

Faculty Center for Teaching and Learning 2007 Evaluation Standards for In-Unit Faculty

In-Unit faculty at the Faculty Center for Teaching and Learning will be evaluated as Outstanding, Above Satisfactory, Satisfactory, Conditional, or Unsatisfactory in each of the broad areas outlined below and for an Overall Evaluation. Each faculty member will project percentage splits for the categories, six weeks before the beginning of the evaluation cycle for approval by the Director. Actual percentages as determined by changing needs of the Faculty Center will be reported at the end of the cycle.

A rating will be given to each category A-E. The "Actual Percentage" will be used to provide weighted averages toward the calculation of the Overall Evaluation.

Faculty will submit a portfolio each year to document their performance in the areas outlined below.

A. Instructional Activities—Internal to UCF

1. Facilitate a minimum of thirty hours of workshops per year (e.g. calendar workshops, Course Innovation Project sessions, Graduate Teaching Assistant training, Winter or Summer Conference sessions, New Faculty Orientation sessions, specialized sessions for department or college groups)
2. Provide a minimum of one hundred consultations and/or observations for faculty members.
3. Develop or revise at least two workshops and associated materials.
4. Peer evaluations of conference and orientation workshops score consistently as “satisfactory.”

Projected Percentage: _____

Actual Percentage: _____

Unsatisfactory: meet one or fewer of the four subsections in category “A.”

Conditional: meet two of the four subsections in category “A.”

Satisfactory: meet three of the four subsections in category “A.”

Above Satisfactory: meet all four of the subsections in category “A”, AND peer evaluations of conference and orientation workshops score consistently as “above satisfactory.”

Outstanding: exceed all of the subsections in Category “A” by:

A1: Substantially exceeding (25% above) the parameters required for a “satisfactory” rating.

A2: Substantially exceeding (25% above) the parameters required for a “satisfactory” rating.

A3: Increasing to four workshops.

A4: Increasing evaluation score to consistently “outstanding.”

- B. Research & Creative Activities—Primarily focused external to UCF
1. Develop (collaboratively and individually) new web or hard copy resources of a minimum of ten pages, or make equivalent revision to existing documents.
 2. Present work at a minimum of one professional meeting or conference per year, as directed and funded.*
 3. Establish and implement a SoTL agenda in teaching and learning and share findings with the professional community through a minimum of one publication, poster, or presentation. (These may be included in #B2.)
 4. Audience feedback on a representative selection of work done in items 1-3 above will be consistently satisfactory.

Projected Percentage: _____

Actual Percentage: _____

Unsatisfactory: meet one or fewer of the four subsections in category “B.”

Conditional: meet two of the four subsections in category “B.”

Satisfactory: meet three of the four subsections in category “B.”

Above Satisfactory: meet all four of the subsections in category “B” AND increase audience feedback to “above satisfactory.”

Outstanding: exceed all of the subsections in Category “B” by:

B1: Increase to twenty pages.

B2: Increase to two or more

B3: Increase to two or more

B4: Increase to “outstanding”

* If funding is not provided, standards shift to meeting three of the four subsections for “above satisfactory” or “outstanding,” two of the four subsections for “satisfactory,” one of the four subsections for “conditional,” and zero of the four subsections for “unsatisfactory.”

C. Service:

1. Participate as a member, as invited or assigned, on two college committees.
2. Participate as a member in at least one state, regional, national, or international professional development association.
3. Serve as hosts to visiting faculty and administrators from other institutions.
4. Mentor faculty or staff.

Projected Percentage: _____

Actual Percentage: _____

Unsatisfactory: meet zero of the four subsections in category "C."

Conditional: meet one of the four subsections in category "C."

Satisfactory: meet two of the four subsections in category "C."

Above Satisfactory: meet three of the four subsections in category "C."

Outstanding: meet all four of the subsections in category "C" AND establish or maintain a partnership in which the faculty member provides a service to an external agency.

D. Professional Development:

1. Attend at least one external conference for faculty development or SoTL, as directed and funded.
2. Achieve certification, online or face-to-face, in a relevant professional endeavor, or participate in relevant administrative or technical training.

Projected Percentage: _____

Actual Percentage: _____

Unsatisfactory: meet zero of the four subsections in category “D,” with no progress toward meeting at least one of the subsections.

Conditional: meet zero of the four subsections in category “D,” but progress toward meeting at least one of the subsections is verified.

Satisfactory: meet one of the two subsections in category “D.”

Above Satisfactory: meet both of the subsections in category “D.”

Outstanding: meet both of the subsections in category “D” AND implement one or more concepts from professional development experiences into professional activities.

E. Other Assigned Duties:

1. Perform administrative assignments (e.g. event coordination, scheduling, effective coordination with other units on campus) as requested.

Projected Percentage: _____

Actual Percentage: _____

Ratings of **Outstanding, Above Satisfactory, Satisfactory, Conditional, and Unsatisfactory** and will be awarded on the basis of performance in areas that could include, but are not limited to, the following:

- timeliness
- thoroughness
- precision
- organization
- demeanor
- degree of difficulty
- level of effort required

Comments:

Faculty signature

Date

Director signature

Date