

DEPARTMENT OF SOCIOLOGY
ANNUAL EVALUATION STANDARDS AND PROCEDURES (AESP)

Approved by Faculty Relations on 5/1/2012 for first use in the 2012-2013 academic year

NAME _____ ACADEMIC YEAR _____

The primary goals of the development of the annual evaluation standards and procedures are to construct an annual review process that is fair and consistent in application, useful in providing guidance to faculty, equitable as a basis for determining monetary rewards, and helpful to achieving the research, teaching, and service missions of the department. Notably, the department recognizes the importance of research, teaching, and service while honoring diverse patterns of activity and productivity.

All faculty are expected to participate actively in faculty meetings and any departmental service assignments. At the Assistant Professor tenure-earning rank, research and teaching are the most important factors in the awarding of tenure. Promotion and tenure of these faculty members requires that they achieve an outstanding record of research and clear evidence they have the potential to develop a nationally visible research program. Promotion and tenure may be possible with an acceptable teaching record that is good but not outstanding. This is not to diminish the importance of teaching. Moreover, evidence that an assistant professor is not an effective teacher would likely lead to denial of promotion and tenure even if the candidate had an outstanding research record. The least important factor in the evaluation of tenure-earning assistant professors is service. Although some service to the department is expected of assistant professors, they are not expected to devote as much time and energy to service activities as tenured faculty

At the Associate Professor rank, the expectation is that the individual will do more than show promise of research productivity. Those who achieve the rank of tenured Associate Professor are expected to have proven themselves to be at least acceptable and effective teachers. At the same time while research is the most important factor in the annual evaluation, sustained evidence of teaching effectiveness must also be shown. Service is least important but is a more important consideration for the associate professor than for the untenured assistant professor. A tenured Associate Professor is expected to become involved in substantial service to the department and the university.

At the Professor rank, the expectation is that the individual will continue to have a productive research program, contribute to the teaching of the department, and take on more of a leadership role. But in comparison to the assistant professor and associate professor ranks, full professors are expected to devote more of their time to department, university, and professional service.

At the instructor and other non-tenure earning ranks (e.g. visiting faculty), the expectation is that the individual's primary responsibility is teaching. Service is also a required part of the assignment in most cases. Research, on the other hand, may or may not be expected.

The purpose of the AESP is to provide guidelines, standards, and procedures to evaluate the annual performance of Sociology faculty including tenured professors, tenure-earning professors, and instructors. The AESP is not designed for the evaluation of the faculty's tenure and promotion application.

Annual evaluation of Department faculty is a process using both qualitative and quantitative data and information. The interests and methodologies in the Department require that performance standards be flexible and general, and the annual evaluation of faculty will be a matter of individual assessment by the Department Chair in terms of the general guidelines and specific circumstances pertaining to each person.

The basis of the annual performance evaluation will be information obtained through the faculty annual report, student evaluation forms, annual assignment forms, and other information obtained from and provided to the Department Chair. All evaluations will be done by the Department Chair.

This evaluation form should accompany the Faculty Annual Report when it is submitted to the Department Chair for the annual faculty evaluation. Please place a check beside each item where an activity has been performed. Where applicable, the number of checks should indicate the number of times the same item should be counted.

*The Annual Evaluation Standards and Procedures are designed to take into account the diversity of teaching and research requirements among the departmental faculty. Faculty who are teaching 5 or more courses per academic year are considered **teaching faculty**, and faculty who are teaching 4 or fewer courses per year are considered **research faculty**. The evaluation standards in the categories of teaching and research recognize the different opportunities available to each. Typical teaching loads are 2-2 for research faculty, 3-2 for tenure earning/tenured teaching faculty and 4-4 for instructors.*

INSTRUCTIONAL ACTIVITIES

Minimum standards for teaching:

- A. Teaches in accordance with the Collective Bargaining Agreement and the American Sociological Association Code of Ethics professional competence and teaching and training tenets
- B. Meets classes on a regular basis as scheduled
- C. Holds scheduled office hours
- D. Replies in a timely fashion to student inquiries
- E. Provides effective and accurate advisement when requested

- F. Submits book orders on time as required by state legislation
- G. Provides clear, detailed course syllabi that meet the university requirements
- H. Provides regular evaluative feedback on student assignments
- I. Has a final assessment for students during the final examination period in compliance with university regulations
- J. Submits grades on time

(Failure to follow the items listed above will result in an evaluation rating of unsatisfactory in the instructional activities section of the annual evaluation).

Receiving a teaching award from the college or university (e.g., a TIP) shall result in the awarding of an “outstanding” rating.

Typically teaching faculty (3-2, 3-3 or 4-4 teaching load) will be able to check items 1, 2, 3, 4, 5, 6, 7, 10, 11, 13, and 14). Typically research faculty (2-2 teaching load) will be able to check items 1, 2, 3, 8, 9, 10, 12, 13, and 14)

(Note: Unless otherwise noted, up to 3 checks may be marked in each standard, and the same course may be counted only 1 time for criteria 3 and 4)

- ___1. Student ratings across all courses using official University evaluation forms meet or exceed the college average for the evaluation year (one check only).
- ___2. Teaches three different courses (each 3 credits or more) during the calendar year.
- ___3. Teaches an Honors seminar, graduate course, service learning course, web-based or Mixed Mode courses.
- ___4. Teaches one large course (90 students or more).
- ___5. Teaches one new course of 3 credits or more or makes substantial changes to an existing course (e.g. change of modality) (one check only).
- ___6. Attends two or more short university sponsored teaching related workshops (e.g., FCTL one hour workshops)
- ___7. Attends a multi-day teaching workshop (e.g., FCTL winter workshop, summer institute)
- ___8. Serves as the chairperson for a Ph.D. dissertation, M.A. thesis, or Honors in the Major thesis where the student is making academic progress. *(Note: 1 check indicates 1 student; 2 checks indicate 2-3 students; 3 checks indicate 4 or more students.)*

- ___9. Serves as a member for at least two Ph.D. dissertations, M.A. theses, or Honors in the Major theses where the student is making academic progress. *(Note: 1 check indicates 2-3 students; 2 checks indicate 4 or more students.)*
- ___10. Directs students through independent study, practicum, directed reading, directed research, and/or internship courses. *(Note: 1 check indicates 2-3 courses; 2 checks indicate 4 or more courses.)*
- ___11. Publishes a textbook, workbook, or study guide.
- ___12. Receives funding/compensation through a teaching grant (a grant in the SoTL area counts under research).
- ___13. Mentors a student through any UCF recognized undergraduate research initiative, e.g., RAMP, McNair, SMART.
- ___14. Other (faculty member may submit other teaching-related activities that merit consideration with substantiating narrative and including documentation, if appropriate).

To achieve a rating of outstanding:

- Teaching Faculty: 8 or more checks
 Research Faculty: 7 or more checks

To achieve a rating of above satisfactory:

- Teaching Faculty: 6-7 checks
 Research Faculty: 6 checks

To achieve a rating of satisfactory:

- Teaching Faculty: 4-5 checks
 Research Faculty: 4-5 checks

To achieve a rating of conditional:

- Teaching Faculty: less than 4 checks
 Research Faculty: less than 4 checks

To achieve a rating of unsatisfactory: no checks

Your Overall Evaluation for Instructional Activities _____

RESEARCH AND CREATIVE ACTIVITIES

CATEGORY 1: (Teaching Faculty Only)

- ___1. Authors a scheduled paper presented at a local or state professional meeting.
- ___2. Attends a university sponsored research workshop (e.g., ORC workshop)

CATEGORY 2: (All Faculty)

- ___1. Authors a scheduled paper presented at a regional, national, or international professional meeting or a grant/contract report.
- ___2. Publishes a non-refereed bibliographic essay or a book review.
- ___3. Submits a paper to a refereed publication.
- ___4. Documents progress on a book length manuscript.

CATEGORY3: (All Faculty)

- ___1. Publishes a refereed publication. A refereed publication is one that has been peer reviewed.
- or
- ___2. Submits external grants or contracts for research or creative activities that provide an academic year stipend and tuition for a doctoral student in Sociology.
- or
- ___3. Authors two different scheduled papers presented at a regional, national, or international professional meeting.
- or
- ___ 4. Submits two or more papers to refereed publications (a submitted paper may be counted only twice, once for the original submission to a journal and a second time for a submission to a second journal or a resubmission to the first journal. Submissions for which the editor declines review do not count as a reviewed submission).

CATEGORY 4: (All Faculty)

- ___ 1. Publishes two refereed publications.
- or
- ___2. Publishes a refereed publication and submits external grants or contracts that provide an academic year stipend and tuition for a doctoral student in Sociology.

or

- ___3. Publishes a refereed publication and submits two papers to refereed publications (a submitted paper may be counted only twice, once for the original submission to a journal and a second time for a submission to a second journal or a resubmission to the first journal).

or

- ___4. Publishes a book.

Note: Publication of a monograph or book shall result in the awarding of an “outstanding” for two consecutive years

or

- ___5. Is funded on new external research grants or contracts that provide an academic year stipend and tuition for a doctoral student in Sociology. Tenure earning faculty: Is funded on an external grant of at least \$10,000.

- ___6. Other: A faculty member may submit other research-related activities that merit consideration with substantiating narrative and including documentation, if appropriate.

NOTE: Articles will be counted when accepted or published (but not both) and books and book chapters when in press or when published (but not both). Grants will be counted after receipt of a letter of award or when received (but not both).

Receiving a research award (including a RIA or SoTL) from the college or university shall result in the awarding of an “outstanding” rating.

To achieve a rating of Outstanding:

Teaching Faculty: Check any item in Category 4
Research Faculty: Check any item in Category 4

To achieve a rating of Above Satisfactory:

Teaching Faculty: Check any item in Category 3
Research Faculty: Check any item in Category 3

To achieve a rating of Satisfactory:

Teaching Faculty: Check two items in Category 1
Research Faculty: Check two items in Category 2

To achieve a rating of Conditional:

Teaching Faculty: Check one item in Category 1

Research Faculty: Check one item in Category 2

To achieve a rating of Unsatisfactory:

Teaching Faculty: No checks in any category

Research Faculty: No checks in any category

Your Overall Evaluation for Research and Creative Activities _____

SERVICE AND PROFESSIONAL DEVELOPMENT

Although the department recognizes that service is an important component in faculty governance, the level of service is expected to be significantly greater for tenured faculty than tenure-earning faculty.

Faculty members are encouraged to provide supplemental information to the Chair in the form of letters or actual work which they have completed, which supports their case for special meritorious performance. Service to public schools is an important component of merit in this category.

(Note: No more than 2 checks from the same standard are permitted.)

- ___1. Serves the university by service on a departmental committee.
- ___2. Chairs the departmental Search Committee or Personnel Committee.
- ___3. Serves the university by service on a college committee (*chairing a committee counts as a separate check*).
- ___4. Serves the university by service on a university committee excluding the Faculty Senate (*chairing a university committee counts as a separate check*).
- ___5. Serves the university as a member of the Faculty Senate (*serving as an officer or on the steering committee counts as two checks*).
- ___6. Serves the university by service with student organizations.
- ___7. Serves the community by giving a professionally-related talk or in some other way shares professional expertise with a local or regional group, organization or public school.
- ___8. Serves the community by serving on a committee or as an officer for a local, regional, or state organization in profession-related service.
- ___9. Serves the profession by reviewing manuscripts for professional journals.
- ___10. Serves as a reviewer for a proposal from a federal or private granting agency.

- ___11. Serves as a reviewer for a professionally-related book.
- ___12. Serves as an invited consultant to, or spokesperson for, a state, national, or international organization or meeting.
- ___13. Serves as the chairperson for or a discussant on a panel at a regional, national, or international professional meeting.
- ___14. Is funded for one service grant.
- ___15. Serves as a principal officer, meeting organizer, or chair of a major committee for a state, national, or international organization.
- ___16. Receives public recognition for outstanding service to the university, community, or profession.
- ___17. Brings a scholarly symposium presentation to the campus.
- ___18. Edits an academic book or an academic journal (editing an academic journal counts for two checks).
- ___19. Serves on an editorial board for an academic journal or book series.
- ___20. Serves as an external reviewer for promotion and tenure or promotion.
- ___21. Other: A faculty member may submit other service and professional development activities that merit consideration with substantiating narrative and documentation, if appropriate.

For tenure earning faculty:

Outstanding: 5 checks (and attendance at faculty meetings and active participation in any departmental service assignments)

Above Satisfactory: 4 checks (and attendance at faculty meetings and active participation in any departmental service assignments)

Satisfactory: 3 checks (and attendance at faculty meetings and active participation in any departmental service assignments)

Conditional: 1-2 checks

Unsatisfactory: no checks

For tenured faculty:

Outstanding: 7 checks (and attendance at faculty meetings and active participation in any departmental service assignments)

Above Satisfactory: 5-6 checks (and attendance at faculty meetings and active participation in any departmental service assignments)

Satisfactory: 3-4 checks (and attendance at faculty meetings and active participation in any departmental service assignments.)

Conditional: 1-2 checks

Unsatisfactory: no checks

For instructors: The Department recognizes that instructors are primarily teaching faculty and service expectations are therefore minimal.

Outstanding: Attendance at 100% of Sociology faculty meetings

Above Satisfactory: Attendance at 75% of Sociology faculty meetings

Satisfactory: Attendance at 50% of faculty meetings

Conditional: Attendance at 25% of faculty meetings

Unsatisfactory: No faculty meeting attendance

Your Overall Evaluation for Service and Professional Development _____

OTHER DUTIES

Other university duties 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.

OVERALL ASSESSMENT

1. *Using the point system provided below, please compute your overall annual evaluation score:*

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

OVERALL SCORE FOR FACULTY ANNUAL EVALUATION _____ points

2. *Please indicate your overall evaluation for the current academic year:*

Evaluation (Faculty with teaching, research, and service assignments)

| | |
|---------------------|--------------|
| Outstanding: | 10-11 points |
| Above Satisfactory: | 7-9 points |
| Satisfactory: | 5-6 points |
| Conditional: | 3-4 points |
| Unsatisfactory: | 0-2 points |

Faculty with no research assignment (typically instructors 4-4 teaching load)

| | |
|---------------------|-------------|
| Outstanding: | 6-7 points |
| Above Satisfactory: | 4-5 points |
| Satisfactory: | 2-3 points |
| Conditional: | 1- point |
| Unsatisfactory: | - no points |

OVERALL ANNUAL EVALUATION _____

*Revisions of this document will be considered during the Spring semester of each academic year upon a supportive vote of departmental faculty.