

**STANDARDS FOR ANNUAL FACULTY EVALUATION
DEPARTMENT OF CRIMINAL JUSTICE AND LEGAL STUDIES**

For the purposes of faculty evaluation, the listed standards are intended to be illustrative and to emphasize an evolution of faculty activities. Quality and quantity of activity will both be assessed. The lists below are not intended to be all-inclusive; that is, they do not exhaust all activities that could be performed, nor should it be interpreted that all listed activities are required. A faculty member's overall rating will be determined in accordance with the Annual Evaluation Matrix in Attachment A.

All faculty members are encouraged to actively engage in the Annual Assignment process as outlined in the 2004-2007 BOT-UFF Collective Bargaining Agreement ("BOT-UFF Agreement") which occurs at the beginning of the calendar year. It is at the time of annual assignment that specific questions concerning expectations for performance should be raised with the Chair. Open communication and informal resolutions of evaluation disputes are encouraged under the 2004-2007 BOT-UFF Agreement. For further information on grievances, faculty should consult the terms of the 2004-2007 BOT-UFF Agreement. –

TEACHING

ALL FACULTY - TENURED/ TENURE TRACK/INSTRUCTORS

Unsatisfactory - Fails to Meet Level I Standard. (0 points)

A faculty member who receives over 60% of the class ratings at "Poor" and "Fair" combined in student perceptions of instruction and exhibits poor performance of teaching assignments.

Conditional – Fails to Meet Level I Standard. (1 point)

A faculty member who receives 50% to 60% of the class ratings at "Fair" and "Poor" combined in student perceptions of instruction and exhibits poor performance of teaching assignments.

Satisfactory – Level I (2 points)

Must achieve at least four of the following:

- Receives over 50% of the class ratings at "Excellent", "Very Good", and "Good" combined on the "Overall assessment of instructor" in student perceptions of instruction for each class with respondents comprised of at least 70% of the registered students.
- Meets classes as scheduled and gives the final exam or meets class during the scheduled final exam period.
- Performs satisfactory student advising for course registration and audits.
- Revises and/or updates existing courses in assigned course load.
- Takes workshops and attends seminars to improve teaching through the Center for Teaching and Learning or other appropriate institute.
- Returns graded materials and submits grades on a timely basis.
- Prepares a syllabus for each course, including all information required by the Office of the Provost.
- Any activity listed below under "outstanding" or "above satisfactory".

Above Satisfactory – Level II (3 points)

Must achieve at least four of the following:

- Receives over 50% of the class ratings at "Excellent", "Very Good", and "Good" combined on the "Overall assessment of instructor" in student perceptions of instruction for each class with respondents comprised of at least 70% of the registered students.
- Demonstrates willingness to teach a variety of courses.
- Develops new courses in face-to-face, mixed or full WebCT modes.
- Contributes to student development through participation in student academic activities.
- Serves as the member of a committee for graduate or undergraduate student research projects (e.g., Thesis, Dissertation, Honors in Major).

- Incorporates cultural diversity into course content through course syllabi, course readings, course assignments and/or guest lecture presentations.
- Fosters student interaction through the use of engagement strategies in at least one class, such as student presentations, debates, and team papers.
- Participates in at least one teaching workshop/seminar to improve teaching through the Faculty Center for Teaching and Learning or other appropriate institute or professional conference.
- Any activity listed below under “outstanding”.

Outstanding – Level III (4 points)

Must achieve at least four of the following:

- Receives over 60% of the class ratings at “Excellent”, Very Good”, and “Good” combined on the “Overall assessment of instructor” in student perceptions of instruction for each class with respondents comprised of at least 70% of the registered students.
- Receives departmental or professional organization recognition, teaching awards, or curricular grants for the creation of innovative classroom materials, such as, cases, projects, exercises, or computer software.
- Develops innovative courses, programs, and/or teaching approaches not previously offered or utilized in the department.
- Receives departmental or student recognition or awards for excellence in participation in student academic life.
- Serves as the chair of a committee for graduate or undergraduate student research projects (e.g., Thesis, Dissertation, Honors in Major).
- Demonstrates leadership in new curricular developments or in the Scholarship of Teaching and Learning.
- Mentors adjuncts and other colleagues in teaching effectiveness through one-on-one meetings and/or the sharing of syllabi and course materials.
- Participates in two or more teaching workshop/seminar to improve teaching through the Faculty Center for Teaching and Learning or other appropriate institute or professional conference.
- Serves as an instructor in a university sponsored teaching workshop.
- Conducts a workshop or presents a paper at a regional or national professional meeting on teaching related topics.
- Fosters student interaction through the use of engagement strategies in all classes taught, such as student presentations, debates, and team papers.
- Publishes a commercial or edited text book or revised edition used in graduate and undergraduate courses.

SCHOLARLY ACTIVITY

TENURED/ TENURE TRACK FACULTY ONLY

Standard Track: teaching load (3-3)

A tenured faculty member who receives one course research release per semester.

Unsatisfactory - Fails to Meet Level I Standard. (0 points)

- Has failed to establish adequate research agenda and does not undertake scholarly writing and research in preparation for publication.
- Fails to attend or participate in regional or national professional conferences.

Conditional – Fails to Meet Level I Standard. (1 point)

Has failed to establish adequate research agenda, but has achieved two of the following:

- Shows evidence of an article in progress.
- Communicates on a scholarly topic in a professional capacity at a local level, such as, talks before local professional groups, chairs local professional groups, and UCF seminars.
- Participates in at least one activity in a professional organization.

- Attends a regional or national professional conference.
- Any activity listed below under “outstanding”, “above satisfactory”, or “satisfactory”.

Satisfactory - Level I (2 points)

Must provide evidence of a research agenda and achieve at least two of the following:

- Actively undertakes scholarly writing and research in preparation for publication.
- Communicates on a scholarly topic in a professional capacity at a local level, such as, talks before local professional groups, chairs local professional groups, and UCF seminars.
- Participates in at least one activity in a professional organization.
- Publishes one article (either solely authored or multiple-authored) in a regional or national scholarly or professional outlet (includes book chapters), but excludes newsletters and magazines.
- Any activity listed below under “outstanding” or “above satisfactory”.

Above Satisfactory - Level II (3 points)

Must provide evidence of a research agenda and achieve at least two of the following:

- Publishes one article (either solely authored or multiple-authored) in a refereed national journal or law review.
- Publishes a commercial or edited text book or revised edition used in graduate and undergraduate courses.
- Presents a paper at a regional or national professional conference.
- Provides evidence of a long-term research agenda of projects extending beyond the annual evaluation period.
- Applies for external research funding.
- Publishes a book chapter.
- Any activity listed below under “outstanding”.

Outstanding - Level III (4 points)

Must provide evidence of a research agenda and achieve at least two of the following:

- Publishes one article (as a single author, first author, or second author) in one of the major criminal justice/criminology or legal studies journals or law reviews.
- Submits a grant proposal of over \$100,000.
- Demonstrates significant professional recognition through national published works, receipt of grants, fellowships, other outside funding, and/or receipt of awards from nationally recognized bodies.
- Receives external funding for a grant project (assumes the grant is through the university).
- Participates on an interdisciplinary team to seek grants.
- Participates on an interdisciplinary team to publish research.
- Publishes a university press book or similar major work of scholarship.
- Presents a paper at a national professional conference.

Research Track: teaching load (3-2 or 2-2)

A tenured or tenure-track faculty member who elects to receive the equivalent of 3 or more releases from courses during the academic year.

Unsatisfactory - Fails to Meet Level I Standard. (0 points)

- Has failed to establish adequate research agenda and does not undertake scholarly writing and research in preparation for publication.
- Fails to attend or participate in regional or national professional conferences.

Conditional – Fails to Meet Level I Standard. (1 point)

Has failed to establish adequate research agenda, but has achieved three of the following:

- Shows evidence of an article in progress.

- Communicates on a scholarly topic in a professional capacity at a local level, such as, talks before local professional groups, chairs local professional groups, and UCF seminars.
- Participates in at least one activity in a professional organization.
- Attends a regional or national professional conference.
- Any activity listed below under “outstanding”, “above satisfactory”, or “satisfactory”.

Satisfactory – Level I (2 points)

Must provide evidence of a research agenda and achieve at least three of the following:

- Actively undertakes scholarly writing and research in preparation for publication.
- Communicates on a scholarly topic in a professional capacity at a local level, such as, talks before local professional groups, chairs local professional groups, and UCF seminars.
- Participates in at least one activity in a professional organization.
- Publishes one article (either single-authored or multiple-authored) in a regional or national scholarly journal or professional outlet (includes book chapters), but excludes newsletters and magazines.
- Any activity listed below under “outstanding” or “above satisfactory”.

Above Satisfactory - Level II (3 points)

- **Must provide evidence of a research agenda and achieve at least three of the following:**
- Publishes one article (either single-authored or multiple-authored) in a refereed national journal or law review.
- Publishes a commercial or edited text book or revised edition used in graduate and undergraduate courses.
- Presents a paper at a regional or national professional conference.
- Provides evidence of a long-term research agenda of projects extending beyond the annual evaluation period.
- Applies for internal or external research funding.
- Publishes a book chapter.
- Any activity listed below under “outstanding”.

Outstanding - Level III (4 points)

Must provide evidence of a research agenda and achieve at least three of the following:

- Publishes two refereed or law review articles (as a single author or first author) with a 2-2 teaching load or publishes one article (as a single author or first author) with a 3-2 teaching load in a major, national criminal justice/criminology or legal studies journals or law reviews.
- Submits a grant application of over \$100,000.
- Makes two or more paper presentations at national conferences.
- Demonstrates significant professional recognition through national published works, receipt of grants, fellowships, other outside funding, and/or receipt of awards from nationally recognized bodies.
- Receives external funding for scholarly research allocated to the university.
- Publishes a university press book or similar major work of scholarship.
- Participates on an interdisciplinary team to seek grants.
- Participates on an interdisciplinary team to publish research.

SERVICE

ALL FACULTY - TENURED/ TENURE TRACK/INSTRUCTORS

Unsatisfactory – Fails to Meet Level I Standard. (0 points)

Does not perform service requirements and does not participate in professional or community organizations.

Conditional – Fails to Meet Level I Standard. (1 point)

Must achieve at least one of the following:

- Attends regularly scheduled departmental and committee meetings.
- Attends graduation.
- Holds a membership in a professional organization.
- Any activity listed below under “outstanding”, “above satisfactory” or “satisfactory”.

Satisfactory – Level I (2 points)

Must achieve at least two of the following:

- Attends regularly scheduled departmental and committee meetings and graduation.
- Serves as a member of departmental, college and university committees or task forces.
- Participates in departmental and college activities, such as a representative at Majors Fair, registration, recruiting, and orientation.
- Holds a membership and participates actively in a professional organization.
- Volunteers for local community organizations or activities.
- Any activity listed below under “outstanding” or “above satisfactory”.

Above Satisfactory - Level II (3 points)

Must achieve at least two of the following:

- Serves on departmental committees as an active member and attends departmental functions.
- Serves on university or college committees.
- Performs public activities, which bring favorable attention to UCF (e.g., certain consulting activity, serving on boards of and/or participating in community organizations).
- Serves in an administrative capacity in professional or community organizations.
- Serves on or contributes significantly to major departmental, college and university committees or task forces.
- Undertakes duties of program coordinator.
- Serves as advisor to student organizations.
- Serves as an external reviewer of faculty materials from other universities for purposes of promotion and tenure.
- Serves on editorial boards or as reviewer for regional and/or national journals.
- Any activity listed below under “outstanding”.

Outstanding – Level III (4 points)

Must achieve at least three of the following:

- Serves on departmental committees as an active member and attends departmental functions.
- Receives departmental, university or student-organization recognition as an outstanding contributor to student life at UCF.
- Chairs or heads a departmental or university committee or other major task force.
- Actively participates on significant university committees, such as program review, curriculum or tenure and promotion.
- Provides significant leadership in professional organizations and/or community activities which bring favorable attention to UCF.
- Contributes expertise in theory and practice to community organizations.
- Develops community partnerships.
- Actively participates in Institutional effectiveness activities by serving on a committee.
- Serves on university or college committees.
- Organizes conferences or develops symposia for national or international professional organizations.
- Participates as member of editorial board and/or reviewer for national or international journals.
- Serves as editor of a regional or national journal.

OTHER DUTIES – In some instances, other duties may be a significant part of evaluating a faculty member’s performance. The faculty member, in consultation with the Chair, will determine alternate weights and include them on the faculty member’s assignment form for all categories at the beginning

of each calendar year. In addition, the Chair, in consultation with the faculty member, will negotiate the appropriate weights to be given to other duties in determining overall ratings under the Annual Evaluation Matrix.

Unsatisfactory – Fails to Meet Level I Standard. (0 points)

Does not perform duties mutually agreed upon by the faculty member and the Chair, or as indicated by the title of Associate Chair, Assistant Chair, Program Coordinator or some other such designation; OR does not accomplish other work during the year that would have contributed to a body of service, professional development, and governance activities.

Conditional – Fails to Meet Level I Standard. (1 point)

Does not adequately perform duties mutually agreed upon by the faculty member and the Chair, or as indicated by the title of Associate Chair, Assistant Chair, Program Coordinator or some other such designation; OR does not adequately accomplish other work during the year that would have contributed to a body of service, professional development, and governance activities.

Satisfactory – Level I (2 points)

Performance of duties mutually agreed upon by the faculty member and the Chair, or as indicated by the title of Associate Chair, Assistant Chair, Program Coordinator or some other such designation; OR Other work accomplished during the year that contributes a body of service, professional development and governance activities featuring multiple membership and/or participation roles.

Above Satisfactory – Level II (3 points)

Performance of duties mutually agreed upon by the faculty member and the Chair, or as indicated by the title of Associate Chair, Assistant Chair, Program Coordinator or some other such designation; OR Other work accomplished during the year that contributes a body of service, professional development and governance activities featuring at least one leadership role and multiple membership and/or participation roles.

Outstanding – Level III (4 points)

- Performance of duties mutually agreed upon by the faculty member and the Chair, or as indicated by the title of Associate Chair, Assistant Chair, Program Coordinator or some other such designation; OR
- Other work assigned and accomplished during the year that contributes a body of service, professional development and governance activities featuring multiple leadership roles.

**ATTACHMENT A
DETERMINING OVERALL RATING UNDER ANNUAL EVALUATION MATRIX**

Each faculty member's overall rating will be based upon points scored in each applicable category. These individual scores will be weighted based upon the faculty member's annual assignment of duties. Once the scores are weighted, the faculty member's overall rating will be determined. The following charts show the weights accorded to each faculty profile and the point ranges for the overall rating.

<u>FACULTY PROFILE</u>	<u>TEACHING</u>	<u>SCHOLARLY ACTIVITY</u>	<u>SERVICE</u>
Teaching-Intensive (4-4 teaching load)	90%	0%	10%
Standard (3-3 teaching load)	50%	40%	10%
Research (3-2 or 2-2 teaching load)	40%	50%	10%

Overall Rating after Weighted Scores	Outstanding	Above Satisfactory	Satisfactory	Conditional	Unsatisfactory
TOTAL POINTS	4.0 - 3.5	3.4 - 3.0	2.9 - 2.5	2.4 - 1.0	.9 - 0