

**ANNUAL EVALUATION STANDARDS
DEPARTMENT OF HISTORY
UNIVERSITY OF CENTRAL FLORIDA**

TEACHING

The History Department has a commitment to excellence in teaching at the undergraduate level as well as in the graduate program. It is expected that all faculty will devote significant time and effort to teaching and provide students with intellectually stimulating classes.

Evaluation of faculty teaching will be based on an assessment of the following:

1. Student Evaluations
2. Course syllabi
3. Other class materials such as class notes, student exams, and assignments, and any other materials relevant to the faculty member's teaching assignment
4. Any relevant materials the faculty member may wish to submit
5. Unsolicited student communications

Satisfactory

The faculty member will receive a rating of "Satisfactory" in teaching based on fulfilling all of the following standards:

1. Meets classes on a regular basis as scheduled
2. Holds scheduled office hours
3. Replies in a timely fashion to student inquiries
4. Provides effective and accurate advisement when requested
5. Provides clear, detailed course syllabi that meet the university requirements
6. Gives fair examinations and returns them in a timely fashion
7. Gives final examinations during the final examination period in compliance with university regulations
8. Treats students in a respectful, professional way
9. Conducts student evaluations in all classes taught

Above Satisfactory

The faculty member will receive a rating of "Above Satisfactory" if the faculty member meets the standards for a "Satisfactory" rating and in addition attains three (3) of the following

1. Has student evaluations in a majority of courses above the CAH mean. This criterion will be measured by a comparison of the "Overall Assessment of Instructor" item
2. Has student evaluations in a majority of courses above the department mean. This criterion will be measured by a comparison of the "Overall Assessment of Instructor" item
3. Teaches an Honors class
4. Teaches a graduate course
5. Serves as a member of an MA thesis committee
6. Serves as a member of an Honors in the Major thesis committee
7. Teaches HIS 4150

8. Teaches a web course (either M or W)
9. Teaches the department's senior seminar course
10. Teaches a large class of at least 75 students.
11. Teaches a new course
12. Gives independent study courses that total at least two hours of semester credit
13. Teaches more than five courses in the yearly evaluation period (calendar year, academic year, lunar year or whatever period is specified in the Collective Bargaining Agreement).
14. Performs some other noteworthy teaching activity that is not included in the above items. Faculty must provide documentation of such noteworthy teaching activity.
15. Participates in a teaching-related workshop
16. Teaches more than 200 students in the yearly evaluation period
17. Teaches an undergraduate class at the 3000/4000 level [for instructors and visiting instructors only]

Outstanding

The faculty member will receive a rating of "Outstanding" if the faculty member meets the standards for an "Above Satisfactory" rating and in addition attains one of the following

1. Fulfills a total of seven (7) of the standards in the "Above Satisfactory" category
2. Wins a UCF TIP Award
3. Wins a CAH Excellence in Teaching Award
4. Supervises a completed MA thesis
5. Supervises a completed Honors in the Major thesis
6. Administers the History MA program as Graduate Coordinator
7. Administers the History GEP program as GEP Coordinator
8. Heads the Public History Program

RESEARCH

The History Department expects all tenured and tenure-track faculty to have an active research program with a view to publishing scholarly monographs and peer-reviewed articles in international, national, and regional journals. It is understood that in history research and publication take time and that the tangible products of research may not appear in any given year. It is also understood that the burden of producing books and articles weighs most heavily upon those in fields outside of United States history because historians in such fields must travel long distances usually at their expense in order to do their research. Ultimately, however, success in research means publication of scholarly monographs and peer-reviewed articles and it is on these bases that faculty research must be judged. Faculty will be expected to provide documentation for all research activity when requested to do so.

Satisfactory

The faculty member will receive a rating of “Satisfactory” if the faculty member meets one of the following standards

1. Demonstrates progress on a book length manuscript
2. Submits a substantial article to a peer-reviewed journal
3. Publishes a book review in a scholarly journal
4. Publishes an article in a non-peer-reviewed journal
5. Submits a grant proposal, internal or external

Above Satisfactory

The faculty member will receive a rating of “Above Satisfactory” if the faculty member meets the requirements for a “Satisfactory” rating and in addition fulfills one of the following standards

1. Authors a scheduled paper presented at a state, regional, national, or international professional conference
2. Publishes a peer-reviewed book chapter (written or translated)*
3. Has an article accepted or published in a peer-reviewed journal (written or translated)*
4. Has a book manuscript under consideration at a reputable press.
5. Has an internal grant proposal funded

Outstanding

The faculty member will receive a rating of “Outstanding” if the faculty member meets any one of the following standards

1. Publishes a scholarly monograph or translates one**
2. Publishes an edited book or translates one
3. Publishes two articles in peer-reviewed journals or two book chapters or one article in a peer-reviewed journal and one book chapter*
4. Publishes an article in a peer-reviewed journal or a book chapter and presents two papers at state, regional, national, or international conferences*

5. Obtains a funded external grant
6. Publishes as co-author a scholarly book***
7. Publishes a text book with a reputable press
8. Wins a UCF RIA Award

*Articles will be counted when accepted or published (but not both). Documentation of the acceptance of articles is required.

**Publication of a monograph is of such significance that it shall be rewarded with a rating of "Outstanding" in Research for two consecutive years.

***Co-authorships of books or articles are less common in history than many other disciplines. Therefore, co-authored works will be evaluated on a case-by-case basis with the UCF author expected to provide a clear and definitive description of his or her contribution to the work.

EDITORSHIP OF THE *FLORIDA HISTORICAL QUARTERLY*

Editorship of the *Florida Historical Quarterly* will count as research. The following standards will constitute the basis of the evaluation with an elaboration with more precise details to be the subject of agreement between the editor of the *FHQ* and the chair of the history department.

Satisfactory

- Editor produces four issues of the journal a year in a timely fashion
- Journal articles reflect state and regional historiography

Above Satisfactory

- Journal editor publishes articles by regionally and nationally known authors

Outstanding

- Editor and/or articles published in the *FHQ* receive national recognition (e.g. national prizes awarded for articles, editor selected for service on national association boards, etc.)

SERVICE

Although less important than Teaching and Research, all faculty are expected to provide service to the department, the college, and the university as well as to professional organizations.

Satisfactory

The faculty member will receive a rating of “Satisfactory” if the faculty member meets three (3) of the following standards:

1. Serves on two or more departmental standing committees
2. Serves on a department search committee
3. Serves on a CAH committee
4. Serves on a university committee
5. Chairs a department standing committee, a department search committee, a CAH committee, or a university committee
6. Chairs the department’s Research Colloquium series
7. Provides substantial service to a student organization
8. Gives a public lecture on a historical subject to a local or regional group or organization
9. Gives a talk on a historical subject to a public, private, or charter school
10. Consults with a public, private, or charter school to improve history education
11. Serves as an officer for a local, regional, state, national or international professional organization.
12. Evaluates a manuscript for a professional journal or assesses a book for publication for a press
13. Publishes a book review in a newspaper
14. Serves as a chairperson for, or a discussant on, a panel at a state, regional, national or international professional meeting.
15. Provides an interview on a historical subject to a local or national media outlet
16. Is responsible for a public lecture by a distinguished historian from outside UCF at UCF
17. Organizes a professional conference, seminar, or workshop
18. Serves on an advisory professional board or an editorial board
19. Heads the department Institutional Effectiveness Committee
20. Advises or assists with Phi Alpha Theta
21. Serves on the UCF Faculty Senate

Above Satisfactory

The faculty member will receive a rating of “Above Satisfactory” if the faculty member meets five (5) of the standards listed above.

Outstanding

The faculty member will receive a rating of “Outstanding” if the faculty member meets seven (7) of the standards listed above.

OTHER UNIVERSITY 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.

CONDITIONAL AND UNSATISFACTORY RATINGS

The preceding standards reflect the achievements necessary to attain an evaluation of Satisfactory or above. Failure to achieve a rating of Satisfactory will result in a rating of Conditional or Unsatisfactory. The decision on which of these two to assign in an individual case will be made by the chair based on the following factors:

- how far below the Satisfactory level the faculty performance falls
- the likelihood that the less than Satisfactory performance can and will be improved
- other relevant considerations

OVERALL FACULTY RATING

The History Department believes that for the performance of its mission Research and Teaching are critical and rank equally. In order to achieve an overall rating of Outstanding, it is understood that a faculty member must achieve a rating of Outstanding in either Research or Teaching and no less than an Above Satisfactory in the other area.

Revised August 2006