

## MMAE ANNUAL EVALUATION STANDARDS AND PROCEDURES

The MMAE vision is to become a department of distinction with integrity and excellence recognized and measured in all our activities of teaching, research and service, and to be ranked in the top 50 nationally in the next five years. In order to achieve this vision, certain performance measures are expected from each MMAE faculty member in terms of teaching, research and service activities. These measures need to be aligned with the strategic plan of CECS. The mission of the department involves three major elements: teaching, research and service. Faculty members are to be evaluated in accordance with assignments in all three elements. Expectations and assignments can and should have a balance tailored to the potential contribution of the faculty members. Evaluation is also critical for promotion and tenure of our department's junior faculty, and must provide them useful feedback on a continuous basis throughout their career. The final outcome should be an evaluation that works in the best interest of our department faculty as a whole and can advance the department's goals and objectives.

The Chair has the responsibility of assigning duties and communicating performance expectations to the faculty. Faculty meeting higher expectations should receive corresponding differentials in merit pay. The expectations should be reflected in the standards adopted by MMAE faculty and described in this document.

The following general guidelines are provided for faculty evaluation in a calendar year. More details for the current year are provided in the attached table. The numbers given in the table will be incrementally changed every year to reach the 5-year goal of the college. The weight factors breakdown for MMAE is as follows: Research Model (40% for teaching, 50% for research, and 10% for service). A teaching model can also be chosen by a faculty member after discussion with the Chair. The Teaching Model would involve a higher percentage of teaching and would generally involve teaching three courses per semester.

**Teaching:** The MMAE mission calls for *excellence in undergraduate and in graduate teaching*, both in and out of the classroom. Evaluation of teaching should take account of student evaluations in each course taught, interpreted in light of the course level and nature, the historical pattern of evaluations in the course, and the demands and standards required by, and grades assigned by, the instructor. All faculty are expected to receive generally favorable student evaluations. Active advising should be expected of all faculty. For an outstanding rating, in addition to actively participating in MMAE assessment and accreditation activities, a faculty member should have generally favorable evaluations for the courses taught, and should show high activity outside the classroom as follows: (1) Active supervision of student research by faculty with significant research assignments, including completion of doctoral and masters students. (2) High activity in course and laboratory development. (3) Active service as a faculty advisor to student professional society chapters. (4) Participation in curriculum development through the Undergraduate and/or Graduate Curriculum and Standards Committee. (5) Significant activity in undergraduate and graduate student recruitment.

**Research and Scholarly Activity:** The MMAE mission calls for *excellence in research*. All faculty are expected to engage in research and scholarly activity, and the Chair should judge quality as well as quantity. Faculty whose assignments have a significant research

component have the obligation to seek funding supporting their research and providing financial relief to MMAE. It is appropriate to assign relatively low research activity to faculty with correspondingly higher teaching and/or service assignments. Research and scholarly activity involves the following elements. (1) Publishing books and chapters in books; publishing articles in archival journals and conference proceedings; publishing reviews; making presentations in settings such as professional conferences; advising student groups submitting reports to design competitions. (2) Attracting appropriate external funding; showing high activity in preparing proposals; establishing significant research facilities; and involvement in UCF research institutes. For an outstanding rating, a faculty member should have publications bringing national recognition to MMAE, and should attract high levels of research resources to UCF.

**Service:** The MMAE mission calls for full participation in the professions in the Central Florida technical community and in university governance. The Chair has the responsibility to assign academic governance responsibilities equitably and to insist on fulfillment of the assignments. Regarding academic governance, faculty are expected to participate in MMAE faculty meetings, to be responsive to requests for assessment and accreditation materials, to be active on committees, to contribute to documents such as strategic plans, to meet with interviewees and attend invited speaker events, and to respond to MMAE requests for information. Professional service includes holding offices in the national and/or local chapters of appropriate professional societies, organizing symposia, and professional meetings, performing editorial and reviewer service, serving as faculty advisor to student chapters, giving presentations at professional conferences, and attending national and/or local meetings. Regarding the Central Florida community, faculty members are expected to interact with the Industrial Advisory Committee. To receive an outstanding rating in service, in addition to actively participating in assessment and accreditation activities, a faculty member should render service at levels far above the norm and show leadership, professionally and/or at UCF, for example as organizer of a symposium and/or as chair of a major UCF/CECS/MMAE committee.

**Other duties:** At times other duties may be assigned. When this occurs, the faculty member and Chair need to agree about how these duties will be evaluated. If disagreement occurs, the Chair will make the final decision.