

**DEPARTMENT OF ANTHROPOLOGY  
PERFORMANCE EVALUATION**

Final Anthropology Approval: September 14, 2006

NAME \_\_\_\_\_ ACADEMIC YEAR \_\_\_\_\_

Annual evaluation of Department faculty is a subjective process using both qualitative and quantitative data and information. The multidisciplinary 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 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.

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 activity should be counted.

For faculty holding the ranks of Instructor or Visiting Instructor, research and service are not a part of their annual assignment. Therefore, their performance evaluation will be based only on instructional activities. Reflecting the inclusion of research and service in their annual assignments, 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.

## INSTRUCTIONAL ACTIVITIES

All members of the faculty must:

- A. Evaluate courses with official University evaluation forms or approved alternatives.
- B. Meet courses as scheduled and, unless prior arrangements are made with the Chair, give the final during the scheduled final exam period.
- C. Provide and follow a syllabus that follows the current university guidelines regarding syllabi and provide a copy of the syllabus to the department office for each course taught.
- D. Keep regular and special advisement appointment hours and handle paperwork associated with advisement in a timely and accurate manner.

### SATISFACTORY:

Two checks from the following 14 standards.

(Note: No more than 2 checks may be marked in each standard, and the same course may be counted only 1 time for criteria 5 through 7.)

### ABOVE SATISFACTORY:

Four checks from the following 14 standards.

### OUTSTANDING:

Six checks from the following 14 standards. Receiving a teaching award from the college or university (e.g., a TIP) shall result in the awarding of an "outstanding" rating.

- \_\_\_ 1. Average student ratings using official University evaluation forms meet or exceed the College mean score on a 5 point scale for all courses.
- \_\_\_ 2. Average student ratings using official University evaluation forms are 4.0 or better on a 5 point scale for all courses.
- \_\_\_ 3. Average student ratings using official University evaluation forms are 4.25 or better on a 5 point scale for all courses.
- \_\_\_ 4. Teaches three different courses (each 3 credits or more) during the calendar year.
- \_\_\_ 5. Teaches an Honor seminar, Graduate course, service learning course, Gordon Rule course, M or W designated course, FLAC course, Lab course, Interdisciplinary course, and/or Diversity course.
- \_\_\_ 6. Teaches one large course (100 students or more) or a Honors GEP course.

- \_\_\_7. Teaches one new course of 3 credits or more or makes substantial changes to an existing course.
- \_\_\_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.
- \_\_\_9. Serves as a member for a Ph.D. dissertation, M.A. thesis, or Honors in the Major thesis where the student is making academic progress.
- \_\_\_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, RAMP-UP, McNair, SMART.
- \_\_\_14. Other (faculty member may submit other teaching-related activities that merit consideration with substantiating narrative and including documentation, if appropriate). This standard may count for multiple checks.

Your Overall Evaluation for Instructional Activities\_\_\_\_\_

### RESEARCH AND CREATIVE ACTIVITIES

#### SATISFACTORY:

- \_\_\_1. Authors a scheduled paper presented at a state, regional, national or international professional meeting.
- or
- \_\_\_2. Submits an external grant or contract for research or creative activities .
- or
- \_\_\_3. Publishes a non-refereed bibliographic essay or a book review.
- or
- \_\_\_4. Submits a paper to a refereed publication.

or

\_\_\_5. Documents progress on a book length manuscript.

ABOVE SATISFACTORY:

\_\_\_6. Publishes a refereed publication. A refereed publication is one that has been under blind review.

or

\_\_\_7. Is funded on a new external research grant or contract.

or

\_\_\_8. Authors two different scheduled papers presented at a regional, national or international professional meeting.

or

\_\_\_9. 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).

or

\_\_\_10. Edits a book in a peer-reviewed press.

OUTSTANDING:

\_\_\_11. Publishes two refereed publications.

or

\_\_\_12. Publishes a refereed publication and is funded on a new external grant or contract.

or

\_\_\_13. 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

\_\_\_14. Publishes a book.

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

\_\_\_15. 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.

Your Overall Evaluation for Research and Creative Activities \_\_\_\_\_

### **SERVICE AND PROFESSIONAL DEVELOPMENT**

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. Two or more activities from the same standard are permitted.

**SATISFACTORY:**

Must satisfy 2 of the following 18 criteria:

**ABOVE SATISFACTORY:**

Must satisfy 4 of the following 18 criteria:

**OUTSTANDING:**

Must satisfy 6 or more of the following 18 criteria:

- \_\_\_1. Serves the university by service on departmental committee.
- \_\_\_2. Serves the university by service on a college committee.
- \_\_\_3. Serves the university by service on a university committee (chairing a university committee counts for two checks).

- \_\_\_4. Serves the university by service with student organizations.
- \_\_\_5. Serves the community by giving a professionally-related talk to a local or regional group, organization or public school; or in some other way shares professional expertise with the public schools.
- \_\_\_6. Serves the community by serving on a committee or as an officer for a local, regional, or state organization, in profession-related service.
- \_\_\_7. Serves the profession by reviewing a manuscript for a professional journal.
- \_\_\_8. Serves as a reviewer for a proposal from a federal (national or international) or private granting agency.
- \_\_\_9. Serves as a reviewer for a professionally-related book.
- \_\_\_10. Serves as an invited consultant to, or spokesperson for, a state or national or international organization or meeting.
- \_\_\_11. Serves as the chairperson for, or a discussant on, a panel at a regional or national or international professional meeting.
- \_\_\_12. Is funded for one substantial service grant.
- \_\_\_13. Serves as a principal officer, meeting organizer or chair of a major committee for a state, national, or international organization.
- \_\_\_14. Receives public recognition for outstanding service to the university, community, or profession.
- \_\_\_15. Otherwise documents outstanding service to the university, community, or profession.
- \_\_\_16. Brings a scholarly symposium presentation to the campus.
- \_\_\_17. Edits a monograph series or an academic journal (editing an academic journal counts for two checks).
- \_\_\_18. Serves on an editorial board for an academic journal or book series.
- \_\_\_19. Other: A faculty member may submit other service and professional development activities that merit consideration with substantiating narrative and documentation, if appropriate.

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	5	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:*

<u>Evaluation</u>	<u>Assistant Professor and Above</u>	<u>Instructor</u>
Outstanding:	11-12 points	4 points
Above Satisfactory:	8-10 points	3 points
Satisfactory:	5-7 points	2 points
Conditional:	3-4 points	1 point
Unsatisfactory:	0-2 points	0 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. Proposed revisions will be voted on by the Personnel Committee and implemented the following year pending appropriate approval.