

Department of Molecular Biology & Microbiology
Merit Standards
August 2005

Preamble

The merit standards listed below serve more as a guide rather than a checklist of items to be accomplished. It is virtually impossible to write merit standards that can be applied equitably to every individual in the department because its members are at various stages in their careers and perform a greater quantity of tasks in their area of specialized expertise. In order to capitalize on these areas of expertise, it may be necessary to negate or diminish other areas of expected performance. The Chair will apply the standards solely based on annual faculty assignment. The department expects that the Chair will evaluate the total contribution by a faculty in relation to the Mission of each unit. The following are guidelines that illustrate the type and quantity of contributions, which should merit ratings of Outstanding, Above Satisfactory, Satisfactory or Conditional.

The Department does not believe that a quota system as to the number of Outstanding, Above average and Satisfactory individuals should be imposed by the Administration.

TEACHING & SERVICE TRACK

Category A: Instructional Activities

Satisfactory

Demonstrates skills as an effective instructor by the following:

1. Obtain an acceptable or “average” student evaluation, as compared to the department.
2. Provides instruction in area of assigned courses using appropriate teaching models and activities and meets classes as scheduled and, unless prior arrangements are made with the chair, gives the final during the scheduled final exam period. .
3. Provides students with sufficient guidance with regard to expectations (learning objectives) and a course description or syllabus.
4. Updates and enhances course materials on a regular basis that is commensurate with the departmental expectations.
5. Administers evaluations in a fair and equitable manner to determine the students’ understanding of the material as well as the effectiveness of the teaching methods. Maintains departmental standards for student performances.

6. Uses student evaluations and feedback to make appropriate changes in instruction, testing and course materials.
7. Assists students who may require additional help during office hours or appropriate outside class time.
8. Serves as a professional mentor to students for career guidance, skill enhancement and when appropriate, writes reference letters.
9. Continues to maintain expertise and progressive professional growth in area of course assignments through participation in professional activities such as, professional organizations and maintaining currency in literature.
10. Is well informed and professional in advising assigned students and handles associated paperwork in a timely matter.

Above Satisfactory

Meets 1-10 and 2 of the standards in 11-15.

11. Has obtained student evaluations above the departmental mean Students Perception of Instruction.
12. Has developed new laboratory activities and/or substantially revised course materials including lectures and tests.
13. Participates in accreditation, assessment or institutional effectiveness programs.
14. Prepares formal or informal program to disseminate new information to the department faculty after participating in teaching development courses, seminars, conferences, or workshops.
15. Attends courses, seminars, conferences and workshops in the instructor's field of study.

Outstanding

Meets the satisfactory and above satisfactory and at least 2 of standards 16-22.

16. Publishes a chapter in a textbook or a textbook as an author.
17. Publishes a research and/or educational material in a professional peer-reviewed journal.
18. Presents a workshop, seminar or lecture at a state or national professional meeting in the field of discipline or in education.
19. Develops a new course.

20. Receives excellent overall assessment on Student Perception of Instruction of instruction.
21. Receives significant funding for teaching related activities.
22. Receives recognition in teaching through awards.

Category B: Service

Satisfactory

Must satisfy 2 of the following standards:

1. Serves on any active Departmental, College or University committee.
2. Serves the community in a professional capacity by serving on a committee or as an officer for a local, regional or state organization, or public school in capacity that utilizes skills derived from that discipline.
3. Serves the profession by reviewing a manuscript for professional or scientific journal or textbook.
4. Demonstrates multiple participation under any one of the four service categories represented in standards (1-3) above (e.g., service on several departmental, college or university committees).

Above Satisfactory

Must satisfy 2 from 1-4 as well as 2 of the following standards:

5. Develops new recruitment tools to allow increased public awareness of UCF programs and the department.
6. Provides continuing education seminars for the community and/or University.
7. Serves as an invited consultant or spokesperson for a state or national organization.
8. Adds a web-based or computer-assisted learning mechanism that provides new materials to students and/or the community.
9. Demonstrates exceptional accomplishment and service in satisfactory criteria (1-4).

Outstanding

Must satisfy 2 from the Satisfactory standards as well as 2 from the Above Satisfactory standards, Plus 12 or 13 or 14.

OR

10. Meets all four standards necessary to achieve Satisfactory.

OR

11. Meets all standards necessary to achieve Above Satisfactory.

12. Serves as an editor, meeting organizer, review panel member, or chair of a major committee for a state, national or international professional organization.

13. Receives public recognition for outstanding service to the University, community or profession.

14. Serves in multiple committees with substantial time commitment.

15. Otherwise demonstrates outstanding service to the University, community or profession.

TEACHING, RESEARCH AND SERVICE TRACK

Category A. Instructional Activities

Satisfactory

Demonstrates skills as an effective teacher by the following:

1. Meets assigned classes regularly as scheduled and unless prior arrangements are made with the chair, gives the final during the scheduled final exam period, uses appropriate instructional techniques, covers appropriate course topics and materials, student evaluations indicate through numerical ratings and free response sections that the instructor has met obligations to the student in a satisfactory manner.
2. Keeps regular and special advisement appointment hours, is well-informed and professional in advising assigned students, and handles paperwork associated with advisement in a timely manner.
3. Updates and enhances course materials on a regular basis that is commensurate with the departmental expectations.
4. Evaluates student's performance in a fair and equitable manner while maintaining departmental standards for student performance.
5. Receive close to average (at least above 3.0) student evaluations in all courses taught.
6. Is the chairperson and research advisor for at least one active thesis-option graduate student. New hires will not be expected to chair thesis committee the first year.

Above Satisfactory

7. Meets standards 1-6.

AND

8. Evaluation of course content and student evaluation indicate through numerical and free response sections that instructor has not only met obligation to the student but has also imparted knowledge to the students that extends beyond required textbooks and laboratory manuals.

AND

9. Served as chair of two thesis committees including one graduate student committee

AND

10. Has provided significant input to departmental curriculum matters.

OR

11. Has developed new laboratory experiments to update course content.

OR

12. Has published material on teaching methods.

OR

13. Has submitted a proposal for development of a new course or for laboratory instrumentation.

Outstanding

14. Meets standards for above satisfactory

AND

15. Serves as the chair of more than two graduate students thesis committees.

16. Meet two of the four standards indicated in 10-13.

Category B. Research and Creative Activities

Satisfactory

1. Maintains a funded research program through grants or contracts.

OR

2. Has submitted at least one substantial proposal for funding consideration by a national funding agency. (This standard cannot be used for more than two consecutive years.)

AND

3. Has published (in press or accepted) at least one peer reviewed paper.

Above Satisfactory

4. Satisfies 1 above and has published at least two peer reviewed papers.

Outstanding

5.Exceeds “Above Satisfactory”, Standards 4

AND

6. Two or more funded grants, as PI, more than two peer reviewed publications in the field and professional recognition, such as an invited review, as an invited speaker at a national or international symposium, regular membership in national review boards,, membership in an editorial board of a journal.

Category C: Service

Satisfactory

Must satisfy 2 of the following 4 standards.

1. Serve the University by serving any active Department, College or University committee.
2. Serve the community by presenting a professional talk to a local or regional group, public school or organization.
3. Serve the community by serving on a committee or as an officer for a local, regional or state organization, or public school in a capacity that utilizes skills derived from that discipline.

4. Serve the profession by reviewing manuscripts or grants for professional, scientific journal.

OR

5. Demonstrate multiple participation under any one of the four service categories represented in criteria (1-4) above (e.g., service on several departmental, college or university committees).

Above Satisfactory

6. Meet the standards necessary to achieve Satisfactory.
7. Demonstrate exceptional (participation in two or more) accomplishments and service under any two of the four service categories represented in standards (1-4) above.

OR

8. Serve as an invited consultant to or spokesperson for a state or national organization.

Outstanding

9. Meet all four standards (1-4) necessary to achieve Satisfactory.

AND

10. Meet the standards necessary to achieve Above Satisfactory

AND

11. Serve as a principal officer, editor, meeting organizer, or chair of a major committee for a state, national or international organization.

OR

12. Receive public recognition (awards or commendations) for outstanding service to the University, community or profession.

Special Notes

These standards reflect the minimum accomplishments necessary to achieve an evaluation of satisfactory or above. Failure to achieve at least a satisfactory rating will result in an evaluation of Conditional or Unsatisfactory. The decision on which below satisfactory rating to assign in individual cases is made by the chairperson without reference to specified standards. The decision will be made on the basis of

1. The degree to which performance deviates from a Satisfactory level, (2) the likelihood that the below satisfactory performance can be improved, and (3) other considerations relevant to the individual case. As in the case of all evaluations, below-satisfactory ratings may be brought before the Council of Professors for review providing the faculty member gives approval for the Council of Professors to see their academic evaluations.
2. 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 standards. The chairperson without reference to written standards makes evaluation of performance in other University Duties. A contested evaluation is subject to review by the Council of Professors providing the faculty member gives approval for the Council of Professors to see their academic evaluations..