

Department of Industrial Engineering and Management Systems
College of Engineering and Computer Science
University of Central Florida

Faculty Annual Evaluation Guidelines

IEMS Faculty Evaluation Procedure

The faculty members of the Department of Industrial Engineering and Management Systems (IEMS) at UCF have worked to develop a strategic plan that will serve as a guide for the faculty members' efforts and activities in the areas of teaching, research, and service. The department strategic plan is closely aligned with the strategic plans of the college and university. All faculty members of the IEMS department are expected to perform tasks and activities that will support the strategic direction of the department and help to ensure achievement of the goals identified in the strategic plan.

The activities of faculty members in the areas of teaching, research, service, and other university duties will be evaluated annually using the calendar year as stated in the BOT-UFF agreement. Each faculty member will complete an annual summary of their activities related to teaching, research, service and other duties. This summary of activities will be evaluated by the Department Chair using the IEMS Faculty Evaluation criteria as described in the following section. The Department Chair will meet individually with each faculty member to discuss the results of the annual evaluation and any suggestions for improvement and/or activity changes needed to enhance teaching, research, or service.

Visiting professors and instructors on academic year contracts teaching department courses will also be required to submit an annual activity report and student course evaluations for all assigned courses.

Such assignments are typically teaching only and individuals serving on such assignments do not have the same performance expectations for other duties such as research, committee work, and the like as do tenure-track faculty.

Evaluations for these faculty will be based only on their assigned duty space. Graduate Teaching assistants will be evaluated on the basis of student course evaluations and any reported activity in course enhancements they are responsible for developing.

IEMS Faculty Evaluation Criteria

Upon review of the Faculty Annual Summary of effort and activities the IEMS Department Chair will assign a rating for each category (i.e. teaching, research, service, and other duties as assigned). Standard Guidelines outlined in this document will be used by the Department Chair to assign ratings for the various categories.

Evaluation Category: Teaching

In the IEMS strategic planning sessions it was the consensus of the group that courses offered in our department must be of the highest quality and incorporate innovative aspects to promote experiential learning and ensure student preparedness to succeed in the workplace. Thus, factors considered in the annual assessment of teaching efforts will include: educational partnerships, experiential learning, innovation in the classroom, involvement in theses and dissertation committees, involvement in student technical competitions, undergraduate research activities, course enhancement activities, and new course offerings.

Baseline expectations for teaching performance include:

(1) Meeting classes as scheduled and giving a final exam or approved substitute project during the scheduled final exam period. The substitute work given in lieu of a final examination must be approved by the Chair.

(2) Providing and following a syllabus for each assigned course that follows the current university guidelines regarding syllabi and providing a copy of the syllabus to the department office for each class taught.

Outstanding Ratings for Teaching will be assigned to faculty members that have significant course enhancement activities or new offerings; significant involvement of state-of-the-art tools, software, and instrumentation in courses; significant theses/dissertation supervision; significant industry/educational partnership involvement; Primarily “Very Good-Excellent” ratings on student perception evaluations; significant involvement with student team competitions with national results; and/or research efforts on student learning.

“Significant” means a level of activity clearly above the norms for teaching a course, e.g. developing a set of PowerPoint slides to accompany class lectures vs. using the text author’s set available through the publisher. The categories of “moderate” and “minimal” activity as mentioned below must of necessity rest in the chair’s professional judgement.

Above Satisfactory Ratings for Teaching will be assigned to faculty members that have moderate course enhancement activities or new offerings; moderate involvement of state-of-the-art tools, software, and instrumentation in courses; moderate theses/dissertation supervision; moderate industry/educational partnership involvement; Primarily “Good-Very Good” ratings on student perception evaluations.

Satisfactory Ratings for Teaching will be assigned to faculty members that have minimal course enhancement activities or new offerings; minimal involvement of state-of-the-art tools, software, and instrumentation in courses; minimal theses/dissertation supervision; minimal industry/educational partnership involvement; Primarily “Good” ratings on student perception evaluations.

Conditional Ratings for Teaching will be assigned to faculty members that have no course enhancement activities or new offerings; no involvement of state-of-the-art

tools, software, and instrumentation in courses; no theses/dissertation supervision; no industry/educational partnership involvement; Primarily “Fair” ratings on student perception evaluations and course complaints

Unsatisfactory Ratings for Teaching will be assigned to faculty members that have no course enhancement activities or new offerings; no involvement of state-of-the-art tools, software, and instrumentation in courses; no theses/dissertation supervision; no industry/educational partnership involvement; Primarily “Fair-Poor” ratings on student perception evaluations and course complaints and management problems.

Evaluation Category: Research

In the IEMS strategic planning sessions it was the consensus of the group that all faculty will work to grow research activities in the department and promote the incorporation of research initiatives focused on contributing significantly to the body of knowledge in their field as well as advancing the state of technology available to assist US industries in remaining competitive. Thus, factors considered in the annual assessment of research efforts will include: research activities, external funding, peer-reviewed publications, proposal submissions, conference publications and participation, research partnerships.

The goal to maintain and enhance national visibility for the IEMS department is a tenure-track faculty steady-state expectation for research activity on the order of 3-5 refereed publications per year, average PhD production (as an advisor) at 1 per year, and outside research funding at an average level of \$200K/year. The latter figure is based on having 4 PhD students in a pipeline to graduate 1 each year, with a support and tuition coverage for each at \$50K/year.

An individual performing at this level is deemed to have “significant” research activity. Proportionately less activity will be rated at “moderate” or “minimal” in the professional judgement of the Chair.

Outstanding Ratings for Research will be assigned to faculty members that have a significant level of external research funding; significant number of peer-reviewed journal publications appearing in print; significant proposal submission rate; significant journal publication submission rate; significant conference publication acceptance rate; significant conference presentations; and/or significant involvement with research partnerships.

Above Satisfactory Ratings for Research will be assigned to faculty members that have a moderate level of external research funding; moderate number of peer-reviewed journal publications appearing in print; moderate proposal submission rate; moderate journal publication submission rate; moderate conference publication acceptance rate; moderate conference presentations; and/or moderate involvement with research partnerships.

Satisfactory Ratings for Research will be assigned to faculty members that have a minimal level of external research funding; minimal number of peer-reviewed journal publications appearing in print; minimal proposal submission rate; minimal journal publication submission rate; minimal conference publication acceptance rate; minimal conference presentations; and/or moderate involvement with research partnerships.

Conditional Ratings for Research will be assigned to faculty members that have no external research funding; no peer-reviewed journal publications appearing in print; low proposal submission rate; no journal publication submission rate; no conference publication acceptance rate; low conference presentations; and/or no involvement with research partnerships.

Unsatisfactory Ratings for Research will be assigned to faculty members that have no external research funding; no peer-reviewed journal publications appearing in print; no proposal submission rate; no journal publication submission rate; no conference publication acceptance rate; no conference presentations; and/or no involvement with research partnerships.

Evaluation Category: Service

In the IEMS strategic planning sessions it was the consensus of the group that all faculty will work to provide service efforts that advance the professional organizations and societies, regional and local community as well as the university, college, and department. The service activities of faculty members should also help to enhance the national image and visibility of the department. Thus, factors considered in the annual assessment of service efforts will include: journal editorships, board memberships, professional society involvement, university committees, college committees, department committees and mentoring.

Service is indeed important to the overall mission of the department, but will typically constitute no more than 3-5% of a faculty member's time or effort each term. There are obvious levels of increasing importance of service in professional societies, ranging from membership to fellow status, local section chairmanships, conference committees and national offices. The higher levels of activity will generate high evaluation scores.

The community service area is evaluated in the same fashion. Clearly, appointments to local government committees and leadership roles in school committees are examples of mature services roles. Membership in Homeowner's associations, while important, are not as directly related to the mission of the university and will not be rated as highly as the former. Ratings in this area are at the professional judgement of the chair.

Outstanding Ratings for Service will be assigned to faculty members that have significant journal editorship responsibilities; significant professional board appointments, significant involvement in professional organizations; significant involvement in university committees; significant involvement in college committees; significant involvement in department committees; and/or significant involvement with mentoring of new faculty or graduate students.

Above Satisfactory Ratings for Service will be assigned to faculty members that have some professional board appointments, moderate involvement in professional organizations; moderate involvement in university committees; moderate involvement in college committees; significant involvement in department committees; and/or moderate involvement with mentoring of new faculty or graduate students.

Satisfactory Ratings for Service will be assigned to faculty members that have some involvement in professional organizations; some involvement in university

committees; some involvement in college committees; and/or some involvement in department committees.

Conditional Ratings for Service will be assigned to faculty members that have minimal involvement in professional organizations; minimal involvement in university committees; minimal involvement in college committees; and/or minimal involvement in department committees.

UnSatisfactory Ratings for Service will be assigned to faculty members that have no involvement in professional organizations; no involvement in university committees; no involvement in college committees; and/or low involvement in department committees.

Evaluation Category: Other Duties as assigned

In the IEMS Department occasionally faculty members may have assignments in addition to or in lieu of teaching, research, and service. For example, these assignments may include: Associate Department Chair, Assistant Department Chair, Undergraduate Program Coordinator, Graduate Program Coordinator, etc. In assigning these positions, it will be the responsibility of the Department Chair to develop a list of expected duties and responsibilities of the associated assignment. The performance criteria of these positions will be developed using the information on expected duties and responsibilities. Also, the Department Chair will develop benchmarks and metrics to be used in assessing annual performance of persons fulfilling such positions.

Overall Evaluation Assessment Rating

The overall annual evaluation assessment rating will be assigned by the Department Chair using inputs from each rating on teaching, research, service, and other duties as assigned. In determining the overall annual evaluation categorical weighting values will be assigned based on the strategic plan, goals, and priorities of the college and department. Also, input on assigned FTEs will be factored into the overall assessment for each faculty member.

Merit Pay Increases

All merit pay increases will be distributed according to the current BOT-UFF collective bargaining agreement found at <http://www.facultyrelations.ucf.edu>. Merit pay increases will be awarded to faculty whose most recent overall annual evaluations are “Outstanding” or “Above Satisfactory”.