

**ANNUAL EVALUATION STANDARDS AND PROCEDURES
DEPARTMENT OF LEGAL STUDIES**

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

The purpose of this document policy is to provide guidelines, standards, and procedures to evaluate the annual performance of legal studies faculty, including tenured professors, tenure-earning professors, and instructors. The policy is not designed for the evaluation of the faculty's tenure and promotion application. The results of a faculty member's annual evaluations represent just one of numerous components that are examined in the university tenure and promotion process. Therefore, it should not be construed that achieving a satisfactory or above rating in any or all annual evaluations (each annual evaluation covers an academic year) will automatically result in a positive tenure or promotion decision.

For the purposes of faculty evaluation, the listed standards are intended to be illustrative and to emphasize an evolution of faculty activities. Quality and quantity of activity will both be assessed. The lists below are not intended to be all-inclusive; that is, they do not exhaust all activities that could be performed, nor should it be interpreted that all listed activities are required. A faculty member's overall rating will be determined in accordance with the Annual Evaluation Matrix as follows:

DETERMINING OVERALL RATING UNDER ANNUAL EVALUATION MATRIX

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. The following charts show the weights accorded to each faculty profile and the point ranges for the overall rating.

<u>FACULTY PROFILE</u>	<u>TEACHING</u>	<u>SCHOLARLY ACTIVITY</u>	<u>SERVICE/OTHER DUTIES ASSIGNED</u>
Teaching-Intensive (4-4 teaching load)	90%	0%	10%
Standard (3-3 teaching load)	65%	25%	10%
Research (3-2 or 2-2 teaching load)	45%	45%	10%
Program Coordinator (shall not be a tenure track faculty member) (3-3 teaching load)	69%	0%	31%

Overall Rating after Weighted Scores	Outstanding	Above Satisfactory	Satisfactory	Conditional	Unsatisfactory
TOTAL POINTS	4.0 - 3.5	3.4 - 3.0	2.9 - 2.5	2.4 - 1.0	0.9 - 0

In addition to the above, faculty members are required to earn a minimum of a Satisfactory evaluation in each area of assignment (5% or higher) in order to earn a Satisfactory or higher overall evaluation. All faculty members are encouraged to actively engage in the Annual Assignment process, as outlined in the current BOT-UFF Collective Bargaining Agreement (CBA) which occurs at the beginning of the academic year. It is at the time of annual assignment that specific questions concerning expectations for performance should be raised with the Chair. Open communication and informal resolutions of evaluation disputes are encouraged. If there remains disagreement, the CBA contains further information on grievances.

I. TEACHING: ALL FACULTY - TENURED/ TENURE TRACK/INSTRUCTORS

A. Unsatisfactory - Fails to Meet Level I Standard (-1 point)

A faculty member who receives over 50% of the total student perception of instruction ratings for the year at "Poor" and "Fair" combined and exhibits poor performance of teaching assignments by failing to accomplish the benchmarks listed under Section C (#2-5) listed directly below.

Or

A faculty member who is the subject of at least two student complaints on material matters related to teaching (involving different incidents) during the academic year. These non-anonymous complaints must be found to be meritorious by the Department Chair after an investigation.

B. Conditional – Fails to Meet Level I Standard. (0 points)

A faculty member who receives less than 60% of the total student perception of instruction ratings for the academic year at "Fair" and "Poor" combined and exhibits poor performance of teaching assignments, by failing to accomplish the benchmarks listed under Section C (#2-5) listed directly below.

C. Satisfactory – Level I (2 points)

Must achieve/accomplish all of the five following criteria in order to earn a Satisfactory:

- 1) Receives at least 60% of the total student perception of instruction ratings for the year at "Excellent", "Very Good", and "Good" combined for "Overall assessment of instructor."
- 2) Meets classes as scheduled and gives the final exam or meets class during the scheduled final exam period. May be waived only with special advance permission from the Chair.
- 3) Returns graded materials in a timely manner (i.e., no later than three weeks beyond the student submission date, unless an extension is granted by the Department Chair or the syllabus provides a longer period of time in which to return graded materials)
- 4) Submits all grades on a timely basis pursuant to established university policies and deadline, and/or as directed by the Department Chair.
- 5) Prepares a syllabus for each course, including all information required by the Office of the Provost, and submits syllabi in a timely basis to the appropriate person each semester.

D. Above Satisfactory – Level II (3 points)

Must achieve/accomplish all five of the mandatory criteria needed to earn a Satisfactory plus meet the requisite student perception ratings listed first in the list below plus at least two additional items from the following list:

- 1) Mandatory criterion for above satisfactory rating (along with the satisfaction of other criteria listed under Section I (C) above plus two additional criteria below): Receives over 60% of the total student perception of instruction ratings for the year at "Excellent," "Very Good," and "Good" combined for "Overall assessment of instructor."
- 2) Demonstrates willingness to teach a variety of courses.
- 3) Develops new courses in face-to-face, mixed or full WebCT modes.

- 4) Contributes to student development through participation in student academic activities such as working with students in Moot Court practice/competition, Mock Trial practice/competition, sponsoring and mentoring students at professional presentations, et cetera.
- 5) Serves as the member of a committee for graduate or undergraduate student research projects (e.g., Thesis, Dissertation, Honors in Major).
- 6) Incorporates cultural diversity into course content through course syllabi, course readings, course assignments and/or guest lecture presentations.
- 7) Fosters student interaction through the use of engagement strategies in at least one class, such as student presentations, debates, and team papers.
- 8) 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.
- 9) Serves as the chair of a committee for graduate or undergraduate student research projects (e.g., Thesis, Dissertation, Honors in the Major).
- 10) Performs satisfactory student advising for career options and post-graduation planning, as evidenced by writing letters of recommendation for students for graduate school, law school, or employment, or other written documentation that illustrates such student support.
- 11) Is available for student advising during office hours (minimum five hours per week)
- 12) Revises and/or updates existing courses in assigned course load.
- 13) Takes workshops and attends seminars to improve teaching through the Center for Teaching and Learning or other appropriate institute.
- 14) Other activities listed below in Section I (E) (2-13).

E. Outstanding – Level III (4 points)

Must achieve/accomplish all five of the mandatory criteria needed to earn a Satisfactory plus meet the requisite student perception ratings listed first in the list below plus at least three additional items from the following list:

- 1) Mandatory criterion for above satisfactory rating (along with the satisfaction of other criteria listed under Section I (C) above plus three additional criteria below): Receives in each class over 70% of the student perception of instruction ratings at “Excellent,” “Very Good,” and “Good” combined for “Overall assessment of instructor” or receives over 75% of the total SPI ratings for the year at “Excellent,” “Very Good,” and “Good” for “Overall assessment of instructor.”
- 2) 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.
- 3) Develops innovative courses, programs, and/or teaching approaches not previously offered or utilized in the department.
- 4) Receives departmental or student recognition or awards for excellence in participation in student academic life, such as receiving a Teaching Incentive Award (TIP), Excellence in Teaching Award, et cetera.
- 5) Serves as the chair of a committee for graduate or undergraduate student research projects (e.g., Thesis, Dissertation, Honors in Major).
- 6) Serves on two or more committees for graduate or undergraduate student research projects (e.g. thesis, dissertation, Honors in the Major).
- 7) Demonstrates leadership in new curricular developments or in the Scholarship of Teaching and Learning.
- 8) Mentors adjuncts and other colleagues in teaching effectiveness through one-on-one meetings and/or the sharing of syllabi and course materials.
- 9) Participates in two or more workshop/seminars to improve teaching through the Faculty Center for Teaching and Learning, a state bar, a local bar association, or any other appropriate institute or professional conference.
- 10) Serves as an instructor in a university sponsored teaching workshop.
- 11) Conducts a workshop or presents a paper at a regional or national professional meeting on teaching related topics.

- 12) Fosters student interaction through the use of engagement strategies in all classes taught, such as student presentations, debates, and team papers.
- 13) *For faculty at the rank of instructor level only*, publishes a commercial or edited text book or revised edition used in graduate and undergraduate courses. Tenured and tenure earning faculty receive credit for this activity under the scholarly activity section (Section II) below.
- 14) Other activities listed above under Section I (D)(2-13)

II. SCHOLARLY ACTIVITY: ALL FACULTY OTHER THAN INSTRUCTORS

For purposes of evaluating the scholarly activity for tenured and tenure earning faculty, the Department of Legal Studies employs a rubric which assigns points to various possible scholarly endeavors. The sum total of possible points will dictate the overall rating the faculty member will receive for his or her scholarly activity.

A. OVERALL POINT ALLOCATION FOR SCHOLARLY ACTIVITY

The following point allocations and conversions will be utilized in analyzing a faculty member's scholarly activity:

Total Number of Scholarship Points Awarded (for various activities delineated below)	Scholarship Evaluation	Conversion/ Correlation of Scholarship Points (Column One) into Rubric Points Awarded for Overall Faculty Evaluation Matrix
Eight or More Points	Outstanding	Four Points
Seven	Above Satisfactory	Three Points
Six	Satisfactory	Two Points
Five	Conditional	One Point
Four or less	Unsatisfactory	Zero Points

B. VALUE AND POINT ALLOCATION FOR PUBLICATIONS

The following points will be awarded for publications actually published or "in press" during the evaluation period (with proof of status upon request by Department Chair)

1) Multiple Encyclopedia Entries for Given Project	One Point (one point maximum, regardless of the number of entries authored)
2) Publication in Professional Journal (e.g., Florida Bar News, Hillsborough County Bar Association Newsletter, et cetera)	One Point (one point maximum, regardless of the number of articles authored in this category)
3) Article in Popular Magazine or Newspaper	One Point (one point maximum, regardless of the number of articles authored in this category)
4) Articles (either Law Review or Peer-Reviewed)	
i) Regional Journal (First Author)	Two Points
ii) Regional Journal (Second Author)	One Point
iii) Regional Journal (Sole Author)	Four Points
iv) National Journal (First Author)	Four Points
v) National Journal (Second Author)	Three Points
vi) National Journal (Sole Author)	Five Points
5) Book Chapter, University Press	Three Points
6) Book Chapter, Commercial Press	Two Points
7) New Book or Textbook Under Contract (with i) contract issued during the evaluation period)	Three Points

8) Books (either University or Commercial Press)	
i) Book, Sole Authored or Sole Editor	Eight Points
ii) Book, Multiple Authors (First Author)	Six Points
iii) Book, Multiple Authors (Second Author)	Five Points
iv) Book, Multiple Authors (Third Author)	Four Points
9) Textbooks	
i) Textbook, Sole Author or Co-Author (with Equal Allocation of Work)	Eight Points
ii) Textbook, Multiple Authors (First Author)	Six Points
iii) Textbook, Multiple Authors (Second Author)	Five Points
iv) Textbook, Multiple Authors (Third Author)	Four Points
10) Existing Text, Major Revisions and Updated Editions	Three Points
11) Existing Text, Minor Revisions	One Point

C. VALUE AND POINT ALLOCATION FOR SCHOLARLY ACTIVITIES OTHER THAN PUBLICATIONS

The following points will be awarded for scholarly activities other than actual publications:

1) One Point (for achieving any of the following items on the below list) (only one point maximum may be earned for completing an activity or activities under this category)

- i) Shows evidence and documentation of a publication in progress
- ii) Provides evidence of a long-term research agenda of projects extending beyond the annual evaluation period
- iii) Communicates on a scholarly topic in a professional capacity at a local level, such as: talks before local professional groups, chairs local professional groups, and UCF seminars
- iv) Participates in at least one activity in a professional organization
- v) Attends a regional or national professional conference
- vi) Actively undertakes scholarly writing and research in preparation for publication, with written proof of such active preparation for publication provided to the Department Chair.

2) Two Points (for achieving any of the following items on the below list) (only two points maximum may be earned for completing an activity or activities under this category)

- i) Applies for external research funding
- ii) Submits a grant proposal of over \$100,000
- iii) Demonstrates significant professional recognition through national published works, receipt of grants, fellowships, other outside funding, and/or receipt of awards from nationally recognized bodies
- iv) Participates on an interdisciplinary team that submits a completed grant application (with proof to Department Chair of an active level of participation by the faculty member seeking credit)
- v) Presents a paper at a regional professional conference
- vi) Holds office in a regional scholarly organization
- vii) Participates as a reviewer in a scholarly journal

3) Three Points for achieving any of the following items on the below list) (only three points maximum may be earned for completing an activity or activities under this category)

- i) Presents a paper at a national professional conference
- ii) Serves as an editor of a scholarly journal
- iii) Receives external funding for a grant project (assuming grant is through the University)

III. SERVICE (ALL FACULTY - TENURED/ TENURE TRACK/INSTRUCTORS)

A. Unsatisfactory – Fails to Meet Level I Standard. (-1 points)

Does not perform any service requirements and does not participate in academically related professional or community organizations; attends less than 60% of scheduled department meetings (excluding excused/documented absences)

B. Conditional – Fails to Meet Level I Standard. (1 point)

Must achieve at least one of the following:

- 1) Attends at least 60% of the regularly scheduled departmental meetings (excluding excused/documented absences).
- 2) Holds a membership in an academically related professional organization.
- 3) Any activity listed below under “outstanding,” “above satisfactory” or “satisfactory”.

C. Satisfactory – Level I (2 points)

Must attend regularly scheduled departmental meetings at least 70% of the time (excluding excused/documented absences) plus achieve at least two of the following:

- 1) Serves as a member of departmental, college or university committees or task forces.
- 2) Participates in departmental and college activities, such as a representative at majors fair, registration, recruiting, and orientation.
- 3) Holds a membership and participates actively in an academically related professional organization (e.g., holding office in a national scholarly organization).
- 4) Volunteers for academically related local community organizations or activities.
- 5) Attends regularly scheduled committee meetings and graduations.
- 6) Any activity listed below under “outstanding” or “above satisfactory.”

D. Above Satisfactory - Level II (3 points)

Must attend regularly scheduled departmental meetings at least 80% of the time (excluding excused/documented absences) plus achieve at least three of the following:

- 1) Serves on departmental committees as an active member and regularly attends departmental functions (i.e., attend at least 70% of departmental functions).
- 2) Serves on university or college committees, such as program review, curriculum or tenure and promotion.
- 3) Performs public activities, which bring favorable attention to UCF (e.g., certain consulting activities, serving on academically related boards of and/or participating in community organizations).
- 4) Serves in a documented leadership capacity in academically related professional or community organizations.
- 5) Undertakes duties of drafting and preparing class schedules for department (as program coordinator, or upon proper designation of assignment by Department Chair).
- 6) Serves as advisor to student organizations.
- 7) Serves as an external reviewer of faculty materials from other universities for purposes of promotion and tenure.
- 8) Serves on editorial boards or as reviewer for regional and/or national journals.
- 9) Represents the department in providing media interviews on issues of legal importance
- 10) Other criteria listed in Section III (E)(1-7) below.

E. Outstanding – Level III (4 points)

Must attend regularly scheduled departmental meetings at least 90% of the time (excluding excused/documentated absences) plus achieve at least four of the following:

- 1) Receives departmental, university or student-organization recognition as an outstanding contributor to student life at UCF.
- 2) Chairs or heads a departmental or university committee or other major task force.
- 3) Attends both the Fall & Spring Department of Legal Studies Advisory Board meetings.
- 4) Develops community partnerships (and can document such development of community partnerships upon request by the Department Chair).
- 5) Actively participates in Institutional Effectiveness activities by serving on a committee.
- 6) Organizes conferences or develops symposia for national or international professional organizations.
- 7) Serves as editor of a regional or national journal.
- 8) Other criteria listed in Section III (D) (i-ix) above.

OTHER 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 alternate weights and include them on the faculty member's assignment form for all categories at the beginning of each academic year. In addition, the Chair, in consultation with the faculty member, will negotiate the appropriate weights to be given to other duties in determining overall ratings under the Annual Evaluation Matrix.