

Department of Modern Languages and Literatures

Annual Evaluation Standards & Procedures

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

Standards and Ratings

The basis of the annual performance evaluation will be through information obtained through the faculty annual report, annual assignment forms, student evaluation forms, and other information provided to the Department Chair. All evaluation will be done by the Department Chair, and should questions arise over an assigned evaluation, faculty members may request a review and recommendation to be made to the Department Chair by his/her peers. Likewise, the Department Chair may refer evaluation questions to others for advice and recommendation.

For Modern Languages and Literatures faculty holding the rank of Assistant Professor or higher, including those on a “Visiting” status, will be evaluated on instructional activities, research and creative activities, and service and professional development, following the Department’s Work Load Policy. For faculty holding the ranks of Instructor or Visiting Instructor, research is not a part of their annual assignment.

All Modern Foreign Languages and Literatures faculty currently have the following teaching assignments: tenured faculty that teach both graduate and undergraduate students and tenure-track faculty are normally assigned a 3:2 teaching load; non-tenure track faculty are assigned a 4:4 teaching load.

Each faculty member’s performance will be evaluated annually and assigned a rating of Outstanding, Above Satisfactory, Satisfactory, Conditional, or Unsatisfactory.

- **Unsatisfactory** indicates substandard performance in relation to written instructions for improvement from chair or designee.
- **Conditional** indicates substandard performance, written instructions for improvement will be provided to the faculty member by the chair or designee.
- **Satisfactory** indicates performance that is at expectation for the assignment.
- **Above Satisfactory** indicates performance above expectation for the assignment.
- **Outstanding** is reserved for exceptional performance. It indicates excellence in the profession and adherence to the highest standards.

The overall annual evaluation level for full-time faculty members will be determined according to their percentage of effort in each category (i.e., Instructional Activities, Research and Creative Activities, Service, and Other, if relevant)

Teaching

The Department of Modern Languages and Literatures is committed to excellence in teaching and maintaining the highest standards of the profession. Although a set of objective standards has been established, it is recognized that a wide range of conditions should be taken into consideration by the Chair and/or supervisor in the evaluation process.

The Evaluation Standards

1. Contribution: assignment, as measured by
 - Number of courses (normal load, more, or fewer)
 - Size (normal number of students for discipline, more, or fewer)
 - Number of preparations, including new course preparations
 - Complexity (team-taught; interdisciplinary; innovative; experimental)
 - Availability to students (maintaining office hours; advising; RAMP and other sponsoring)
 - Sharing materials and methods, guest lecturing, and helpfulness to colleagues (mentoring; sharing ideas; teaching circles)
 - Filling-in for teachers absent due to emergency

2. Effectiveness: measured by two visits, or more, per year by the Chair and/or a designee for tenure-earning faculty, faculty annual reports, general faculty observations, teaching portfolios and journals, mentor reports, and by formal student evaluations, including written comments. One might also volunteer, in further support, a brief discursive summary of accomplishments and commentary on teaching and students, and such documentation as the following:
 - a) Course syllabi meet or exceed UCF content requirements
 - b) Special assignments;
 - c) An invited classroom evaluation by a peer in a related field;
 - d) An invited classroom evaluation by the Chair or designee;
 - e) Development of new courses, including topics, special topics, and Honors seminars;
 - f) Extensive revision of established courses, particularly in relation to mode of delivery;
 - g) Incorporation of innovative teaching practices, such as new technologies, service-learning, design and teaching of Honors courses

3. One-on-One Activities: advisement, thesis and graduate project direction, independent studies, student conferences, guest presentations, mentorship of faculty or GTAs, and internship supervision.
4. Recognition: teaching grants, awards, media articles or interviews, other formal recognition of excellence.

Unsatisfactory:

Failure to meet two of the minimum conditions for satisfactory performance in relation to written instructions for improvement from chair or designee.

Conditional:

Failure to meet one of the minimum conditions for satisfactory performance.

Satisfactory:

The faculty member will receive a rating of **Satisfactory** by meeting **all** of the following standards:

1. Meets class regularly and punctually.
2. Schedules and maintains regular office hours. (generally, 2 hours in the office for each face-to-face or M-course; 1 hour in the office and 1 hour on-line for each W-course)
3. Replies to student inquiries in a timely fashion.
4. Provides clear and detailed course syllabi that meet university guidelines.
5. Uses appropriate technology to facilitate communication and active learning.
6. Provides effective and correct advisement when requested.
7. Participates in teaching, planning, revising and evaluating courses.
8. Submits evidence of teaching effectiveness (peer evaluation, instructional materials, etc.).
9. Turns in book orders on time as required by Florida law.
10. Observes the university's examination schedule in compliance with university regulations.
11. Turns grades in on time.
12. Gives fair examinations and returns exams in a timely fashion.

Above satisfactory:

The faculty member will receive a rating of **Above Satisfactory** if the faculty member meets the standards for Satisfactory above, and **three (3)** of the following standards:

1. Participates in at least 1 teaching workshop per year (FCTL, etc.).
2. Submits peer and/or external review of teaching quality.
3. Shares information related to curriculum/teaching through publication or presentations.
4. Serves as a consultant to other educational institutions to promote the scholarship of teaching.
5. Maintains innovative teaching strategies including distributive and service learning strategies to create a community of learners.
6. Receives “Good” to “Excellent” in the Student Perception of Instruction ratings from at least 75% of the evaluations completed in each course taught.
7. Contributes to the development of a new course. Must document contribution of at least 50%.
8. Teaches multiple classes (different class preparations per academic term).
9. Completes a faculty development institute sponsored by the UCF Faculty Center for Teaching and Learning or an equivalent workshop conducted by a professionally recognized organization.
10. Mentoring a student who successfully publishes or publicly presents writing originally produced in his/her own writing class.
11. Observes teaching staff as an invited classroom evaluator as needed by the Chair, Director of Degree Programs, or their designees.
12. Creates teaching materials shared with other faculty as vetted by the Chair, the Director of Writing Outreach Programs, the Director of Degree Programs, or their designees.
13. Teaches an Honors seminar or section of Honors composition in which the Overall Assessment of Instructor rating for excellent and very good are at or above department and college averages.
14. Performs some other noteworthy teaching activity that is not included in the above items. Faculty must provide documentation of such noteworthy teaching activity.
15. Mentoring a student who successfully publishes or publicly presents research originally produced in his/her own writing class.

16. Receives a university grant awarded for developing teaching materials (e.g. FCTL, Information Fluency).
17. Conducts a workshop outside the department for a university or national organization. (ACTFL, TESOL)
18. Teaches online courses.
19. Teaches a Service-Learning Course.
20. Mentors colleagues in teaching effectiveness.
21. Mentors and advises students, graduates and/or undergraduates (RAMP, McNair Scholars, etc.).
22. Submits and/or acquires a program grant or other funding which advances the teaching mission.
23. Secures funding for acquisition of equipment that enhances student learning.
24. Conducts Independent Study courses.
25. Submits a Teaching Portfolio (must include: Teaching philosophy, evidence of success in teaching, such as student evaluations, faculty peer observations, chair observation, and other documentation).

Outstanding

The faculty member will receive a rating of Outstanding if the faculty member meets all the standards for Satisfactory AND Above Satisfactory AND in addition attains **one (1)** of the following:

1. Fulfills a total of 7 of the standards in the Above Satisfactory category
2. Receives “Excellent” on the Student Perception of Instruction ratings from at least 70% of the student evaluations submitted in each course taught during the yearly evaluation period.
3. Wins a UCF TIP award
4. Wins a UCF or CAH excellence in teaching award
5. Wins a teaching award from a regional, national, or international organization in the faculty members’ discipline (NB Documentation must be supplied by faculty member)

RESEARCH AND CREATIVE ACTIVITIES

Research in the Department of Modern Languages and Literatures is understood to include a wide variety of methods and genres for publication, including but not limited to historical or theoretical research, studies of classroom pedagogy, analysis of traditional and new media genres, linguistic analyses, and other creative and narrative genres. The Department also recognizes the publication of translations of books accompanied by a substantial introduction and the publication of textbooks. Collaborative authorship is recognized as an established and valued practice for scholarship in linguistics.

Unsatisfactory:

Failure to meet any of the minimum conditions for satisfactory performance.

Conditional:

Failure to meet one of the minimum conditions for satisfactory performance.

Satisfactory:

The faculty member will receive a rating of Satisfactory if the faculty member meets **two** of the following standards:

1. Authors a scheduled paper presented at a regional, national or international professional meeting. If a second original paper is presented in the same year this can count twice. Must be documented.
2. Publishes a book review.
3. Documents progress on a book length manuscript.
4. Publishes a short non-peer-reviewed article or essay, encyclopedia essay, article/chapter, translation in a trade publication.
5. Publishes pedagogical material in a reputable venue. For example, state journal, teaching oriented journals, *Best Practices*, and similar venues.
6. Publishes a short piece in a conference proceeding.
7. Publishes a short creative work.
8. Receives at least a revise-resubmit response from a submission to a peer-reviewed journal or other prestigious venue.
9. Receives an internal grant for research.
10. Submits a proposal for grant funding to an external source.
11. Publishes a reader that does not include substantial original material.
12. Publishes a significant interview with a prominent author in a peer-reviewed journal.
13. Chairs a thesis committee.
14. Other: A faculty member may submit other research-related activities that merit consideration with substantiating narrative and including documentation, if appropriate.

Above satisfactory:

The faculty member will receive a rating of Above Satisfactory if the faculty member meets the standards for a Satisfactory rating and in addition attains **one** of the following standards:

1. Significant sustained work on a book, of which the quantity and quality of the writing can be documented by samples,
2. Receives a contract, option, letter of interest, or other demonstration that the project is likely to be published by a scholarly or creative press with national distribution and reputation
3. Publishes an article-length essay, creative or scholarly in a peer-reviewed journal or a book chapter in a peer-reviewed volume
4. Publishes a short story, a chapbook, or other creative piece in a reputable national venue
5. Publishes an edited book with a substantial introduction
6. Publishes a translation with a substantial introduction
7. Publishes a textbook
8. Publishes a substantial creative work – novel, collection of short stories, collection of poetry.
9. Obtains a funded external grant.
10. Other: A faculty member may submit other research-related activities that merit consideration with substantiating narrative and including documentation, if appropriate.
11. Chairs a Thesis Committee

Outstanding:

The faculty member will receive a rating of Outstanding if the she or he meets the standards for an Above Satisfactory and in addition attains **one** (1) of the following standards:

1. Fulfills a second standard from the Above Satisfactory column.
2. Publication of a single-authored book in the faculty's field published by a scholarly or creative press with a national distribution and reputable reputation. Book may be interpreted as any major project that undergoes professional review, in particular scholarly works but also textbooks (textbooks must include substantial original content), independently evaluated scholarly websites, or other significant nonfiction studies; novels; book-length collections of short fiction, literary nonfiction, poems, or articles; or other recognized achievement
3. Publication of a jointly authored book by a scholarly or creative press with a national distribution and reputation in which the faculty member can demonstrate at least a 50% contribution (note: lesser levels of contribution do not guarantee an outstanding evaluation)

4. Publication of an edited or co-edited book by a scholarly or creative press with a national distribution and reputation (note: lesser levels of contribution do not guarantee an outstanding evaluation)
5. Publication of an edited special issue of a major national/international journal, including a substantial introduction and essay.
6. Is awarded multiple external grants or one prestigious grant as defined by standards in one's specialty.
7. Is awarded an external grant along with at least one peer-reviewed publication and one national conference presentation, or the equivalent.
8. Presentation of the keynote address or one of the highlighted plenary addresses at a significant national or international conference, in addition to at least one other conference presentation and one article or book chapter publication, or their equivalent.
9. Has a second accepted or published an article and/or essay in a peer-reviewed journal.
10. Wins RIA or SoTL or other excellence in research award from the college or university.
11. Other: A faculty member may submit other research-related activities that merit consideration with substantiating narrative and including documentation, if appropriate.
12. Chairs a Dissertation Committee.

NB1: Articles will be counted when accepted or published (but not both). Documentation of the acceptance of articles is required.

NB2: A peer-reviewed publication is one that has been under blind review.

NB3: Books and book chapters when in press or when published (but not both).

NB4: Grants will be counted after receipt of a letter of award, or when received (but not both).

NB5: Publication of an authored scholarly book, edition or translation with a reputable press shall result in the awarding of an **Outstanding** for two consecutive evaluation years.

NB6: Co-authorships of books or articles are less common in Modern Languages than many other disciplines, but they are the common practice in linguistics and TESOL. Therefore, co-authored works will be evaluated on a case-by-case basis with the UCF author expected to provide a clear and definitive description of his or her contribution to the work.

NB7: Chairing or serving on the same Thesis committee can be counted for a maximum of two years. Chairing or serving on the same Dissertation committee can be counted for a maximum of three years.

Your Overall Evaluation for Research and Creative Activities _____

SERVICE

All faculty are expected to provide service to the department, the college, and the university as well as to professional organizations. Service will be assigned in accordance with the Assignment of Duties form.

All service must be documented to be considered.

All faculty are expected:

1. To go to faculty meetings
2. To carry out any assigned service responsibility

Not satisfying the above 2 expectations would automatically result in an unsatisfactory rating; satisfying only 1 category below would automatically result in a conditional rating.

Satisfactory

The faculty member must satisfy the above criteria and two (2) of the following standards to receive a rating of “Satisfactory”:

Above Satisfactory

The faculty member must satisfy the above criteria and three (3) of the following standards to receive a rating of Above Satisfactory:

Outstanding

The faculty member must satisfy the above criteria and four (4) of the following standards to receive a rating of Outstanding:

1. Serves on a department committee.
2. Serves on a department search committee.
3. Serves on a CAH committee.
4. Serves on a university committee.
5. Chairs a department standing committee, a department search committee, a CAH committee, or a university committee.
6. Provides substantial service to a student organization.
7. Gives a public lecture in their field to a local or regional group or organization.

8. Gives a discipline-relevant lecture to a public, private, or charter school.
9. Consults with a public, private, or charter school to improve language education.
10. Serves as an officer for a local, regional, state, national or international professional organization relating to the field.
11. Evaluates a manuscript for a professional journal or assesses a book for publication for a press.
12. Publishes a book review in a newspaper relating to the field.
13. Serves as a chairperson for, or a discussant on, a panel at a state, regional, national or international professional meeting.
14. Provides an interview on a subject related to his/her profession to a local or national media outlet.
15. Is responsible for a public lecture by a distinguished scholar in his/her field from outside UCF at UCF.
16. Organizes a professional conference, seminar, or workshop.
17. Serves on an advisory professional board or an editorial board.
18. Serves as a designated faculty mentor.
19. Other: Faculty can forward any other work or activity they deem worthy of evaluation. Documentation must be provided.

Your Overall Evaluation for Service Activities _____

OTHER UNIVERSITY DUTIES

Other university duties (or related to your field) 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.