a peer-reviewed journal (each article counts as two items in this level) • Publishes an article (multiple authored, other than lead) in a peer-reviewed journal (each article counts as one item in this level) • Publishes a chapter in a peer-reviewed, edited book • Publishes a new edition of a book (sole or lead-author) • Publishes a law review article in top 100 law reviews • Submits a grant proposal through the university for external funding in excess of \$100,000 • Receives external grant funding through the university totaling \$250,000 or more (counts as three items in this level) • Receives external grant funding through the university totaling from \$100,000 to \$249,999.99 (counts as two items in this level) • Receives external grant funding through the university totaling less than \$100,000 (counts as one item in this level)
Level B*	<ul style="list-style-type: none"> • Publishes an edited book • Publishes a new edition of a book (multiple authored, other than lead) • Publishes an article (either solely authored or multiple-authored) in a state, regional, or national professional journal, newsletter, or magazine • Publishes a law review article in law review ranked lower than 100 • Publishes a chapter in a non-peer reviewed, edited book (other than a non-substantive introduction) • Creates a research database in support of a long-term research agenda • Submits a grant proposal through the university for external funding of \$100,000 or less. • Delivers an invited presentation to a prestigious audience • Receives recognition of distinction from a national or international organization for research and scholarly accomplishments
Level C**	<ul style="list-style-type: none"> • Presents a paper or poster at a regional or national professional conference • Provides evidence of a long-term research agenda of projects extending beyond the annual evaluation period • Publishes an encyclopedia entry, book review, or book essay • Applies for internal research funding • Communicates on a scholarly topic in a professional capacity, such as invited presentations or talks before local professional or academic groups or seminars

	<ul style="list-style-type: none"> • Receives recognition of distinction from a regional, state, or local organization for research and scholarly accomplishments
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*level requirements may also be satisfied by higher-level A items.

** level requirements may also be satisfied by higher level A or B items.

EVALUATION STANDARDS--SERVICE DEPARTMENT OF CRIMINAL JUSTICE

Service activities are listed in groups that represent domains of activity (e.g., department, community and discipline). A few distinctions are made in terms of the value of individual activities. It is required that all faculty attend regularly scheduled departmental meetings, so that this activity is a necessary condition for an evaluation other than unsatisfactory. Also, some items count double or more. Apart from this, distinctions across evaluation levels of unsatisfactory, conditional, satisfactory, above satisfactory and outstanding reflect the number of service activities demonstrated.

Unsatisfactory (0 points)

Fails to meet requirements for "Conditional."

Conditional - (1 point)

Attends regularly scheduled departmental meetings and one item from selections below.

Satisfactory – Level I (2 points)

Attends regularly scheduled departmental meetings and two items from selections below.

Above Satisfactory - Level II (3 points)

Attends regularly scheduled departmental meetings and three items from selections below.

Outstanding – Level III (4 points)

Attends regularly scheduled departmental meeting and four items from selections below.

(Note: Individual items can only be counted once unless otherwise indicated.)

Service Activities (Department/University, Community, Discipline)

Department/University

- Serves on university or college committees.
- Actively participates in Institutional effectiveness activities by serving on a committee.
- Chairs or heads a departmental or university committee or other major task force (counts as two items).
- Actively participates on significant university committees, such as program review, curriculum or tenure and promotion.
- Attends a commencement ceremony.

- Serves as a member of ad-hoc departmental, college and university committees or task forces.
- Participates in departmental and college activities, such as a representative at Majors Fair, registration, recruiting, and orientation.
- Serves as advisor to student organizations.
- Serves on departmental committees as an active member.
- Receives departmental, university or student-organization recognition as an outstanding contributor to student life at UCF.

Community

- Contributes expertise in theory and practice to community organizations.
- Develops community partnerships.
- Volunteers for local community organizations or activities.
- Performs public activities, which bring favorable attention to UCF (e.g., certain consulting activity, serving on boards of and/or participating in community organizations).

Discipline

- Serves as editor of a regional or national journal (counts as two items).
- Organizes conferences or develops symposia for national or international professional organizations.
- Serves on editorial board(s) for regional, national, or international journal(s)
- Serves as a reviewer for regional, national or international journals (1-5 articles count as one item, 6 or more articles count as 2 items)
- Serves as an external reviewer of faculty materials from other universities for purposes of promotion and tenure.
- Holds a membership and participates actively in a professional organization.
- Serves in an administrative capacity in professional organizations.

EVALUATION STANDARDS—OTHER DUTIES DEPARTMENT OF CRIMINAL JUSTICE

In some instances, duties other than those already discussed that result in course release may be a significant part of evaluating a faculty member's performance. In such cases, the faculty member will have an additional activity category, identified as "other duties," beyond teaching, research and service. The faculty member, in consultation with the Chair, will negotiate the appropriate weights across the four activity categories for use in the overall Annual Evaluation Matrix. These weights are to be included on the faculty member's assignment form.

EVALUATION STANDARDS-- OVERALL RATING COMPUTATION DEPARTMENT OF CRIMINAL JUSTICE

Each faculty member's overall rating will be based upon points scored in each applicable category. These individual scores will be weighted based upon the faculty member's annual assignment of duties. Once

the scores are weighted, the faculty member's overall rating will be determined according to the matrix presented below.

DETERMINING OVERALL RATING UNDER ANNUAL EVALUATION MATRIX

The following charts show the weights accorded to each faculty profile and the point ranges for the overall rating.	<u>TEACHING</u>	<u>SCHOLARLY ACTIVITY</u>	<u>SERVICE</u>	<u>OTHER*</u>
<u>FACULTY PROFILE</u>				
Teaching-Intensive (4-4 teaching load)	92%	0%	8%	*
Standard (3-3 teaching load)	69%	23%	8%	*
Research (3-2 teaching load)*	57%	35%	8%	*
Research (2-2 teaching load)	46%	46%	8%	*

*The weights in the Annual Evaluation Matrix for faculty assuming "Other" responsibilities will be adjusted to reflect agreed upon weights.

Overall Rating after Weighting Scores	Outstanding	Above Satisfactory	Satisfactory	Conditional	Unsatisfactory
TOTAL POINTS	4.0 – 3.5	3.4 – 2.5	2.4 – 1.5	1.4 – 0.5	0.4 – 0.0