



University of Central Florida

NanoScience Technology Center

FACULTY EVALUATION GUIDELINES

Revised July 5, 2006

For the NanoScience Technology Center (NSTC) to realize its vision to become one of the top nanoscience/nanotechnology units nationally, certain performance measures are expected of each faculty member in terms of teaching, research and service. The NSTC Director will use the performance measures outlined in this document for annual faculty evaluations. One of the primary considerations will be the performance of multidisciplinary, collaborative interactions both within the Center and with the rest of the university, as well as outside the university.

Annual Faculty Evaluation *Standard and Procedures*:

The following procedures apply to all faculty members in the NSTC.

Procedures: Each NSTC faculty member (tenured, tenure-track or visiting) will prepare the required Faculty Annual Activities Report, describing his or her accomplishments in teaching, research, service during the calendar year (January 1 – December 31). Additionally, an up-to-date curriculum vitae (resume) is due with the annual report.

The report and CV will be due in December each year. The Director will use these summary reports, CV and other relevant information to assign ratings for each category that describes the performance of each faculty member. In doing so, the Center Director will use the standards outlined in this document.

The ratings are:

- Outstanding
- Above satisfactory
- Satisfactory
- Conditional
- Unsatisfactory

Evaluations will be conducted annually in a meeting between the Director and each faculty member to discuss:

- Faculty productivity during the evaluation period (from January 1 – December 31)
- Ratings of research (60%), teaching (25%) and service (15%)
- Overall rating

- Next year's plan and goals
- Open time to discuss any other issues, needs or concerns
- One of the primary considerations will be the performance of multidisciplinary, collaborative interactions both within the Center and with the rest of the university, as well as outside the university.

This meeting is followed by a written summation of the review on the Evaluation Form from the Director for each faculty member of the Center. This review will provide feedback on research, teaching and service. Each faculty member will be asked to sign the Evaluation Form and may choose to respond in writing to the annual review. This response also becomes a part of that faculty member's file. Since it is the responsibility of the Director to ensure that candid, constructive and appropriate feedback is given to the faculty, the Director may actively consult with other faculty members, as he/she deems appropriate. Annual evaluations will be used primarily to determine faculty merit salary increases for the following year if raises are mandated. The Director, at his/her discretion, may consider other relevant work and efforts performed by the faculty in the evaluation which are not specifically detailed in this document. The Director may use these work elements to increase a faculty member's overall evaluation. A faculty member having attained the required performance standards, as described below, may not have their evaluation reduced by standards not specified within this document.

It should also be noted that, based on the emphasis of the Center for multidisciplinary and interdisciplinary activity, no requirement for P.I. on grants is in the following standards. Also, publications will count, even if they are shared principle authorship with another group.

Partial initial year at UCF.

In many cases new faculty members will not *begin their appointment* at UCF on January 1, thus will be reporting on a partial year. In this case the following standards will apply.

Satisfactory – The submission of an acceptable plan and goals for the first full year at UCF.

Above Satisfactory – The teaching of one course *or* the submission of at least two grant proposals that can be either internal or external funding mechanisms.

Outstanding – The teaching of one course, the submission of at least three grant proposals, the publication of one paper from UCF as well as some, minimal, service in terms of committee participation, other service to the university, *or* service outside the university.

Tenure-track Assistant Professor (assumed to be a 6 year process)

The evaluation standards for the first two years of the tenure process are as follows:

Category A. Instructional Activities

Satisfactory

Demonstrates skills as an effective teacher by the following:

1. Meets assigned classes regularly as scheduled, uses appropriate and up-to-date instructional techniques, covers appropriate course topics and materials, student evaluations indicate through numerical ratings and free response sections that the instructor has met the overall obligations to the students in a satisfactory manner. If the instructor, due to obligations, is absent from the classroom the Director needs to be notified and arrangements for a substitute or make up class be made.
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. Evaluates student's performance in a fair and equitable manner while maintaining standards for student performance.
4. Obtains acceptable student evaluations (overall average 3.0 or greater). The evaluation ratings are as follows: 5) Excellent 4) Very Good 3) Good 2) Fair 1) Poor; with at least 75% of the annual evaluations ranking in the Good or higher categories.
5. Must involve graduate students and postdoctoral researchers in his/her laboratory. Is the major thesis advisor for at least one active Ph.D. graduate student as well as supervise one postdoctoral researcher and undergraduate students.

Above Satisfactory

6. Meets standards 1-4.

AND

7. 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

8. Has demonstrated active involvement in curriculum and departmental programs such as: developed new laboratory experiments to update course content, publishing material on teaching methods, or submitted a proposal for development of a new course or for laboratory instrumentation.

AND

9. Is the major thesis advisor for at least two active Ph.D. graduate students as well as supervise one postdoctoral researcher and undergraduate students.

Outstanding

10. Meets standards 6-8.

AND

11. Supervise three Ph.D. graduate students as well as supervise two postdoctoral researcher and undergraduate students.

Category B: Research and Creative Activities

One of the primary considerations will be the performance of multidisciplinary, collaboration interactions both within the Center and with the rest of the university, as well as outside the university.

Satisfactory

1. Has at least one peer reviewed paper published, in press or accepted for publication during the evaluation year.

AND

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

OR

3. Otherwise document a viable research program through the submission of at least five grant proposals with a total value of at least 2M.

Above Satisfactory

4. Has at least two peer reviewed papers published, in press or accepted for publication during the evaluation year.

AND

5. Have given at least one invited talk at a national meeting or research institution.

AND

6. Has a well-funded research program as evidenced by approximately \$100,000 in funding for this calendar year.

Outstanding

7. Exceeds “Above Satisfactory” standard as evidenced by: multiple grants of about \$200,000 for this calendar year, multiple publications (at least five) and invited presentations (at least three) that bring recognition to the program, the University and the Center. Invitations to write reviews/book chapters.

Category C: Service

Satisfactory

Must satisfy 2 of the following 4 standards.

1. Support the University by participating in any active Center, 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, state or national organization, or public school in a capacity that utilizes skills derived from that discipline.
 4. Serve the profession by reviewing a manuscript or proposal for a funding agency or professional organization, scientific journal, or textbook.
- OR
5. Demonstrate multiple participation under any one of the four service categories represented in standards (1-4) above (e.g., service on several departmental, college or university committees).

Above Satisfactory

6. Demonstrate exceptional accomplishments and service under any of the four service categories represented in standards (1-4) above.

Outstanding

7. Meet all standards necessary to achieve Above Satisfactory.

AND

In addition fulfill two of the following: (a) Receive public recognition for outstanding service to the University, community or profession. (b) Serve as an invited consultant to or spokesperson for a state or national organization. (c) Serve as a principal officer, editor, meeting organizer, or chair of a major committee for a state, national or international organization. (d) Serve in a grant review panel at the national level.

Category D. Other

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.

Evaluation standards for years 3-6 of the tenure process.

Category A. Instructional Activities

Satisfactory

Demonstrates skills as an effective teacher by the following:

1. Meets assigned classes regularly as scheduled, uses appropriate and up-to-date instructional techniques, covers appropriate course topics and materials, student evaluations indicate through numerical ratings and free response sections that the instructor has met the overall obligations to the students in a satisfactory manner. If the

instructor, due to obligations, is absent from the classroom the Director needs to be notified and arrangements for a substitute or make up class be made.

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. Evaluates student's performance in a fair and equitable manner while maintaining standards for student performance.
4. Obtain acceptable student evaluations (overall average 3.0 or greater). The evaluation ratings are as follows: 5) Excellent 4) Very Good 3) Good 2) Fair 1) Poor; with at least 75% of the annual evaluations ranking in the Good or higher categories.
5. Is the major thesis advisor for at least two active thesis-option Ph.D. graduate students as well as supervise one postdoctoral researcher and undergraduate students.

Above Satisfactory

6. Meets standards 1-4.

AND

7. 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

8. Has demonstrated active involvement in curriculum and departmental programs, as evidenced by: developed new laboratory experiments to update course content, publishing material on teaching methods, or submitted a proposal for development of a new course or for laboratory instrumentation.

AND

9. Is the major thesis advisor for at least three active thesis-option Ph.D. graduate students as well as supervise one postdoctoral researcher and undergraduate students.

Outstanding

10. Meets standards 6-8.

AND

11. Supervise four Ph.D. graduate students as well as two postdoctoral researchers and undergraduate students.

Category B: Research and Creative Activities

One of the primary considerations will be the performance of multidisciplinary, collaboration interactions both within the Center and with the rest of the university, as well as outside the university.

Satisfactory

1. Has at least one peer reviewed paper published, in press or accepted for publication during the evaluation year.
2. Maintains a funded research program through grants or contracts of at least 125K in funding for this calendar year.

Above Satisfactory

3. Has at least two peer reviewed papers published, in press or accepted for publication during the evaluation year.
4. Have given at least three invited talks at a national meeting or at a research institution.
5. Has a well-funded research program as evidenced by approximately \$250,000 in funding for this calendar year.

Outstanding

6. Exceeds “Above Satisfactory” standards as evidenced by: multiple grants of about \$400,000 for this calendar year, multiple publications (at least seven) and invited presentations (at least five) that bring recognition to the program and the University. Invitations to write reviews/book chapters.

Category C: Service

Satisfactory

Must satisfy 2 of the following 4 standards.

1. Serve the University by serving any active Center, 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, state or national organization, or public school in a capacity that utilizes skills derived from that discipline.
4. Serve the profession by reviewing a manuscript or proposal for a funding or professional organization, scientific journal, or textbook.

OR

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

Above Satisfactory

6. Demonstrate exceptional accomplishments and service under any of the four service categories represented in standards (1-4) above.

Outstanding

7. Meet all standards necessary to achieve Above Satisfactory.

AND

In addition fulfill two of the following: (a) Receive public recognition for outstanding service to the University, community or profession. (b) Serve as an invited consultant to or spokesperson for a state or national organization. (c) Serve as a principal officer, editor, meeting organizer, or chair of a major committee for a state, national or international organization. (d) Serve in a grant review panel at the national level.

Category D. Other

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.

Non-tenured Associate Professor

Category A. Instructional Activities

Satisfactory

Demonstrates skills as an effective teacher by the following:

1. Meets assigned classes regularly as scheduled, uses appropriate and up-to-date instructional techniques, covers appropriate course topics and materials, student evaluations indicate through numerical ratings and free response sections that the instructor has met the overall obligations to the students in a satisfactory manner. If the instructor, due to obligations, is absent from the classroom the Director needs to be notified and arrangements for a substitute or make up class be made.
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. Evaluates student's performance in a fair and equitable manner while maintaining standards for student performance.
4. Obtain acceptable student evaluations (overall average 3.0 or greater). The evaluation ratings are as follows: 5) Excellent 4) Very Good 3) Good 2) Fair 1) Poor; with at least 75% of the annual evaluations ranking in the Good or higher categories.
5. Is the major thesis advisor for at least two active thesis-option Ph.D. graduate students as well as supervise one postdoctoral researcher and undergraduate students.

Above Satisfactory

6. Is the major thesis advisor for at least three active thesis-option Ph.D. graduate students as well as supervise two postdoctoral researchers and undergraduate students.

AND

7. Meets standards 1-4.

AND one of the two following standards

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.
9. Has demonstrated active involvement in curriculum and departmental programs, as evidenced by: developed new laboratory experiments to update course content, publishing material on teaching methods, or submitted a proposal for development of a new course or for laboratory instrumentation.

Outstanding

10. Meets standards 7-9.

AND

11. Supervise four Ph.D. graduate students as well as supervise two postdoctoral researchers and undergraduate students.

Category B: Research and Creative Activities

One of the primary considerations will be the performance of multidisciplinary, collaboration interactions both within the Center and with the rest of the university, as well as outside the university.

Satisfactory

1. Has at least two peer reviewed papers published, in press or accepted for publication during the evaluation year.

AND

2. Maintains a funded research program through grants or contracts of at least 150K in funding for this calendar year.

Above Satisfactory

3. Has at least three peer reviewed papers published, in press or accepted for publication during the evaluation year.
4. Have given at least three invited talks at a national meeting or at a research institution.
5. Has a well-funded research program as evidenced by approximately \$250,000 in funding for this calendar year.

Outstanding

6. Exceeds “Above Satisfactory” standard as evidenced by: multiple grants of about \$400,000 for this calendar year, multiple publications (at least seven) and invited presentations (at least five) that bring recognition to the program and the University. Invitations to write reviews/book chapters.

Category C: Service

Satisfactory

Must satisfy 2 of the following 4 standards.

1. Serve the University by serving any active Center, 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, state or national organization, or public school in a capacity that utilizes skills derived from that discipline.
4. Serve the profession by reviewing a manuscript or proposal for a funding or professional organization, scientific journal, or textbook.

OR

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

Above Satisfactory

6. Demonstrate exceptional accomplishments and service under any of the four service categories represented in standards (1-4) above.

Outstanding

7. Meet all standards necessary to achieve Above Satisfactory.

AND

In addition fulfill two of the following: (a). Receive public recognition for outstanding service to the University, community or profession. (b) Serve as an invited consultant to or spokesperson for a state or national organization. (c) Serve as a principal officer, editor, meeting organizer, or chair of a major committee for a state, national or international organization. (d) Serve in a grant review panel at the national level.

Category D. Other

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.

Tenured Associate Professor and Tenured Full Professor

Once a faculty member is tenured in the NSTC he/she is expected to be leaders in the field of nanoscience technology development and transfer. Considering the wide breath of possible directions this can take and to give tenured members of the Center as much freedom as possible, the strict guidelines established for tenure-track faculty will be relaxed to enable practical utilization of this freedom.

Teaching Activities:

The following is the list of teaching and other instructional activities that will drive the faculty evaluation in the teaching area. Not all areas need to have been addressed in a given year, but high quality is expected.

- Ph.D. Dissertation, M.S. Thesis and B.S. Honors Thesis supervision
- Educational Journal and Conference publications
- Educational grants/partnerships/projects such as NSF CCLI, STEP, IGERT, CRCD, REU
- Competitive Teaching Award
- Textbook and textbook chapter publications
- Curriculum development that includes course revisions and development, new preparations, lab development and seminar development
- Student teaching evaluations and peer evaluations

- Involvement with student team competitions, independent studies, as well as projects and student teams/organizations directed
- Industry/educational partnership involvement
- Ph.D. and M.S. committee participation
- Creativity in instructional methods

Expected Teaching Performance for Tenured Associate Professors

To become a strong and nationally recognized Center for nanoscience technology in educational scholarships, on the average, the following are recommended expectations per full-time faculty member:

- Dissertation supervision to completion: average of 0.75 to 1/year
- Educational journal publications: 1/year
- Student teaching evaluations (if applicable): Good-Very Good

Expected Teaching Performance for Professors

To become a strong and nationally recognized Center for nanoscience technology in educational scholarships, on the average, the following are recommended expectations per full-time faculty member:

- Dissertation supervision to completion: average of 1.5 to 2/year
- Educational journal publications: 1/year
- Student teaching evaluations (if applicable): Good-Very Good

Criteria for ratings:

- **Outstanding:** An outstanding is earned by completing – at a minimum – the following three points: (1) graduating Ph.D. students, (2) carries on scholarly teaching activities outside the classroom, (3) is a knowledgeable and creative teacher. In addition, the individual must have the breadth of knowledge needed to either cover several areas or relate the results of other areas to his/her own area of specialty, have depth of knowledge to awaken students' interests to at least one field of specialization, be innovative in the creation of learning activities, is both prompt and fair in giving students feedback and keeps abreast of the field and shares this new knowledge with students.
- **Above Satisfactory:** An Above Satisfactory rating is earned by completing – at the minimum – (1) graduating Ph.D. students and one of the following points: (2) carries on scholarly teaching activities outside the classroom, (3) is a knowledgeable and creative teacher. Earning an Above Satisfactory rating means the individual is considered to be a knowledgeable and creative teacher by both students and faculty, is innovative in the creation of learning activities and is both prompt and fair in giving students feedback. A significant activity in teaching will also help earn a rating of Above Satisfactory.
- **Satisfactory:** Does and adequate job of carrying out all teaching responsibilities assigned to him/her mentoring Ph.D. students. Provides fair and prompt feedback on student performance.
- **Conditional:** Poor teaching performance.
- **Unsatisfactory:** Has performed poorly and has shown no willingness and/or ability to improve, **or** has neglected his/her assigned duties as a teacher and mentor. Has made no progress, has shown no initiative, has poor teaching evaluations and has shown no effort and/or ability to improve.

Research Activities:

The following is the list of research and other creative activities that will drive the faculty evaluation in the teaching area:

- Refereed Journal Publications
- Refereed Conference Publications
- Funded Proposals as PI and as Co-PI plus External Research Funding by major agencies, especially Federal and other external sources
- International/National research awards (i.e. best paper)
- Patent Innovation, innovative hardware and/or software inventions
- Invited papers in prestigious journals/proceedings
- External Research funds by major funding agencies (\$)
- Internal Research funds (\$)
- Involvement with research and industry partnerships, especially technology transfer
- Involvement in start-up companies in the High Technology Corridor
- Conferences/workshops/tutorials as PC/Keynote Speaker
- Conference/workshop/tutorials as participant
- Proposal submission activities
- Involvement with interdisciplinary research

Expected Research Performance for tenured Associate Professors

To be a strong and nationally recognized Nanoscience Center in research scholarships, on the average, the following are recommended expectations per full-time faculty member:

- Refereed Journal Publications and/or Conference Publications in print: 5/year (Conference Publications here refer to those that are recognized as maintaining high academic standards with an acceptance rate that is comparable to journals).
- Research funds (\$): 300K/year

Expected Research Performance for Professors

To be a strong and nationally recognized Nanoscience Center in research scholarships, on the average, the following are recommended expectations per full-time faculty member:

- Refereed Journal Publications and/or Conference Publications in print: 10/year (Conference Publications here refer to those that are recognized as maintaining high academic standards with an acceptance rate that is comparable to journals).
- Research funds (\$): 500K/year

Criteria for ratings:

- **Outstanding:** Produces high quality research as evidenced by publication in reputable journals and/or proceedings. Funded research grants/contracts in excess of the school average. Gives presentations/keynote speeches at national meetings and in other forums which help to gain recognition for the individual, the school and the university that provide recognition and visibility.

- **Above Satisfactory:** Maintains an active role as a researcher and/or innovator. Publishes in quality journals, proceedings, texts, and/or nationally distributed innovative hardware or software. Has research funding at or near the department average.
- **Satisfactory:** Keeps current in the area of research or creative endeavor. Is actively engaged in a project that leads to occasional papers or other form of dissemination of results and/or develops research grant proposals that have a reasonable degree of success.
- **Conditional:** Poor performance based on time allocated for creative efforts.
- **Unsatisfactory:** Has performed poorly and has shown no willingness and/or ability to improve or has neglected his/her assigned duties as a researcher.

Service Activities:

The following is the list of service activities that will drive the faculty evaluation in the teaching area:

- Editorialships
- Leadership positions in Professional Organizations (national/international officer or committee member, being named Fellow in Scientific organizations)
- Technical Reviewing and Panelist for funding agencies
- Member of program committee for technical conferences
- Reviewer for academically reputable journals and conferences
- Center Service (chair/member of committee(s), undergrad/grad program coordinator) and Center Support (registration, orientation, recruiting colloquia)
- College and University Service
- Serving on State, National and International Boards
- Faculty Mentoring and student societies (advisor, speaker at meetings)
- Publicity
- Community Service: speaker at civic organizations/industry, public school speaker, assist public schools or related activities (i.e. judge at science fairs, etc.)

Criteria for ratings:

- **Outstanding:** Provides national and international visibility to UCR NSTC. Provides significant leadership involvement to at least one major committee. When called upon, provides similar services to the college and university. Serves in roles such as reviewer, referee and/or organizer for national and international organizations and grant agencies. Is an active member of professional societies that are appropriate to his/her research interests.
- **Above Satisfactory:** Is an active member of professional societies that are appropriate to his/her research interests. Is professionally active in the college, university, public schools, community or with student organizations, or is doing an especially good job on Center committees.
- **Satisfactory:** Provides service willingly to the school and completes his/her service successfully.
- **Conditional:** Shows minimal involvement in the school and does not attend to his/her assignments in matters of school governance.

- **Unsatisfactory:** Has performed poorly and has shown no willingness and/or ability to improve, or has neglected his/her assigned duties in the area of service.

One of the primary considerations will be the performance of multidisciplinary, collaboration interactions both within the Center and with the rest of the university, as well as outside the university.

Category D. Other

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.

Instructors

At this point there are no plans for instructors to be hired within the Center, but, if there are in the future, proper standards will be developed through discussions with the faculty. Unless otherwise noted in their contract, the expectations for visiting faculty will be the same as those for the appropriate level of tenure track or tenured faculty members.

Director's Discretion

As noted above, the Director may use other standards or accomplishments, not specifically stated above, in evaluation of a faculty member's performance. In addition, the Director may assign a higher evaluation rating in a given category even if the numerical metrics were not met in every standard required in a category. An example of this would be if the faculty member has the publications in a high impact journal such as Science or Nature, as this may compensate for not meeting the numerical target set forth for a specific rating in a specific category. However, at no point, if the faculty member has met all the standards in a specific category, will the faculty member be given a rating less than that indicated by the reported performance.