

DEPARTMENT OF POLITICAL SCIENCE
ANNUAL EVALUATION STANDARDS AND PROCEDURES

Instructor/Lecturer Faculty

Approved by Majority of Tenured Faculty on March 28, 2017

Approved – Faculty Excellence – April 2017
Available for first use academic year 2017-18

Name:

Date:

PREFACE

Some measure of interpretation is required in the implementation of any set of guidelines such as these. Interpretation of the guidelines in individual cases is the responsibility of the Chair. However, the expressed spirit and purpose of these guidelines is to establish minimum evaluation ranks associated with various levels of performance.

In evaluating faculty, the Chair shall take into consideration peer input, which will be provided by a committee elected by the department consisting of three tenured faculty members and a tenure-earning faculty member, who shall act as an alternate. The alternate shall attend all meetings and will participate when matters relating to another member of the committee are at hand. The alternate will not sit on review of the files of other tenure-earning faculty members. The committee will consult with the Department Chair on general concerns and interpretations of the Annual Evaluation Standards and Procedures guidelines.

In all cases, the final decisions are the sole responsibility of the Chair.

NOTE: Receipt of awards, such as Excellence awards, TIP, RIA and SoTL_x are not necessarily evidence of Outstanding in the current evaluation period.

INSTRUCTIONAL ACTIVITIES

Teaching constitutes a major component of the assignment of all faculty in the department, regardless of rank. We expect all faculty to be effective classroom teachers, to engage with individual students outside of assigned classes, and to advise students. We also encourage faculty to engage in professional development opportunities that improve teaching, and to contribute to discussions on teaching on campus and at conferences. It is important that all faculty use teaching strategies that are appropriate for a diverse student body and support UCF's mission of broadening access to higher education. Quality of instructional activities is measured in a variety of ways including student perceptions and student learning, self-reflection and reporting, and chair and peer review.

Notes:

In calculating student evaluation scores, a faculty member will include all courses evaluated as required by university policy. SPI scores are calculated as the mean of all course means per evaluation period for the question rating the "Overall effectiveness of instructor." Individual student instruction, such as Honors in the Major, Internships, or Independent Research, shall be excluded from this calculation. All sections of a course taught in V mode shall be combined into one score.

Faculty are expected to provide documentation of their accomplishments wherever appropriate or possible ambiguity exists.

SoTL is defined as a "rigorous and thoughtful investigation of student learning, with the results made available for public review" (Carnegie, available at <http://www.sotl.ilstu.edu/downloads/pdf/definingSoTL.pdf>).

Minimum expectations for all evaluation categories:

1. ___ Teaches in accordance with the Collective Bargaining Agreement, UCF Policies & Procedures, the rules laid out in the Teaching at UCF handbook, and the APSA Guide to Ethics.
2. ___ Meets assigned classes regularly as scheduled, including giving the final assessment during the final exam period, unless a prior arrangement has been made with the Chair.
3. ___ Keeps assigned office hours according to department policy.
4. ___ Replies to student inquiries in a timely fashion (in general, within no more than 48 hours).
5. ___ Provides effective and accurate advisement when requested.
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. ___ Provides syllabi that are clear, detailed, complete, and conform to University policy.
10. ___ Faculty will provide a reflective statement of no more than 500 words that discusses pedagogical approaches, course innovations and revisions, student learning activities and assessments/evaluation methods, and learner outcomes that demonstrate course quality. Please provide your reflective essay at the end of this document.
11. ___ Has scores on the Student Perception of Instruction (SPI) surveys that average 3.0 or above.
12. ___ Must demonstrate substantial writing components in all classes (a minimum of 2,000 words per student).

13. ____ Must be available for scheduled advising sessions on 2 different days prior to beginning of fall and spring semesters, to be scheduled in consultation with department chair.

UNSATISFACTORY:

Failure to carry out all of the above will result in a conditional rating. A rating of Conditional for two years in a row will also result in a rating of Unsatisfactory.

CONDITIONAL:

In order to receive a rating of Conditional, a faculty member fails to meet the criteria for Satisfactory.

SATISFACTORY:

Must have a minimum of 4 points from the following list of activities. (Note: For all items on the list, no more than 4 points may be accumulated for each activity unless otherwise noted.)

ABOVE SATISFACTORY:

Must have a minimum of 6 points from the following list of activities. (Note: For all items on the list, no more than 4 points may be accumulated for each activity unless otherwise noted.)

OUTSTANDING:

Must have a minimum of 8 points from the following list of activities. (Note: For all items on the list, no more than 4 points may be accumulated for each activity unless otherwise noted.)

Activities:

Faculty can score points by engaging in a variety of teaching-related activities in the areas of classroom teaching, individual student supervision and advising, activities to improve teaching, and publications.

1. ____ Teaches one new course of 3 credit hours or more, or teaches a course previously taught as face-to-face as a V, M, or W course, or otherwise documents substantial revisions to a course previously taught (1 pt).
2. ____ Has scores on the Student Perception of Instruction (SPI) surveys that average 4.2 or above (1 pt)
3. ____ Is a committee member or co-chair for a doctoral dissertation where the student is making good progress. (1 pt, maximum of 3 pts total)
4. ____ Is the teaching mentor for a PhD student (.5 pt per student)
5. ____ Is the chairperson for an MA thesis where the student is making good progress. (1 pt, maximum of 3 pts total)
6. ____ Is a committee member for at least one MA thesis where the student is making good progress. (.5 pt)
7. ____ Is the chairperson for at least one undergraduate Honor's thesis where the student is making good progress. (1 pt, maximum of 3 pts total)
8. ____ Is a committee member for at least one undergraduate Honor's thesis where the student is actively working towards making good progress. (.5 pt)
9. ____ Has served as reader for MA non-thesis paper (1 pt for first reader; .5 for second reader)

10. ___ Has served on the MA comprehensive exams committee (.5 per student, max of 1 pt)
11. ___ Has written letters of recommendation for students. (.5 per 5 students, max of 1 pt total)
12. ___ Has directed at least 3 student credit hours of independent research or independent study or supervised an undergraduate student in research credit hours (e.g. xxx4912). (1 pt)
13. ___ Has served in a teaching capacity as faculty supervisor for an internship. (1 pt)
14. ___ Has mentored a student to participation in UCF's research showcase (undergraduate or graduate), or to publication in UCF's Undergraduate Research Journal (.5 pts per student)
15. ___ Has mentored an undergraduate or graduate student to present a paper or poster at a professional conference or submit a manuscript to an academic journal. (.5 pts per student, max of 1pt)
16. ___ Has co-authored a conference paper with an undergraduate or graduate student. (1 pt)
17. ___ Has co-authored a published journal article with an undergraduate or graduate student. (1 pt)
18. ___ Presents at a conference (1 pt) or publishes an invited, editorially reviewed, or peer-reviewed article in a non-UCF outlet. (2 pt)
19. ___ Is funded on one UCF teaching grant or course development initiative. (1 pt)
20. ___ Obtains an external teaching or course development grant. (1 pt)
21. ___ Has attended a teaching related workshops on campus (.5 pt)
22. ___ Has attended a multi-day teaching workshop or conference, such as the FCTL Winter or Summer Conference or the APSA Teaching & Learning Conference. (1 pt)
23. ___ Authors a textbook, first or subsequent editions. First editions will count for two evaluation periods; subsequent editions for one evaluation period. (2 pts 1st ed; 1 pt subsequent eds.)
24. ___ Publishes a workbook or study guide. (1pt)
25. ___ Publishes a peer-reviewed article on teaching and learning that is not SoTL (see NOTE below for definition of SoTL). (1.5 pts)
26. ___ Publishes a non-peer reviewed article on teaching and learning in a non-UCF outlet that is not SoTL research. See Note below for a definition of SoTL. (1 pt)
27. ___ Publishes an article on teaching in a non-peer reviewed UCF outlet, such as the *Faculty Focus* (.5 pt)
28. ___ Publishes a peer-reviewed SoTL article (1 pt)

SERVICE

All faculty members are expected to engage in service. Areas of service include the university, the profession, and the community. Minimum expectations for service are:

1. ___ Regularly attends department meetings.
2. ___ Actively participates in any assigned department committee (credit for the committee is listed below; if assigned to a committee, must be actively participating to meet minimum criteria).
3. ___ Provides an updated professional CV at least once a year for posting on the departmental website

Failure to meet the minimum expectations will result in an automatic “unsatisfactory” rating in service.

Faculty members can engage in any of the following service activities; additional activities not listed here can be documented as “other.” Each activity listed below is worth 1 point unless otherwise noted. A maximum of 3 points can be earned for any single item listed below. Faculty members must meet the following requirements for ratings in service:

UNSATISFACTORY

A faculty member who scores 0 pts from the list below, or who has two consecutive years of Conditional, will be rated “unsatisfactory.”

CONDITIONAL

A faculty member who scores between **1 and 3 points** from the list below will be rated “conditional.”

SATISFACTORY

A faculty member who scores **4 or 5 points** from the list below will be rated “satisfactory.”

ABOVE SATISFACTORY

A faculty member who scores **6 or 7 points** from the list below will be rated “above satisfactory.”

OUTSTANDING

A faculty member who scores **8 or more points** from the list below will be rated “outstanding.”

1. ___ Chairs or is a member of a search committee for a faculty position.
2. ___ Is an active member or chair of a department, college, or university committee (.5 for member, 1 pt for chair).
3. ___ Advises an active student organization, or has a special advising function (e.g. low-GPA advisor), or has conducted a special advising workshop, such as a Careers or Law School Admissions workshop, or has conducted a Transfer or FTIC orientation, or has engaged in other special advising functions.
4. ___ Successfully coordinates the Department’s undergraduate, graduate, internship, HIM, or similar program, or successfully serves as the College or Departmental pre-law advisor, or serves as the principal advisor for a major, minor, or certificate housed in the department.
5. ___ Successfully directs a Program, Center, or Institute housed in the department (e.g. IC CAE, Kurdish Political Studies).

6. ___ Attends graduation and graduation reception.
7. ___ Leads a teaching related workshop for the department, college, university or profession.
8. ___ Is awarded a major grant of any type that provides benefit to the Department.
9. ___ Organizes a scholarly symposium or conference with multiple speakers or panels on campus.
10. ___ Reviews a manuscript for a professional journal (.5 per article review, 2 pts max), a professionally related book manuscript a book proposal, or a proposal from a federal granting agency, such as the NSF (3 pts maximum for all items together).
11. ___ Is the chairperson for, a discussant, or a roundtable participant, on a panel at a state, regional, national, or international professional meeting.
12. ___ Serves as section or program chair for a professional conference (2 pts for national or international conferences).
13. ___ Is an invited consultant to, spokesperson for, or keynote speaker at a local, state, regional, national, or international organization or meeting, or is invited as a consultant to the government on political issues.
14. ___ Serves as a principal officer, meeting organizer or member or chair of a major committee for a state, regional, national, or international professional association.
15. ___ Publishes a book review in a professional journal.
16. ___ Serves as an external reviewer for promotion.
17. ___ Serves as editorial board member or book review editor for a professional journal.
18. ___ Serves as editor of a professional journal. (2 pts)
19. ___ Receives public recognition for outstanding service to the university, community, or profession
20. ___ Conducts a program review for a department at another university. (2 pts)
21. ___ Engages the public in discussions about politics and political science by publishing an op-ed in a newspaper or publishing postings on professional blogs (e.g. Monkey Cage).
22. ___ Serves as a credited media source for a print or electronic story on government, politics, or policy (.5 per interview).
23. ___ Serves the community in profession-related service.
24. ___ Other activities can be documented.

OVERALL EVALUATION:

OVERALL EVALUATION ASSESSMENT

Each Unsatisfactory rating	= 0 points
Each Conditional rating	= 1 point
Each Satisfactory rating	= 2 points
Each Above Satisfactory rating	= 3 points
Each Outstanding rating in Teaching	= 5 points
Each Outstanding rating in Service	= 4 points

By summing the scores for Teaching and Service, the final evaluation will be achieved as follows:

Unsatisfactory: 0-1 points overall

Conditional: 2-3 points overall

Satisfactory: 4 points inclusive with evaluation of teaching no less than Satisfactory.

Above Satisfactory: 5-6 points inclusive with evaluation in no category less than Satisfactory.

Outstanding: 7-9 points inclusive and Outstanding in teaching.

NOTE:

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.