

DRAFT

Institute for Simulation and Training
University of Central Florida

Faculty Annual Evaluation Guidelines

IST Faculty Evaluation Procedure

The faculty members of the Institute for Simulation and Training (IST) 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 research, teaching and service; with the principal emphasis on research. IST's strategic plan is closely aligned with the strategic plans of the university and forms the conceptual basis for the IST Annual Activities Report (AAR). All faculty members of IST are expected to perform tasks and activities that will support the strategic direction of the IST and help to ensure achievement of the goals identified in the strategic plan.

The activities of faculty members in the areas of research, teaching, 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 hereafter referred to as the Annual Activities Report (AAR). The AAR will be evaluated by the IST Director or his/her designee using the IST Faculty Evaluation criteria as described in the following section. The Faculty Evaluation criteria will be incorporated into the Employee Evaluation Form in a manner to be consistent with BOT-UFF agreement. The IST Director or his/her designee 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. Faculty will be afforded the opportunity to meet with the IST Director to get additional insights into their evaluation. For those IST faculty with teaching assignments, their teaching department will be asked to give input on this area of assignment.

IST Faculty Evaluation Criteria

Upon review of the AAR the IST Director or designee will use the Employee Evaluation Form (EEF) to assign a rating, as appropriate, for each category (i.e. IST projects and activities, proposal activities, etc.). All categories may not apply equally (or at all) to each individual, depending on their duties. Categories will be weighted at the beginning of the year according to the faculty member's role in their IST research lab, the particulars of the research team they are on, and in line with the strategic plan. Category weightings will be made available to employees through his/her supervisor. These weightings should be discussed with the employee at the beginning of the academic year and at any time such that changes are made due to redirection in responsibilities or focus. Faculty who are jointly appointed in other departments will receive a composite rating from IST and their department. Guidelines outlined in this document will be used by the

evaluator to assign ratings for the various categories. In addition to the category ratings, an Overall Employee Performance rating will be given on the EEF.

Evaluation Category: Projects and Activities

In the IST strategic planning sessions it was the consensus of the group that project activities must be of the highest quality to meet sponsor expectations and to attract new sponsors. Thus, factors considered in the annual assessment of AAR will include: delineating specific contributions to each project, innovation in executing tasks, timeliness of task execution, results of work, and external recognition of activities (e.g., awards, peer reviewed publications, etc).

Outstanding Ratings for Projects and Activities will be assigned to faculty members that have made significant, measurable, and recognized contributions to projects and activities. Outstanding ratings may also be assigned for faculty who have made particularly innovative progress in executing projects and activities.

Above Satisfactory Ratings for Projects and Activities will be assigned to faculty members that have moderate overall progress in the activities noted above and have performed outstanding work in one of the areas noted above.

Satisfactory Ratings for Projects and Activities will be assigned to faculty members who have performed all of their duties, as noted above, in a correct and appropriate manner.

Conditional Ratings for Projects and Activities will be assigned to faculty members who have not materially contributed to meeting the objectives of their assigned projects.

Unsatisfactory Ratings for Projects and Activities will be assigned to faculty members whose activities have had a negative impact on achieving project goals.

Evaluation Category: Project Management/Supervision

Factors considered for project management/supervision are: successful completion of project(s) or successful and measurable progress if the project is on-going; operating within the agreed to budget; meeting the customer's expectations; results in follow-on work or increased capability to attract future work; selecting appropriate mix of qualified students/faculty and overall demonstrated management of the team. The ability to meet the above behavioral markers while supervising multiple projects that may vary in size is also a consideration.

Outstanding Ratings for Project Management/Supervision will be assigned to faculty members whose demonstrated performance exceeds all the above criteria of project management/supervision.

Above Satisfactory Ratings for Project Management/Supervision will be assigned to faculty members whose demonstrated performance meets all applicable criteria of project management/supervision.

Satisfactory Ratings for Project Management/Supervision will be assigned to faculty members whose demonstrated performance meets only 75% of the criteria.

Conditional Ratings for Project Management/Supervision will be assigned to faculty members whose demonstrated performance meets 50% or less of the criteria.

Unsatisfactory Ratings for Project Management/Supervision will be assigned to faculty members whose demonstrated performance falls significantly short of meeting the criteria stated under “Evaluation Category” above.

Evaluation Category: Proposal Activities

Factors considered for proposals are: Proposal activities that include research and identification of desirable proposal options, principle authorship, contributing authorship, supporting roles in team proposals, and while monetary value of proposals awarded is a criteria, additional merit should be assigned to individuals who are successful at small proposals in innovative or breakthrough areas. This will support future growth and expansion of IST capabilities. Additionally, diversity in funding sources and the ability to obtain new sponsors are also factors that should be considered.

The typically desired result of a proposal submission is an externally funded research project. Proposals that are submitted but not funded may have some tangible benefits; however, it is the funded proposals that are the life blood of IST due to our reliance on external funding for the majority of our operations. What is deemed significant should be quantified at the lab level and made public to employees within that lab at the beginning of the year.

Outstanding Ratings for Proposal Activity will be assigned to faculty members who have received a significant level of external research funding as a result of their proposal activities, and have obtained diversity in funding sources, and/or new funding sources.

Above Satisfactory Ratings for Proposal Activity will be assigned to faculty members that have a moderate level of external research funding as a result of their proposal activities and/or have a significant proposal submission rate, and have obtained diversity in funding sources, and/or new funding sources.

Satisfactory Ratings for Proposal Activity will be assigned to faculty members who have minimal level of external research funding and/or moderate proposal submission rate.

Conditional Ratings for Proposal Activity faculty will be assigned to faculty members who have no external research funding and a minimal proposal submission rate.

Unsatisfactory Ratings for Proposal Activity will be assigned to faculty members who have no external research funding and no proposal submissions.

Evaluation Category: Publications

There are various types and forms of publications that contribute to forwarding IST’s goals. These include journal articles, book chapters, archival publications (as listed for example in the ISI Web of Knowledge, <http://portal.isiknowledge.com/>), and conference publications (some of which are archival such as SIGGRAPH, while others such as I/ITSEC are not). Additionally, reports for sponsors which get published by the sponsoring agency and web publications also count towards establishing ISTs reputation. The list above is not all inclusive, but dissemination of research results is critical to growing IST’s reputation. In an effort to build IST’s reputation, diversity in publication outlets is also important.

While there are a variety of publication outlets those which are peer reviewed should generally receive more weighting than those which are not. However, the preferred method of publication may differ across disciplines. Therefore, those outlets which carry the most importance as well as what is deemed significant in terms of numbers (by discipline norm) should be decided within each lab and made available to employees.

Outstanding Ratings for Publications will be assigned to faculty that have a significant number of peer-reviewed journal publications appearing in print; significant publications that are not peer-reviewed, significant publications (either peer or non-peer reviewed) submission rate; significant conference publication acceptance rate; and/or significant conference presentations; high levels of diversity in publication outlets.

Above Satisfactory Ratings for Publications will be assigned to faculty that have a moderate number of peer-reviewed journal publications appearing in print; moderate publications that are not peer-reviewed, moderate publications (either peer or non-peer reviewed) submission rate; moderate conference publication acceptance rate; and/or moderate conference presentations; moderate diversity in publication outlets.

Satisfactory Ratings for Publications will be assigned to faculty that have a minimal number of peer-reviewed journal publications appearing in print; minimal publications that are not peer-reviewed, minimal publications (either peer or non-peer reviewed) submission rate; minimal conference publication acceptance rate; and/or minimal conference presentations.

Conditional Ratings for Publications will be assigned to faculty that have no peer-reviewed journal publications appearing in print; low level of publications that are not peer-reviewed, low level of publications (either peer or non-peer reviewed) submission rate; low conference publication acceptance rate; and/or low conference presentations.

Unsatisfactory Ratings for Publications will be assigned to faculty that have no peer-reviewed journal publications appearing in print; no publications that are not peer-reviewed, no publications (either peer reviewed or non-peer reviewed) submission rate; no conference publication acceptance rate; and/or no conference presentations.

Evaluation Category: Professional Development, Teaching and Service

Factors considered for professional development and service include: service activity, teaching activity, attendance at professional conferences and meetings, and educational development (see below for descriptions).

Service activity includes participation on UCF or external professional committees, professional society involvement, journal editorship, and board memberships. For those who do not have formal joint appointments this would also include serving on dissertation or master thesis committees.

Teaching activity includes faculty who are the teacher of record for UCF undergraduate and graduate classes, and committee membership in those departments as it relates to their teaching load. This may also include supervision and mentorship of students at IST for those who do not have formal joint appointments.

Attendance at Professional Conferences and Professional Meetings includes attendance at meetings and conferences related to the faculty members research fields of

interest or related to research projects the faculty member is involved with or would like to be involved with.

Educational Development consists of courses taken as a learner including college courses, short courses and workshops.

Outstanding Ratings for Professional Development will be assigned to faculty that have significant service activities; significant teaching success as measured by their teaching department; significant attendance at professional conferences and professional meetings; and/or significant educational development.

Above Satisfactory Ratings for Professional Development will be assigned to faculty that have moderate service activities; moderate teaching success as measured by their teaching department; moderate attendance at professional conferences and professional meetings; and/or moderate educational development.

Satisfactory Ratings for Professional Development will be assigned to faculty that have minimal service activities; minimal teaching success as measured by their teaching department; minimal attendance at professional conferences and professional meetings; and/or minimal educational development.

Conditional Ratings for Professional Development will be assigned to faculty that have no service activities, no teaching success as measured by their teaching department; minimal attendance at professional conferences and professional meetings or service activities and no educational development..

Unsatisfactory Ratings for Professional Development will be assigned to faculty that has no service activities, no attendance at professional conferences and professional meetings and no educational development.

Overall Evaluation Assessment Rating

The overall annual evaluation assessment rating will be assigned by the IST Director or his/her designee using inputs from each of the Evaluation Categories described above. In determining the overall annual evaluation categorical weighting, values will be assigned by the IST lab housing the faculty based on the strategic plan, goals, and priorities of IST and how that lab's activities fold into the UCF Strategic Plan. In the case that the rating given by the IST Director or designee differ from that recommended by the employee's supervisor, the supervisor should be informed of the change and have an opportunity to respond before the final evaluation assessment is given.

Merit Pay Increases

All merit pay increases will be distributed according to the current BOT-UFF agreement found at www.ucf.edu/provost.html. Merit pay increases will be awarded to faculty who receive an "Outstanding" or "Above Satisfactory" overall evaluation rating.