



Nicholson School of Communication
Annual Evaluation Standards and Procedures
Tenured and Tenure-Earning Faculty
Approved by Academic Affairs 12/3/2012

Faculty members are responsible for reporting their accomplishments in teaching, research/creative activity, and service. The NSC Director will evaluate the reported work in each category and will also provide an overall evaluation. To be considered for an evaluation of outstanding overall, a faculty member normally must be outstanding in either teaching or research and one other category.

Although the annual assignment may reflect a higher percentage for teaching than for the other two categories due to the number of classes taught, [for faculty with typical research and teaching assignments,] research and teaching shall be considered equal for purposes of the evaluation. Service shall be considered as half of research and teaching. This may be described as a 40-40-20 model. The specific procedure for calculating the overall evaluation is detailed below.*

If a faculty member receives an overall rating of conditional for more than one year, the faculty member shall receive an overall rating of unsatisfactory.

* For purposes of calculating an overall evaluation, individual evaluations of teaching, research and service are assigned the following values: Outstanding = 4, Above Satisfactory = 3, Satisfactory = 2, Conditional = 0. The categories of evaluation are weighted as follows: teaching 40%, research 40%, service 20%. The overall evaluation is assigned according to the table below.

Weighted Total	Overall Evaluation
3.5 or above	Outstanding
2.5 – 3.49	Above Satisfactory
1.5 – 2.49	Satisfactory
below 1.5	Conditional
below 1.5 for 2 or more years - Unsatisfactory	

Regarding Variations in Assignments (Tenure Track Faculty)

It is recognized that faculty members' teaching and research assignments may differ. In the case of teaching, the Annual Standards described herein apply to teaching of as many courses as the faculty member is assigned to teach. The standard for satisfactory, above satisfactory, or outstanding teaching will simply apply to more courses for those who are assigned to teach more courses, and apply to fewer courses for those assigned fewer courses. In the case of

research, the most common NSC research assignment is .22 FTE, coupled with a 3-3 teaching load; this is the default assignment reflected in the Annual Standards. Tenure seeking faculty members may be given an additional course release (3-2 or 2-3) and still be allowed to be held to the default research standards. Faculty members who are granted course releases for additional research projects (e.g., Grant Applications, CERPs, etc.) are still responsible for research activities as described in the Annual Standards in addition to accomplishing activities required for the additional release. Finally, in the case of service, the standards for faculty service are the same regardless of teaching and research assignments.

I. Teaching

Conditional/Unsatisfactory

The first year that a faculty member fails to achieve all requirements for “Satisfactory”, the performance will be marked conditional. In the second and subsequent years of not achieving all requirements for satisfactory, the rating will be Unsatisfactory.

Level I: Satisfactory

In order to achieve a rating of “Satisfactory,” the faculty member must satisfy ALL of the following criteria for all classes taught:

1. Meets classes on a regular basis as scheduled
2. Demonstrates satisfactory performance in the classroom as evidenced by SPI scores that are generally consistent with School norms
3. Is available at scheduled office hours
4. Provides effective and accurate advisement when requested
5. Replies in a timely fashion to student inquiries
6. Submits book orders on time as required by state legislation
7. Provides regular evaluative feedback on student assignments
8. Submits grades on time
9. Unless previously approved by the Director, gives the final exam during the scheduled final exam period
10. Provides and follows a syllabus that follows the current university guidelines
11. Provides a copy of the syllabus for each class to the School office

Level II: Above Satisfactory

In order to receive a rating of “Above Satisfactory,” the faculty member must satisfy ALL Level I criteria and accomplish at least THREE of the following:

1. Supervises one or more internships
2. Teaches one or more independent studies or research projects of one or more credit hours
3. Guides students in a class who present their work to a local group or convention or who present their work through off-campus media
4. Assists students in developing their skills outside the classroom such as...

- a. Debate or other speech presentation
- b. Student newspaper
- c. Student radio/TV activities
5. Serves as committee member for one or more M.A. or Honors theses completed during this evaluation period. May count once for serving on 1-3 committees and twice for serving on 4 or more committees.
6. Has student evaluations (SPI) of overall teaching effectiveness that exceed the COS mean
7. Supervises an undergraduate research project
8. Grades M.A. comprehensive exams
9. Teaches three different courses (3 credits or more) during the calendar year.
10. Teaches an Honors seminar, graduate course, service learning course, web-based or Mixed Mode course.
11. Teaches one large lecture course (more than 90 students)
12. Attends two or more short university sponsored teaching related workshops (e.g., FCTL one hour workshops)
13. Attends a multi-day teaching workshop (e.g., FCTL winter workshop, summer institute)
14. Publishes textbook chapter or teaching article
15. Receives funding/compensation through a teaching grant (a grant in the SoTL area counts under research).
16. Mentors a student through any UCF recognized undergraduate research initiative, e.g., RAMP, SMART, or McNair
17. Other - Performs some other noteworthy teaching activity that is not listed. (Note: Activity must be specified and faculty must provide satisfactory documentation.)

Level III: Outstanding

Faculty members seeking an “Outstanding” rating in teaching shall present appropriate evidence to the Director. It is presumed that the person applying will have clearly exceeded the requirements for Levels I and II. To receive a rating of Outstanding, faculty must complete all requirements for Satisfactory and Above Satisfactory, plus do one of the following: complete two additional activities from Above Satisfactory, complete two additional activities from Outstanding, or complete one additional activity from Above Satisfactory and one from Outstanding.

1. M.A. thesis or honors thesis advised to completion (May be counted once for each thesis completed)
2. Author textbook
3. External recognition of outstanding student performance that resulted from work presented in the faculty member’s class
4. External Funding secured for the preparation of instructional materials
5. Teaching awards (e.g., University teaching awards, TIP)

6. Creating a new course (as indicated in the COS annual report)
7. Other - Performs some other noteworthy teaching activity that is not listed. (Note: Activity must be specified and faculty must provide satisfactory documentation.)

II. Research and Creative Activities

Overview:

The standard, commonly assigned teaching load for research faculty is currently 3-3 in the Nicholson School of Communication. This teaching load may vary due to different types of administrative and ad hoc assignments. The NSC Director is responsible for assigning loads that vary from the 3-3 norm.

There are different research expectations for tenured and untenured (tenure-seeking) faculty. Typically tenure-seeking faculty are assigned a 3-2 teaching load (or some other variation under certain circumstances). However, they will be evaluated using the requirements of a 3-3 teaching load because the assumption is that tenure-seeking faculty need additional research time to establish a record of research. The three levels of achievement (Satisfactory, Above Satisfactory, and Outstanding) are outlined.

The following describes the categories of research activities and creative activities that may be declared in the annual evaluation. Faculty also should note that because some faculty engage in research activity and creative activity, their reports may include both. In the Research Activities description, the sequence of categories and subcategories reflects the relative importance (with the exception of the "Special Category - Research Awards and Recognition" which is reserved for special circumstances in research. A faculty member may achieve "above satisfactory" or "outstanding" in Research without reporting a product in the "Special Category, K"). Research or creative activity listed under the "K" category may involve forms of recognition that demonstrate the quality or importance of the work. "Other" categories are included to allow faculty to make a case for the placement of their research activity and creative activity.

Creative Activities:

Some faculty within the Nicholson School of Communication may have annual assignments for scholarly and creative activities which lie outside of parameters for research activities as described below. When faculty engage in such creative activities, the expectations for national prominence of the work and reputation, impact on the (professional, artistic or academic) field and high expectations for quality, consistent with the aspirations of the university and school of communication, are the same as for research scholarship. Such creative activities shall be evaluated consistent with normative evaluation standards typically used for the evaluation of artistic works and professional productions. Such measures of quality should be consistent with and appropriate to the nature of the creative outcomes produced. These evaluation standards provide general parameters for indicators of quality for creative activities. Because the range of

such activities is quite broad this general framework is provided as a guideline for evaluation of faculty work.

For purposes of annual evaluations in the Nicholson School of Communication, creative activity typically will be assessed by examining (1) the rigor of juried review or referee process and (2) the visibility/significance of the venue in which the creative activity is presented (e.g., the reputation of the venue; national or international venue; regional, state, or local, etc.). More competitive review processes and more significant, visible venues will be assessed as higher level achievements. In addition, local, regional and national external recognition or prominent external awards for creative activity should be reported as further evidence of the significance and impact of the creative work (the more national and prominent the recognition the greater the presumption of higher quality).

For determination of *Satisfactory*, *Above Satisfactory* and *Outstanding* ratings for the category of research and creative activity solely based upon the production of works of creative nature the candidate should supply evidence and documentation for both the 1) level of productivity and 2) quality of the creative/scholarly/professional products sufficient to demonstrate an equivalence of achievement for the categories of evaluation as identified for research activity. The director should determine whether such evidence and documentation is sufficient for an equivalency to the categories of evaluation for research and should provide an annual evaluation rating for this category consistent with those calculations. Because of the unique and varied nature of creative activities, faculty are advised to consult with the director prior to engaging in the activity, to verify its suitability for declaration of comparable equivalency using the general parameters for evaluation of quality and productivity provided in these standards.

Because of the diversity of the faculty, it is not possible to predict all of the types of creative activities and research projects. Each level of performance includes a category of "Other" so that faculty may provide activities and provide documentation that the activity identified is commensurate with the kinds of activities listed within that category (e.g., evidence of impact, peer review process, competitive selection.)

Categories of Research Activities

A. External Funding for Research:

This category includes external funding that is administered by an appropriate UCF administrative office, such as the Office of Research and Commercialization (ORC). Success in obtaining external funding (grants and contracts) for research from competitive sources appropriate to the area of study should be reported. UCF's ORC should supply evidence of success in securing the grant as well as the role in the grant (e.g., PI, etc.). Acceptable external funding agencies include, but are not limited to, federal agencies, state agencies and private foundations. The funding agency, the amount of the grant or contract, the timeframe for the work, the current status of the work and other details about the grant or contract should be reported.

Note: Efforts directed toward securing external funding for research from federal, state or private funding agencies should be documented through evidence supplied by UCF's Office of Research and Commercialization (ORC) or other appropriate UCF research administrative office.

Final decisions about submitted applications for external funding, both successful and unsuccessful, should be reported.

Note: External funding for research, as described in A.1 above, often spans more than a single year. External funding may be declared for the number of years covered by the funding agency. ORC documentation should be provided to establish the length of the external funding.

B. Other External Funding for Research that is not administered by the ORC or other UCF research administrative office:

1. External funding for research provided by academic, professional, or governmental organizations (e.g., NCA, ICA, AEJMC, PRSA, IABC, governmental agencies, etc.) should be reported. This category includes research funding that is not administered by ORC or other UCF research administrative office. (This category does not include prize money obtained through dissertation awards, journal article awards, textbook awards, top research paper awards, etc.) This funding will be rated as less significant than external funding obtained from federal, state or private funding agencies and is administered by the ORC or other UCF research administrative office.
2. Other external funding (please explain and document)

C. Published Scholarly Books

1. Published scholarly book
2. Published edited scholarly book (as editor)
3. Significantly revised 2nd, 3rd, etc. edition of a scholarly published book
4. Significantly revised 2nd, 3rd, etc. edition of a published edited scholarly book (as editor)
5. Other (please explain and document)

Note: Revised publications must meet federal standards for what counts as a revised edition of a book.

Note: A published scholarly book or edited scholarly book may be declared for two years. This extended period recognizes the time commitment required for producing a scholarly book or edited scholarly book. The time period includes the year in which the book is published as well as the following year.

Note: Writing textbooks, editing custom published textbooks written specifically for use in NSC, and writing custom published textbook chapters specifically for use in NSC should be reported in the Teaching category. Similarly, significantly revised 2nd, 3rd, etc. editions of a textbook, significantly revised 2nd, 3rd, etc. editions of a custom published textbook written specifically for use in NSC (as editor), and significantly revised 2nd, 3rd, etc. edition of a custom published textbook chapter written specifically for use in NSC should be declared in the Teaching category.

D. Journal articles published in internationally-recognized or nationally-recognized journals:

1. Double-blind, peer-reviewed article in an internationally-recognized or nationally-recognized journal; report journal impact factor or other measure of journal quality
2. Non-peer-reviewed article (e.g., editor's selection, invited article) in an internationally-recognized or nationally-recognized journal; report journal impact factor or other measure of journal quality
3. Other journal publication (please explain and document)

Note: "In press/accepted" journal articles, books, book chapters, etc. should be labeled as "in press/accepted" and will be included in the evaluation of research productivity only if the manuscript has undergone the complete review process (including requests for revisions), has been accepted formally, and is accompanied by a letter of acceptance from the journal editor, editor, or publisher. Report the impact factor for journal articles.

Note: Information about the quality of the publication outlet should be provided. When available, the impact factor of the journal should be reported. When the journal impact factor is unavailable, the acceptance rate or some other measure of the quality of the journal should be reported. For example, a statement about the quality of the publication outlet could be provided.

Note: The number of journals that are published only in an electronic format is rapidly expanding. Journal articles available only in an electronic format may be reported here only if the article has met the review requirements described above.

E. Book Chapters

1. Published peer-reviewed book chapter
2. Editor-reviewed book chapter
3. Editor-invited book chapter
4. Significantly revised 2nd, 3rd, etc. edition of a published peer-reviewed book chapter
5. Significantly revised 2nd, 3rd, etc. of an editor-reviewed book chapter
6. Significantly revised 2nd, 3rd, etc. of an editor-invited book chapter
7. Other (please explain and document)

Note: Revised book chapters must meet federal standards for what counts as a revised edition of a scholarly or edited book.

F. Journal articles published in regional or state journals:

1. Double-blind, peer-reviewed article in a regional or state journal; report journal impact factor or other measure of journal quality
2. Non-peer-reviewed article (e.g., editor's selection, invited article) in a recognized regional or state journal; report journal impact factor or other measure of journal quality
3. Other (please explain and document)

Note: The number of journals that are published only in an electronic format is rapidly expanding. Journal articles available only in an electronic format may be reported here only if the article has met the review requirements described above.

G. External Funding Proposal Submission (explain and provide documentation)

H. Scholarly Presentations at Professional Academic Meetings:

1. Competitively selected, double-blind, peer-reviewed conference presentation at an international conference or national conference
2. Competitively selected, double-blind, peer-reviewed conference presentation at a regional conference
3. Competitively selected panel presentations at a professional meeting where reviewers were provided with the names of presenters
4. Invited Presentation at Professional Academic Meetings – where the speaker was invited to deliver a keynote presentation because of his/her area of scholarly expertise
5. Competitively selected, double-blind, peer-reviewed conference presentation at a state conference
6. Other (please explain and document)

Note: Papers from conference presentations that are posted on the Internet by the conference organizers may not be counted as an electronic journal publication. (For example, conference papers from ICA, AERA, NCA, etc. may be posted on the Internet by the professional or academic organization). However, those postings will not count as electronic publications. Similarly, if conference organizers post papers on a website that is open to everyone or is password-protected, those postings will not count as an electronic publication.

I. Competitively-Selected Published Conference Proceedings:

1. Published conference proceedings must be carefully documented to be included as an additional research activity. In order to be reported as an additional research activity, published conference proceedings must derive from an academic or professional conference where: (a) the initial conference submissions were blind peer-reviewed and (b) the conference submissions considered for inclusion in the proceedings were full manuscripts (not abstracts) that underwent an additional review. Conference proceedings that include the publication of abstracts only or that include all papers presented at the conference should not be reported as an additional research activity.
2. Other conference proceedings that are not juried or blind peer reviewed (e.g., planner selected)

J. Internal Funding for Research provided by another academic entity within UCF OR by NSC:

1. This category of Internal Funding for Research includes funding by an academic

entity within the University of Central Florida other than NSC. This research funding is not administered through ORC.

2. This category of Internal Funding for Research includes funding for research provided by NSC. This research funding is not administered through ORC.
3. Other (please explain and document)

Note: The funding by UCF or by NSC must be related to research. If the funding pertains to a teaching enterprise (e.g., development of new courses, development of course materials, development of training materials, etc.) it should be reported in the Teaching category.

K. Special Category - Research Awards and Research Recognition:

1. Books, book chapters, journal articles, conference, textbooks, and dissertation awards that receive a formal extraordinary award or recognition or should be labeled as such to demonstrate quality and impact (journal article of the year, book of the year, book chapter of the year, etc.). The name of the organization issuing the award should be provided. Awards issued by international and national organizations will be given more weight than awards from regional organizations.
2. Recognition of a record of scholarly achievement by an international, national, or regional academic organization should be reported (e.g., NCA's Woolbert award, PRSA's Jackson, Jackson & Wagner award, etc.).
3. Recognition of scholarly achievement by the University (e.g., RIA and SoTL Awards)
4. Conference papers that receive awards (e.g., top paper award at an international, national, or regional conference, etc.) should be labeled as such.

The name of the organization issuing the award should be provided. Awards from international and national conferences will be given more weight than awards issued by regional organizations.

5. Other (please explain and document)

Note: **The Research Awards and Recognition Category** provides an indicator of high quality research. For all levels of achievement, the Special Category (K) of Research Awards and Recognition should be noted and will be weighted according to the prestige associated with the award or recognition. The K.1 and K.2 Special Category will be seen as equivalent to an additional D.2 level publication but cannot substitute for the minimum of a D.2 level publication in the "Outstanding" category. The K.3 Special Category will be seen as equivalent to any F category publication. The significance of the research award or recognition will be considered when evaluating the strength of the case for the 3 categories of Outstanding, Above satisfactory, and Satisfactory. A research award deemed "highly significant" according to the subcategory ordering and by the Director may be used to justify a more positive evaluation.

L. Other: (Please explain and document.)

Note: In addition to the categories and their corresponding levels of quality outlined above, the NSC Director may be called upon to render evaluations of the quality and impact of the artifacts

of research productivity. In cases of disagreement, faculty will be required to provide evidence of the significance of the research.

Research: Categories of Evaluation

Note: At least one externally-funded research project, journal publication at the D.1 level, or scholarly book, C, is required for consideration for the “Above Satisfactory” or “Outstanding” evaluations for those assigned a 3-3 teaching load.

Note: Categories of research activity may be counted more than once. For example, a faculty member may declare 3 published journal articles in the D.1 category. This will count as 3 research products.

Conditional or Unsatisfactory

The rating of a faculty member who does not publish at the C (book) or D.1 (article published in internationally- or nationally-recognized journals) for two years will be rated Conditional. Upon the third year without a C or D.1 publication, the rating will be Unsatisfactory. It should also be noted that an ongoing pattern of failure to publish will be negatively assessed by any tenure and post-tenure review processes.

Level I: Satisfactory

A faculty member can, in a single year’s review, have no publications and be deemed satisfactory based on the performance of other research activities.

2 from: B, C, D, E, F, G, H, I, J

These research products include 2 from the following list:

- B. Other External Funding for Research that is not administered by the ORC or other UCF research administrative office
- C. Published Scholarly Books
- D. Journal articles published in internationally-recognized or nationally-recognized journals
- E. Book Chapters
- F. Journal articles published in regional or state journals
- G. External Funding Proposal Submission (explain and provide documentation)
- H. Scholarly Presentations at Professional Academic Meetings
- I. Competitively-Selected Published Conference Proceedings
- J. Internal Funding for Research provided by another academic entity within UCF OR by NSC

Level II: Above Satisfactory1 from D.1 **AND**

1 from B, C, D, E, F, G or H

D. Journal articles published in internationally-recognized or nationally-recognized journals
(*required*)

1. Double-blind, peer-reviewed article in an internationally-recognized or nationally – recognized journal; report journal impact factor or other measure of journal quality.

The 1 additional research product may include:

- B. Other External Funding for Research that is not administered by the ORC or other UCF research administrative office
- C. Published Scholarly Books
- D. Journal articles published in internationally-recognized or nationally-recognized journals
- E. Book Chapters
- F. Journal articles published in regional or state journals
- G. External Funding Proposal Submission (explain and provide documentation)
- H. Scholarly Presentations at Professional Academic Meetings

Level III: Outstanding

There are 3 options for achieving the “Outstanding” evaluation with a 3-3 teaching load.

Option 1 requires work on external research funding. Option 2 and 3 do not.

Option 1 (*requires work on external research funding*)

1 from: A **AND**

1 from: B, C, D, E, F, G, H.1

A. External Funding for Research (*required*)

AND

The 1 additional research product may include:

- B. Other External Funding for Research that is not administered by the ORC or other UCF research administrative office
- C. Published Scholarly Books
- D. Journal articles published in internationally-recognized or nationally-recognized journals:
- E. Book Chapters
- F. Journal articles published in regional or state journals
- G. External Funding Proposal Submission (explain and provide documentation)
- H. Scholarly presentation at professional academic meetings
 1. Competitively selected, double-blind, peer-reviewed conference presentation at an international conference or a national conference

OR

Option 2 *(does not require work on external research funding)*1 from: D.1 **AND**

2 from: B, C, D, E, F, G or H.1

D. Journal articles published in internationally-recognized or nationally-recognized journals
(required)

1. double-blind, peer-reviewed article in an internationally-recognized or nationally – recognized journal; report journal impact factor or other measure of journal quality.

AND*The 2 additional research products may include:*

B. Other External Funding for Research that is not administered by the ORC or other UCF research administrative office

C. Published Scholarly Books

D. Journal articles published in internationally-recognized or nationally-recognized journals

E. Book Chapters

F. Journal articles published in regional or state journals:

G. External Funding Proposal Submission (explain and provide documentation)

H. Scholarly Presentations at Professional Academic Meetings

1. Competitively selected, double-blind, peer-reviewed conference presentation at an international conference or national conference

OR**Option 3** *(does not require work on external research funding)*

1 from: C

AND

2 from: B, C, D, E, F, G or H.1

C. Published Scholarly Books *(required)*

AND*The 2 additional research products may include:*

B. Other External Funding for Research that is not administered by the ORC or other UCF research administrative office

C. Published Scholarly Books

D. Journal articles published in internationally-recognized or nationally-recognized journals

E. Book Chapters

F. Journal articles published in regional or state journals

G. External Funding Proposal Submission (explain and provide documentation)

H. Scholarly Presentations at Professional Academic Meetings

1. Competitively selected, double-blind, peer-reviewed conference presentation at an international conference or national conference

III. Service

Regardless of their teaching load, all faculty are expected to engage in Service Activities to the University, State, College, School, and/or Profession.

In addition to the activities listed under each category, faculty have an opportunity to record "Other Service" which is not included among any of the categories below. In assessing the items reported as "Other Service," the NSC Director will consider variables such as "relevance to the faculty's area of expertise" and "relevance to the NSC or university mission" in weighting the merit of the activity.

Conditional/Unsatisfactory

The first year that a faculty member fails to achieve all requirements for "Satisfactory", the performance will be marked conditional. In the second and subsequent years of not achieving all requirements for satisfactory, the rating will be Unsatisfactory.

Level I: Satisfactory

In order to achieve a rating of "Satisfactory," it is understood that all faculty must attend area meetings and tenured faculty must attend Promotion and Tenure Committee meetings.*

Additionally the faculty member must actively participate* in at least one School committee as well as TWO of the following:

1. Active membership in one or more professional organizations: national, regional, or state
2. Moderator at a local, state, regional, national or international convention
3. Enrolled in course seeking advanced degree
4. Board member of community organization related to the faculty member's area of professional expertise
5. Active member* of an additional School or Area committee or a college or university committee
6. Speech to public school group in an area of the faculty member's area of professional expertise
7. Speech to local or civic organization in the faculty member's area of professional expertise
8. Speak to a class of another faculty member
9. Speak to a student organization on this campus or other campuses
10. Involve students in community projects related to area
11. Serve as liaison to University (e.g., library acquisitions)
12. Lead at a (Transfer) Orientation Day
13. Active membership* in an *ad hoc* committee (may be counted multiple times)
14. 1-3 Reviews for established journals

*Regular attendance is expected for all area meetings and committee meetings unless the faculty member has been otherwise excused (e.g., due to conference travel, medical reasons, or work responsibility conflicts). The School Director will receive meeting minutes of attendance or a report from the committee chair and determine whether attendance obligations have been fulfilled.

Level II: Above Satisfactory

In order to achieve a rating of “Above Satisfactory,” Level I criteria must be met, PLUS at least TWO of the following:

1. Member of state, regional, or national committee
2. Satisfactorily chair School, College, or University committee
 - (Committee chairs of School committees will present a brief committee report to the School Director) (May be counted once for each committee chaired)
3. Chair a local professional group
4. Active member* of an additional School or Area committee or a college or university committee (May be counted once for each committee membership)
5. Speech in the faculty member’s area of expertise to local, state, regional, or national professional group
6. Professional work or unpaid consulting for local group or schools in the faculty member’s area of professional expertise
7. Supervise School or Area program, equipment, or School function (e.g., grammar test or similar)
8. Supervise School function (e.g., responsible for annual assessment of Undergraduate Program)
9. Write a successful application for the purchase of equipment needed for UCF classroom
10. Writing or editing a newsletter for a professional group
11. Conduct workshop or seminar for state, regional, national or international professional organization, schools, etc.
12. Serve as a scholarly critic/respondent/discussant at a state, regional, national or international committee
13. Advise or sponsor a student organization whose mission is part of the academic program of the School, College or University
14. Provide service to a charitable organization utilizing the faculty member’s area of professional expertise
15. Review four or more manuscripts for academic or professional journals or serve on a journal editorial board
16. Review manuscripts for academic conferences (local, regional, national, international; member’s area of professional expertise)
17. Other (please explain and document)

Level III: Outstanding

Faculty members seeking an “Outstanding” rating in service shall present appropriate evidence to the Director. It is presumed that the person applying will have clearly exceeded the requirements for Levels I and II. To receive a rating of Outstanding, faculty must complete all requirements for Satisfactory and Above Satisfactory, plus do one of the following: complete two additional activities from Above Satisfactory, Complete two additional activities from Outstanding, or complete one additional activity from Satisfactory and one from Outstanding.

1. Chair a state, regional, or national professional group
2. Officer for national organization in field
3. Chair a national committee in field
4. Editor, associate editor, or assistant editor of professional journal or magazine in faculty member's professional field
5. Recipient of service award (University, regional or national) related to the faculty member's area of professional expertise
6. Chair or direct state, regional, or national non-profit organizations related to the faculty member's area of professional expertise
7. Chair a major college, university or SUS committee (e.g., college tenure and promotion committee, faculty senate)
8. Other (please explain and document)

Rev 21 Oct 2012 – Approved by NSC Faculty



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Name	
Academic Year	

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Please refer to the Nicholson Resource pages for the most current and complete AESP document.

Teaching

LEVEL 1: Satisfactory - In order to achieve a rating of "Satisfactory," the faculty member must satisfy ALL of the following criteria for all classes taught:

Met (Y/N): SELECT FROM DROP DOWN MENU

	Meets classes on a regular basis as scheduled
	Demonstrates satisfactory performance in the classroom as evidenced by SPI scores that are generally consistent with School norms
	Is available at scheduled office hours
	Provides effective and accurate advisement when requested
	Replies in a timely fashion to student inquiries
	Submits book orders on time as required by state legislation
	Provides regular evaluative feedback on student assignments
	Submits grades on time
	Unless previously approved by the Director, gives the final exam during the scheduled final exam period
	Provides and follows a syllabus that follows the current university guidelines
	Provides a copy of the syllabus for each class to the School office

Level II: Above Satisfactory - In order to receive a rating of "Above Satisfactory," the faculty member must satisfy ALL Level I criteria and accomplish at least THREE of the following:

Met (Y/N):	Standard Met: (SELECT FROM DROP DOWN MENU)	Documentation:
	Teaches three different courses (3 credits or more) during the calendar year (COS 1.1)	
	Supervises an undergraduate research project (COS #1.3)	

Level III: Outstanding - Faculty members seeking an “Outstanding” rating in teaching shall present appropriate evidence to the Director. To receive a rating of Outstanding, faculty must complete all requirements for Satisfactory and Above Satisfactory, plus do one of the following: complete two additional activities from Above Satisfactory, Complete two additional activities from Outstanding, or complete one additional activity from Above Satisfactory and one from Outstanding.

Met (Y/N):	Standard Met:	Documentation:
	M.A. thesis or honors thesis advised to completion (May be counted once for each thesis completed) (COS #1.2)	
	External recognition of outstanding student performance that resulted from work presented in the faculty member’s class (COS #1.7)	

Research

LEVEL 1: Satisfactory -A faculty member can, in a single year’s review, have no publications and be deemed satisfactory based on the performance of other research activities. (2 from: B, C, D, E, F, G, H, I, J).

See the "Research Category Descriptions Tab" for definitions.

Met (Y/N):	Standard Met:	Documentation

Level II: Above Satisfactory - 1 from D.1 AND 1 from B, C, D, E, F, G or H

Met (Y/N):	Standard Met:	Documentation
	D1	

Level III: Outstanding -There are 3 options for achieving the “Outstanding” evaluation with a 3-3 teaching load. Option 1 requires work on external research funding. Option 2 and 3 do not.

Option 1 (requires work on external research funding): 1 from: A AND 1 from: B, C, D, E, F, G, H.1

Met (Y/N):	Standard Met:	Documentation:
	A1	

Option 2 (does not require work on external research funding): 1 from: D.1 AND 2 from: B, C, D, E, F, G or H.1

Met (Y/N):	Standard Met:	Documentation:
	D1	

Option 3 (does not require work on external research funding): 1 from: C AND 2 from: B, C, D, E, F, G or H.1

Met (Y/N):	Standard Met:	Documentation:
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	C1	

Note: The rating of a faculty member who does not publish at the C (book) or D.1 (article published in internationally- or nationally-recognized journals) for two years will be rated Conditional. Upon the third year without a C or D.1 publication, the rating will be Unsatisfactory. It should also be noted that an ongoing pattern of failure to publish will be negatively assessed by any tenure and post-tenure review processes.

Categories of Research Activities

A	External Funding for Research:	
A1		This category includes external funding that is administered by an appropriate UCF administrative office, such as the Office of Research and Commercialization (ORC). Success in obtaining external funding (grants and contracts) for research from competitive sources appropriate to the area of study should be reported. UCF's ORC should supply evidence of success in securing the grant as well as the role in the grant (e.g., PI, etc.). Acceptable external funding agencies include, but are not limited to, federal agencies, state agencies and private foundations. The funding agency, the amount of the grant or contract, the timeframe for the work, the current status of the work and other details about the grant or contract should be reported.
Note		<i>Efforts directed toward securing external funding for research from federal, state or private funding agencies should be documented through evidence supplied by UCF's Office of Research and Commercialization (ORC) or other appropriate UCF research administrative office. Final decisions about submitted applications for external funding, both successful and unsuccessful, should be reported.</i>
Note		<i>External funding for research, as described in A.1 above, often spans more than a single year. External funding may be declared for the number of years covered by the funding agency. ORC documentation should be provided to establish the length of the external funding.</i>
B	Other External Funding for Research that is not administered by the ORC or other UCF research administrative office:	
B1		External funding for research provided by academic, professional, or governmental organizations (e.g., NCA, ICA, AEJMC, PRSA, IABC, governmental agencies, etc.) should be reported. This category includes research funding that is not administered by ORC or other UCF research administrative office. (This category does not include prize money obtained through dissertation awards, journal article awards, textbook awards, top research paper awards, etc.) This funding will be rated as less significant than external funding obtained from federal, state or private funding agencies and is administered by the ORC or other UCF research administrative office.
B2		Other external funding (please explain and document)
C	Published Scholarly Books	
C1		Published scholarly book
C2		Published edited scholarly book (as editor)
C3		Significantly revised 2nd, 3rd, etc. edition of a scholarly published book
C4		Significantly revised 2nd, 3rd, etc. edition of a published edited scholarly book
C5		Other (please explain and document)
Note		<i>Revised publications must meet federal standards for what counts as a revised</i>
Note		<i>A published scholarly book or edited scholarly book may be declared for two years. This extended period recognizes the time commitment required for producing a scholarly book or edited scholarly book. The time period includes the year in which the book is published as well as the following year.</i>
Note		<i>Writing textbooks, editing custom published textbooks written specifically for use in NSC, and writing custom published textbook chapters specifically for use in NSC should be reported in the Teaching category. Similarly, significantly revised 2nd, 3rd, etc. editions of a textbook, significantly revised 2nd, 3rd, etc. editions of a custom published textbook written specifically for use in NSC (as editor), and significantly revised 2nd, 3rd, etc. edition of a custom published textbook chapter written specifically for use in NSC should be declared in the Teaching category.</i>
D	Journal articles published in internationally-recognized or nationally-recognized journals:	
D1		Double-blind, peer-reviewed article in an internationally-recognized or nationally-recognized journal; report journal impact factor or other measure of journal quality

D2	Non-peer-reviewed article (e.g., editor’s selection, invited article) in an internationally-recognized or nationally-recognized journal; report journal impact factor or other measure of journal quality
D3	Other journal publication (please explain and document)
Note	<i>“In press/accepted” journal articles, books, book chapters, etc. should be labeled as “in press/accepted” and will be included in the evaluation of research productivity only if the manuscript has undergone the complete review process (including requests for revisions), has been accepted formally, and is accompanied by a letter of acceptance from the journal editor, editor, or publisher. Report the impact factor for journal articles.</i>
Note	<i>Information about the quality of the publication outlet should be provided. When available, the impact factor of the journal should be reported. When the journal impact factor is unavailable, the acceptance rate or some other measure of the quality of the journal should be reported. For example, a statement about the quality of the publication outlet could be provided.</i>
Note	<i>The number of journals that are published only in an electronic format is rapidly expanding. Journal articles available only in an electronic format may be reported here only if the article has met the review requirements described above.</i>
E	Book Chapters
E1	Published peer-reviewed book chapter
E2	Editor-reviewed book chapter
E3	Editor-invited book chapter
E4	Significantly revised 2nd, 3rd, etc. edition of a published peer-reviewed book chapter
E5	Significantly revised 2nd, 3rd, etc. of an editor-reviewed book chapter
E6	Significantly revised 2nd, 3rd, etc. of an editor-invited book chapter
E7	Other (please explain and document)
Note	<i>Revised book chapters must meet federal standards for what counts as a revised edition of a scholarly or edited book.</i>
F	Journal articles published in regional or state journals:
F1	Double-blind, peer-reviewed article in a regional or state journal; report journal impact factor or other measure of journal quality
F2	Non-peer-reviewed article (e.g., editor’s selection, invited article) in a recognized regional or state journal; report journal impact factor or other measure of journal quality
F3	Other (please explain and document)
Note	<i>The number of journals that are published only in an electronic format is rapidly expanding. Journal articles available only in an electronic format may be reported here only if the article has met the review requirements described above.</i>
G	External Funding Proposal Submission (explain and provide documentation)
H	Scholarly Presentations at Professional Academic Meetings:
H1	Competitively selected, double-blind, peer-reviewed conference presentation at an international conference or national conference
H2	Competitively selected, double-blind, peer-reviewed conference presentation at a regional conference
H3	Competitively selected panel presentations at a professional meeting where reviewers were provided with the names of presenters
H4	Invited Presentation at Professional Academic Meetings – where the speaker was invited to deliver a keynote presentation because of his/her area of scholarly expertise
H5	Competitively selected, double-blind, peer-reviewed conference presentation at a state conference
H6	Other (please explain and document)

	Note	Papers from conference presentations that are posted on the Internet by the conference organizers may not be counted as an electronic journal publication. (For example, conference papers from ICA, AERA, NCA, etc. may be posted on the Internet by the professional or academic organization). However, those postings will not count as electronic publications. Similarly, if conference organizers post papers on a website that is open to everyone or is password-protected, those postings will not count as an electronic publication.
I	Competitively-Selected Published Conference Proceedings:	
	I1	Published conference proceedings must be carefully documented to be included as an additional research activity. In order to be reported as an additional research activity, published conference proceedings must derive from an academic or professional conference where: (a) the initial conference submissions were blind peer-reviewed and (b) the conference submissions considered for inclusion in the proceedings were full manuscripts (not abstracts) that underwent an additional review. Conference proceedings that include the publication of abstracts only or that include all papers presented at the conference should not be reported as an additional research activity.
	I2	Other conference proceedings that are not juried or blind peer reviewed (e.g., planner selected)
J	Internal Funding for Research provided by another academic entity within UCF OR by NSC:	
	J1	This category of Internal Funding for Research includes funding by an academic entity within the University of Central Florida other than NSC. This research funding is not administered through ORC.
	J2	This category of Internal Funding for Research includes funding for research provided by NSC. This research funding is not administered through ORC.
	J3	Other (please explain and document)
	Note	<i>The funding by UCF or by NSC must be related to research. If the funding pertains to a teaching enterprise (e.g., development of new courses, development of course materials, development of training materials, etc.) it should be reported in the Teaching category.</i>
K	Special Category - Research Awards and Research Recognition:	
	K1	Books, book chapters, journal articles, conference, textbooks, and dissertation awards that receive a formal extraordinary award or recognition or should be labeled as such to demonstrate quality and impact (journal article of the year, book of the year, book chapter of the year, etc.). The name of the organization issuing the award should be provided. Awards issued by international and national organizations will be given more weight than awards from regional organizations.
	K2	Recognition of a record of scholarly achievement by an international, national, or regional academic organization should be reported (e.g., NCA's Woolbert award, PRSA's Jackson, Jackson & Wagner award, etc.).
	K3	Recognition of scholarly achievement by the University (e.g., RIA and SoTL Awards)
	K4	Conference papers that receive awards (e.g., top paper award at an international, national, or regional conference, etc.) should be labeled as such. The name of the organization issuing the award should be provided. Awards from international and national conferences will be given more weight than awards issued by regional organizations.
	K5	Other (please explain and document)
	Note	<i>The Research Awards and Recognition Category provides an indicator of high quality research. For all levels of achievement, the Special Category (K) of Research Awards and Recognition should be noted and will be weighted according to the prestige associated with the award or recognition. The K.1 and K.2 Special Category will be seen as equivalent to an additional D.2 level publication but cannot substitute for the minimum of a D.2 level publication in the "Outstanding" category. The K.3 Special Category will be seen as equivalent to any F category publication. The significance of the research award or recognition will be considered when evaluating the strength of the case for the 3 categories of Outstanding, Above satisfactory, and Satisfactory. A research award deemed "highly significant" according to the subcategory</i>
L	Other: (Please explain and document.)	

Note

In addition to the categories and their corresponding levels of quality outlined above, the NSC Director may be called upon to render evaluations of the quality and impact of the artifacts of research productivity. In cases of disagreement, faculty will be required to provide evidence of the significance of the research.

Service

Regardless of their teaching load, all faculty are expected to engage in Service Activities to the University, State, College, School, and/or Profession. In addition to the activities listed under each category, faculty have an opportunity to record "Other Service" which is not included among any of the categories below. In assessing the items reported as "Other Service," the NSC Director will consider variables such as "relevance to the faculty's area of expertise" and "relevance to the NSC or university mission" in weighting the merit of the activity.

LEVEL 1: Satisfactory -In order to achieve a rating of "Satisfactory," it is understood that all faculty must attend area meetings and tenured faculty must attend Promotion and Tenure Committee meetings.* Additionally the faculty member must actively participate in at least one NSC committee as well as TWO of the following:

Met (Y/N):	Standard Met:	Documentation:

Level II: Above Satisfactory - In order to achieve a rating of "Above Satisfactory," Level I criteria must be met, PLUS at least TWO of the following:

Met (Y/N):	Standard Met:	Documentation:

Level III: Outstanding - Faculty members seeking an “Outstanding” rating in service shall present appropriate evidence to the Director. It is presumed that the person applying will have clearly exceeded the requirements for Levels I and II. To receive a rating of Outstanding, faculty must complete all requirements for Satisfactory and Above Satisfactory, plus do one of the following: complete two additional activities from Above Satisfactory, Complete two additional activities from Outstanding, or complete one additional activity from Satisfactory and one from Outstanding.

Met (Y/N):	Standard Met:	Documentation:

Note: * Regular attendance is expected for all area meetings and committee meetings unless the faculty member has been otherwise excused (e.g., due to conference travel, medical reasons, or work responsibility conflicts). The School Director will receive meeting minutes of attendance or a report from the committee chair and determine whether attendance obligations have been fulfilled.

This page is provided should you choose to include a narrative or summary statement regarding your AESP submission.