

**The College of Optics and Photonics  
Standards for Annual Evaluation of Faculty  
2006**

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 College because its members are at various stages in their careers and may have different assignments. The evaluator(s) will apply the standards based on annual faculty assignments. It is expected that the Chair will evaluate the total contribution by a faculty member in relation to the Mission of the college. The following are guidelines that illustrate the type and quantity of contributions that would merit ratings of Outstanding, Above Satisfactory, Satisfactory or Conditional.

It is understood that the standards of this college, particularly for research and scholarly activity, may be significantly different from other colleges at UCF. The college administration should emphasize this when supporting college faculty applications to the university for promotion, tenure and other university awards.

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

**Basic Assumptions**

1. As a Ph.D. granting department within a university, faculty members holding Assistant, Associate, and Professor ranks are expected to have a significant assignment in the teaching of students via lecturing, and/or supervising teaching laboratories, curriculum development and mentorship to prepare students for the M.S. and Ph.D. degrees.
2. As a Ph.D. granting department, faculty members holding Assistant, Associate, and Professor ranks are expected to have a significant assignment in research and will be judged accordingly.
3. Performance should be commensurate with annual assignments. A faculty member with a higher teaching (research) assignment will be expected to produce more in teaching (research) compared to a faculty member having a lesser teaching (research) assignment.
4. Review of performance should emphasize “quality” rather than just “quantity”.

The College of Optics and Photonics follows the rules set by the BOT/UFF collective bargaining agreements.

## **TEACHING, RESEARCH AND SERVICE**

### **Category A. Instructional Activities**

#### **Satisfactory**

Demonstrates skills as an effective teacher by the following:

1. Meets assigned classes regularly as scheduled, provides students with a course syllabus in accordance with UCF policies and gives the final exam during the scheduled final exam period unless special prior arrangements are made in writing with the Associate Dean; keeps regular office hours; returns graded assignments to students in a timely manner; returns grade sheets to the college on time; uses appropriate instructional techniques; covers appropriate course topics and materials, and in the case of core graduate courses, covers the materials required for the Ph.D. qualifying exam. Student evaluations indicate through numerical ratings and free response sections that the instructor has met obligations to the student in a satisfactory manner.
2. Updates and enhances course materials on a regular basis that is commensurate with the departmental expectations.
3. Evaluates students' performance in a fair and equitable manner while maintaining departmental standards for student performance.
4. Has at least 75% good, very good or excellent in "overall evaluation of instructor" student evaluations (or above the departmental average) in all courses taught (possible exceptions may be made for small class size).
5. Is the chairperson and research advisor for at least one active M.S. thesis or Ph.D. dissertation graduate student. Recently hired faculty will not be expected to chair these committees in their first year.

#### **Above Satisfactory**

6. Meets standards 1-5.

AND

7. Course content indicates that instructor has not only met obligations to the student but has also offered knowledge to the students that extends beyond required textbooks and laboratory manuals.

AND

8. Student evaluations indicate through numerical and free response sections that instructor has not only met obligations to the student but has also presented knowledge to the students that extends beyond required textbooks and laboratory manuals.

AND

9. Served as chair or co-chair of at least one Ph.D. dissertation advisory committee where the student has passed the candidacy exam OR of an advisory committee for a Masters thesis that was successfully defended in the evaluation period. This requirement is relaxed for new tenure earning faculty.

AND

10. Satisfies two of the following:
  - a. Has provided significant input to departmental curriculum matters.
  - b. Has developed a new course or significantly modified an existing course, or developed a web based course.
  - c. Has developed new laboratory experiments to update course content.
  - d. Has served on the PhD qualifying exam committee
  - e. Has published material on teaching methods.
  - f. Has documented extensive tutoring of students (other than the faculty member's own graduate students).
  - g. Has submitted a proposal for development of a new course or for laboratory instrumentation.
  - h. Has received external funding for an education-related program.
  - i. Has successfully directed an undergraduate honors thesis or other undergraduate student research project (e.g. REU) to completion in the evaluation period.
  - j. Has served as chair or co-chair of a total of 5 or more dissertation committees (passed candidacy) or of successfully defended MS committees,
  - k. Presents innovative methodologies for teaching, e.g. FEEDS course
  - l. Has won one or more teaching awards during the evaluation period

### **Outstanding**

11. Meets standards for above satisfactory

AND (one of the following)

12. Meets four of the standards indicated in section 10.

OR

13. Has significantly high student evaluations

### **Other**

It is understood that the above listing of items under ‘Satisfactory’, ‘Above Satisfactory’ and ‘Outstanding’ categories is not complete and that other potentially outstanding items/accomplishments/contributions to optics education, research and/or service can be made by faculty members. In the interest of allowing innovation and entrepreneurship, the evaluators can take into account other items upon written justification explaining the item’s value.

In addition, the following can take the place of certain of the above items if both the unit head and Dean approve.

14. Serves as chair or co-chair of dissertation committees for an unusually large number of graduate students (this is normally considered >8). Has at least one Ph.D. or two Masters students who have successfully defended during the evaluation period and all students should be making satisfactory progress in terms of having passed candidacy or proposal exams in accordance with the Optics Student Handbook.

### **Category B. Research and Creative Activities**

#### **Satisfactory**

1. Has published (in press or accepted) at least one peer reviewed journal paper and has given 1 conference paper. (*If counted while “in press” or “accepted”, this publication cannot be counted again in a future year when published.*) (*New faculty: 1 conference paper in year 1, 1 journal paper in year 2*)

AND (one of the following)

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

OR

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

#### **Above Satisfactory**

4. Satisfies 2 or 3 above and has published at least two peer reviewed journal papers (book chapter should be equivalent to journal paper), or published one paper and had one patent issued, and had at least 1 peer reviewed conference paper. Publications must demonstrate student involvement. Quality is assumed to be determined by the review process. This requirement will be relaxed for new faculty.

AND

5. Maintains a viable research program, capable of funding all of his or her students and research scientists and maintaining state-of the art equipment, where necessary, to perform this research.

AND

6. Satisfies two of the following:

- a. published peer-reviewed journal papers in addition to those covered by section 4 above. Publications must demonstrate student involvement.
- b. had patents issued in addition to those counted in section 4 above
- c. presented an invited paper at a national or international meeting
- d. membership on a national review board (e.g. as National Research Council panel member or expert)
- e. membership in an editorial board of a journal
- f. membership on an international conference program committee
- g. Submitted significant new proposals
- h. Established new collaborative efforts within UCF – such as having submitted proposals or published papers with other faculty at UCF.
- i. Established new collaborative efforts with Florida industry (such as publishing a paper or joint patent or research funded by industry.)

### **Outstanding**

7. Meets or exceeds “Above Satisfactory”, and four of standards 6 (a) - (i)

AND

8. Published multiple peer reviewed journal papers and presented invited, review or plenary papers at international or national meetings.

### **Other**

It is understood that the above listing of items under ‘Satisfactory’, ‘Above Satisfactory’ and ‘Outstanding’ categories is not complete and that other potentially outstanding items/accomplishments/contributions to optics education, research and/or service can be made by faculty members. In the interest of allowing innovation and entrepreneurship, the evaluators can take into account other items upon written justification explaining the item’s value.

In addition, the following can take the place of certain of the above items if both the unit head and Dean approve.

9. Has major collaborative interactions with UCF faculty, e.g. multiple proposals or PI of large multi-faculty or multi-institution grants, e.g. MURI, ERC, etc.
10. Has an unusually large number of publications and/or invited talks
11. Has a large funding portfolio.
12. Obtains ‘Highly Cited’ ranking by the ISI (can be used for only 1 year).
13. Obtains high citations for certain papers by the ISI (cannot be used for multiple years).

14. Has a large number of quality non-refereed proceedings or talks. Quality to be assessed by unit head and Dean in consultation with faculty members and/or outside individuals.
15. Hosts visiting graduate students and/or visiting scientists where these visits result in meaningful enhancement of the mission of the College.
16. other, e.g. significant # of patents issued, and/or colloquia
17. Shows evidence of technology transfer
18. Has students who win awards
19. Receives faculty awards

### **Category C: Service**

#### **Satisfactory**

1. Actively serves (when assigned) on College or University governance or administrative committees, while providing evidence of contributions to these committees.

AND

2. Serves the profession by reviewing manuscripts or grant proposals.

#### **Above Satisfactory**

3. Meets the standards necessary to achieve Satisfactory.

AND

4. Actively participates in additional College or University governance or administrative committees, while demonstrating exceptional participation in at least one of these committees (Evidence of contributions to committees should be provided.) These requirements will be relaxed for new tenure earning faculty

AND

5. Meets one of the following: (These requirements will be relaxed for new tenure earning faculty).
  - a. Serves as chair on an active College or University governance or administrative committee or serves in leadership positions in several university committees.
  - b. Serves on a governance or administrative committee for a national optics or optics-related Professional organization.
  - c. Serves as an officer for a local optics or optics-related professional organization or local section of a national optics or optics-related professional organization.
  - d. Participates in unusual recruiting efforts (e.g. multiple recruiting trips on behalf of CREOL).
  - e. Actively serves the community by presenting professional talks, or other significant service, to local or regional groups, public schools or organizations.

- f. Actively serves the community by working on committees or as an officer for local, regional or state organizations, or public schools in a capacity that utilizes skills derived from that discipline.

### **Outstanding**

5. Meet the standards necessary to achieve Above Satisfactory

AND (one of the following)

6. Serves as a principal officer, editor of a scientific journal, meeting organizer, or chair of a major committee for a state, national or international organization.

OR

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

OR

8. Meets three of the standards in section 5

### **Other**

It is understood that the listing of items under 'satisfactory', 'above satisfactory' and 'outstanding' categories is not complete and that other potentially outstanding items/accomplishments/contributions to optics education, research and/or service can be made by faculty members. In the interest of allowing innovation and entrepreneurship, the evaluators can take into account other items upon written justification explaining the item's value.

In addition, the following can take the place of certain of the above items if both the unit head and Dean approve:

Items from higher evaluation categories might replace items from lower categories, e.g. serving as editor of a scientific journal in the 'Outstanding' category might replace certain committee service.

Other, e.g., unusual service to the profession or the university.

### **Special Notes for Teaching, Research and Service**

These standards are 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 evaluator without reference to specified standards. The decision will be made on the basis of: 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.

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 of other University Duties.