

Annual Evaluation Standards & Procedures

Biomolecular Science Center

December 2006

TEACHING, RESEARCH AND SERVICE TRACK

The merit standards listed below serve more as a guide rather than a checklist of items to be accomplished. It is very difficult to write individual merit standards that apply equally to each faculty member of the BMS Center. Consequently, consideration must be given to the relative stages of their professional careers and their performance and contributions in their areas of expertise. In order to fully recognize and credit contributions in their areas of expertise, less weight may be given to other areas of expected performance. The Director will apply the standards solely based on annual faculty assignment. The Center expects that the Director will evaluate the total contribution by a faculty in relation to the Mission of each unit. The following below are guidelines that illustrate the type and quantity of contributions, which should merit ratings of Outstanding, Above Satisfactory, and Satisfactory. Conditional and Unsatisfactory ratings are covered in the “Special Notes” section near the end of this document.

Until the new faculty member has been in the Center for one full year, they will not be expected to serve as chairs of thesis or dissertation committees, etc. They will not have quite the same expectations.

The Center does not believe that a quota system as to the number of Outstanding, Above average, Satisfactory, Conditional, and Unsatisfactory ratings should be imposed by the Administration.

Category A. Instructional Activities

Satisfactory

Demonstrates skills as an effective teacher by the following:

1. Meets assigned classes regularly as scheduled and gives final during final exam period unless prior arrangements are made with the chair, uses appropriate teaching models and activities, covers appropriate course topics and materials following a syllabus that follows the current university guidelines regarding syllabi, provides a copy of the syllabus to the department office for each class taught and free response sections of evaluations indicate that the instructor has met obligations to the student in a satisfactory manner. If the instructor, due to obligations, is absent from the classroom the Director needs to be notified and arrangements for a substitute or make up class be made.
2. Keeps regular and special advisement appointment hours, is well-informed and professional in advising assigned students, and handles paperwork associated with advisement in a timely manner.

3. Updates and enhances course materials on a regular basis that is commensurate with the departmental expectations.
4. Evaluates student's performance in a fair and equitable manner while maintaining departmental standards for student performance.
5. Must involve undergraduate and graduate students in his/her laboratory. Is the chairperson and research advisor for at least one active thesis-option graduate student.
6. Obtain an acceptable student evaluation (overall average 3.0 or greater).

Above Satisfactory

7. Meets standards 1-6.

AND

8. Evaluation of course content and student evaluation indicate that instructor has not only met obligation to the student but has also imparted knowledge to the students that extends beyond required textbooks and laboratory manuals.

AND

9. Is the chairperson and research advisor for at least two active thesis-option graduate students.

AND

10. Has demonstrated active involvement in curriculum and departmental programs, as evidenced by:

Developed new laboratory experiments to update course content, publishing material on teaching methods, or submitted a proposal for development of a new course or for laboratory instrumentation.

Outstanding

11. Meets standards 6-10.

AND

12. Supervise multiple Ph.D. students including postdoctoral fellow(s).

Category B: Research and Creative Activities

Satisfactory

1. Has published (in press or accepted) at least one peer review paper.

AND

2. Maintains a funded research program through grants or contracts.

OR

3. Otherwise document viable research program.

Above Satisfactory

4. Has published (in press or accepted) at least two peer review papers.
5. Has a well-funded research program as evidenced by approximately \$300,000 in funding.

Outstanding

6. Exceeds “Above Satisfactory” Standard as evidenced by:

Multiple grants of about \$500,000, multiple publications and presentations that bring recognition to the program and the University. Invitations to write reviews/chapters.

Category C: Service

Satisfactory

Must satisfy 2 of the following 4 standards.

1. Serve the University by serving any active Department, College or University committee.
2. Serve the community by presenting a professional talk to a local or regional group, public school or organization.
3. Serve the community by serving on a committee or as an officer for a local, regional or state organization, or public school in a capacity that utilizes skills derived from that discipline.
4. Serve the profession by reviewing a manuscript for professional, scientific journal, or textbook.

OR

5. Demonstrate multiple participation under any one of the four service categories represented in Standards (1-4) above (e.g., service on several departmental, college or university committees).

Above Satisfactory

6. Demonstrate exceptional accomplishments and service under any of the four service categories represented in Standard (1-4) above.

AND

7. Serve as a reviewer for a research manuscript for national or international journal.

OR

8. Serve as a reviewer for a proposal from a federal granting agency.

Outstanding

9. Meet all standards necessary to achieve Above Satisfactory.

AND

In addition fulfill two of the following:

- (a). Receive public recognition (awards and commendations) for outstanding service to the University, community or profession.
- (b) Serve as an invited consultant to or spokesperson for a state or national organization.
- (c) Serve as a principal officer, editor, meeting organizer, or chair of a major committee for a state, national or international organization.
- (d) Serve in a grant review panel at the national level.

Special Notes

These standards reflect the minimum accomplishments necessary to achieve an evaluation of satisfactory or above. Failure to achieve at least a satisfactory rating will result in an evaluation of Conditional or Unsatisfactory. The decision on which below satisfactory rating to assign in individual cases is made by the chairperson without reference to specified standards. The decision will be made on the basis of

1. The degree to which performance deviates from a Satisfactory level, (2) the likelihood that the below satisfactory performance can be improved, and (3) other considerations relevant to the individual case. As in the case of all evaluations, below-satisfactory ratings may be brought before the Council of Professors for review providing the faculty member gives approval for the Council of Professors to see their academic evaluations. (The Council of Professors is comprised of all the tenured Full Professors of the BMS Center.)
2. 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 standards. The Director without reference to written standards makes evaluation of performance in other University Duties. A contested evaluation is subject to review by the Council of Professors providing the faculty member gives approval for the Council of Professors to see their academic evaluations..