

ANNUAL EVALUATION STANDARDS AND PROCEDURES

Florida Interactive Entertainment Academy

Approved by Faculty Relations on 5/7/2012 for first use in the 2012-2013 academic year

NOTE: This document is to be used as a guideline for the Chair's Annual Evaluation of Faculty. If necessary, at the request of a faculty member, it will also be used as a reference by the Department Advisory Committee.

DEPARTMENT ADVISORY COMMITTEE:

This is an advisory committee that may be used by a faculty member who perceives that there is a problem with his or her annual evaluation. This committee's function is to advise in cases where the harmonious functioning of the Department is threatened; the committee's purpose is not to serve as an annual peer-evaluation group. The committee will be composed of all full-time faculty members. The committee will review all available material and render a recommendation by majority vote to the Chairperson. Both majority and minority opinions are given. Neither the Chairperson nor the affected faculty member is eligible to vote on this committee.

INSTRUCTIONAL ACTIVITIES:

Level I: Unsatisfactory -- Meets half or less of the requirements for **Level III per semester: Satisfactory**

Level II: Conditional -- Meets more than half the requirements for **Level III: Satisfactory**

Level III: Satisfactory – Must meet all of the following requirements:

- Faculty member meets regularly assigned classes
- keeps scheduled office hours
- has syllabi indicating course instructional design and techniques
- maintains regular registration advisement hours if assigned
- handles student problems appropriately
- secures average student perception of instructor ratings of 2.5 or better on a 4-point scale.
- Meets with students during the final exam period in compliance with university regulations, submits grades on time.
- submits textbook orders on time in compliance with university regulations

Level IV: Above Satisfactory – To achieve Level IV, the faculty member's alternatives are:

Meets criteria for **Level III: Satisfactory** above
and

Instructor attends conferences and industry events to supplement knowledge and skills in his/her chosen field of study.

or
Meets criteria for Level III: Satisfactory above, except that average student perception of instructor ratings are 3.0 or better on the 4 point scale (or 4.0 on a 5-point scale).

or
Teaches one large course (greater than 50 students or multiple lab sections)

Level V: Outstanding -- To achieve Level V, the faculty member's alternatives are:

Meets criteria for Level III: Satisfactory and Level IV: Above Satisfactory above, except that average student ratings are 3.5 or better on the 4-point scale (4.2 on a 5-point scale)

and
Learns new technology in order to better support curricular goals and keep the material current and directly assists students with integrating the latest tools.

or
Writes software or authors creative works that supplement student assignments.

RESEARCH AND CREATIVE ACTIVITIES:

Level I: Unsatisfactory -- Meets less than half of the requirements for Level III: Satisfactory per semester

Level II: Conditional -- Meets half of the requirements for Level III: Satisfactory

Level III: Satisfactory – Meets all of the following requirements:

Prepares and presents new research/technology to industry organizations or groups visiting the University

and
Researches and assists with the acquisition of new software and/or tools to enrich student work and ensure their skills and up to date

Level IV: Above Satisfactory – To achieve Level IV, the faculty member's alternatives are:

Meets criteria for Level III: Satisfactory above

and
or
Creates and publishes client-based work within the industry.

or
Serves as a professional consultant.

or
Prepares a substantial grant proposal.

Level V: Outstanding -- To achieve Level V, the faculty member's alternatives are:

Meets criterion/criteria for Level III: Satisfactory and Level IV: Above Satisfactory above

and

Creates and publishes client-based work that achieves national/international recognition.

or

Authors and publishes a research paper/article within the industry.

or

Instructor partners with companies to produce projects that utilize the students.

or

Wins an industry-respected award of exceptional merit for individual or collaborative achievement in an applied area.

SERVICE:

Service is a particularly important component of what we do. As a graduate school training new entrants to the creative class, we view our mission as not only providing skills and experience to our own students, but inspiring tomorrow's students to begin their journey today. As such, we strive to position ourselves not only as a conduit between academia and industry, but also as a force connecting with local organizations such as the Orlando Science Center and local high schools. These groups continually call upon us to serve on committees, advise curricular decisions, and speak with students to coax them towards exciting opportunities within our industry, right here in Orlando. We embrace these organizations and our unique position to help foster the education of our students today, but also our students tomorrow.

Level I: Unsatisfactory -- Meets none of the requirements for **Level III: Satisfactory per semester**

Level II: Conditional -- Meets one of the requirements for **Level III: Satisfactory**

Level III: Satisfactory – Meets two or more of the following requirements:

Serves the University by serving on any departmental, college, or university committee

Faculty member serves the community by providing professionally related services such as: lectures, seminars, serving as a judge for art competitions or shows, etc., to a local, regional group, organizational, or school.

or

Serves the profession by reviewing a game for a professional journal or by serving as a juror for a game competition

Level IV: Above Satisfactory – To achieve Level IV, the faculty member's alternatives are:

Meets criteria for **Level III: Satisfactory** above

and

Participates in the community of developers by attending meetings or serving on a committee or as an officer for an organization (profession-related service)

or

Serves the educational community by advising and supporting curricular needs or directly

Or

Offers professional consultation or development services to industry organizations or local groups pro bono

or

Level V: Outstanding -- To achieve Level V, the faculty member's alternatives are:

Meets criteria for Level III: Satisfactory and Level IV: Above Satisfactory above
and

Organizes and serves as a host to an event that supports the professional industry and community.

or

Serves as a principal officer, reviewer, meeting organizer, or chair of a committee for an industry organization

OTHER:

Faculty members are encouraged to pursue opportunities within the University and our industry at large that enrich our programs and the welfare of our graduates. Such activities may not necessarily fall under a previously described category but can be considered valid efforts towards merit based upon the approval of the appropriate chair or other supervisor.

OVERALL ASSESSMENT FOR FACULTY EVALUATION

1. A faculty member's overall annual evaluation score is determined according to the *total* of points earned within the categories below. ("Other" duties may be special administrative duties, special projects, or assigned activities listed in Article 10.4 of Faculty Handbook.):

<u>Rating</u>	<u>Research</u>	<u>Teaching</u>	<u>Service</u>	<u>Other</u>
Outstanding	4	4	4	4
Above Satisfactory	3	3	3	3
Satisfactory	2	2	2	2
Conditional	1	1	1	1
Unsatisfactory	0	0	0	0

TOTAL SCORE = _____ points

2. A faculty member's overall annual evaluation for the current academic year is determined according to the points (TOTAL SCORE) earned above:

Outstanding 11 – 12.75 points

Above Satisfactory 8 – 10.75 points

Satisfactory 5 – 7.75 points

Conditional 3 – 4.75 points

Unsatisfactory 0 – 2.75 points

OVERALL ANNUAL EVALUATION: _____