

DEPARTMENT OF POLITICAL SCIENCE

EVALUATION STANDARDS CHECKLIST

Tenured/Tenure Earning Faculty

Fall 2006

PREFACE

Some measure of interpretation is required in the implementation of any set of guidelines such as these. Interpretation of the guidelines in individual cases is the responsibility of the Chair. However, the expressed spirit and purpose of these guidelines is to establish minimum evaluation ranks associated with various levels of performance. If the Chair feels there are clear grounds to deviate from these standards in either direction, justification must be presented to the Evaluation Standards Committee.

The Department shall elect by ballot each Fall a Peer Evaluation Committee of Department members to advise the Chair in the evaluation process. The Committee shall consist of three members and an alternate. The alternate shall attend all meetings and will participate when matters relating to another member of the Committee are at hand. The alternate, if untenured, will not sit on review of the files of other untenured faculty. There will be no Committee chair. The Committee will consult with the Department Chair on general concerns and interpretations of the Evaluation Standards as well as review the Chair's initial decisions for each faculty member. The Committee will also serve to hear informal appeals from faculty members. On any of these issues, the Department acting as a Committee may be involved if it is deemed appropriate by the Chair or by the Peer Evaluation Committee. The Chair shall notify individuals of their evaluations so as to allow for an adequate period of time in order to resolve differences of interpretation. In all cases, the final decisions are the responsibility of the Chair but the Chair must notify the Peer Evaluation Committee of any deviation from their recommendations.

NOTE: Receipt of Excellence awards, TIP, RIA and SoTL are not necessarily evidence of outstanding in the present year being evaluated.

Adopted by unanimous vote of tenured faculty, June 13, 2005.

INSTRUCTIONAL ACTIVITIES

In calculating student evaluation scores, a faculty member will include all courses evaluated as required by university policy and state law. All sections of an ITV course together count as one course. Faculty are expected to provide documentation wherever appropriate or possible ambiguity exists..

SATISFACTORY:

- _____ 1 Meets assigned classes regularly as scheduled including giving the final during the final exam period unless a prior arrangement has been made with the Chair.
and
- _____ 2 The faculty member's scores on the Student Perception of Faculty Instruction (SPFI) surveys shall average within one half of a standard deviation when compared to the college mean score.
and
- _____ 3 Keeps assigned office hours according to department policy.
and
- _____ 4. Syllabi must be complete and conform to University policy.

ABOVE SATISFACTORY:

- _____ 5 Meets standards 1 through 4 above except that the faculty member's scores on the SPFI surveys shall average plus one half of a standard deviation to less than 1 full standard deviation above the college mean score.
And
- _____ 6. Meets any 2 of the standards 7 through 15.
or
- _____ 7 Teaches two different courses (each 3 credits or more) during the academic year (excluding summer or overload).
or
- _____ 8 Teaches one large POS 2041 course (90 students or greater) or an upper division course of 50 or greater students.
or
- _____ 9 Teaches one new course of 3 credit hours or more or teaches a course previously taught as face-to-face as an ITV, M, or W course, or otherwise documents substantial revisions to a course previously taught.
or
- _____ 10 Is the chairperson or committee member for at least one active Master's thesis.
or
- _____ 11. Is the chairperson for at least one active Honor's thesis.
or
- _____ 12 Has directed at least three student credit hours of independent research or independent study.
or
- _____ 13 Has served in a teaching capacity as faculty supervisor for at least one internship.

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or

___14 Is funded on one UCF teaching grant or course development initiative.

or

___15 Publishes an invited or editorially reviewed article on teaching and learning that is not research-based.

OUTSTANDING:

___16 Option 1: Meets standards 1 through 4 above except that the faculty member's scores on the SPFI surveys shall average one standard deviation above the college mean score.

and

___17 Meets three of 5 through 15 above (multiple participations possible).

or

___18 Option 2: Meets standards 1, 2, 3, 4 and 5 above

and

___19 Publishes a workbook or study guide

or

___20 Obtains an outside scholarship of teach and learning grant or a teaching service grant.

or

___21 Publishes a peer reviewed article on teaching and learning that is not research based.

NOTE: Faculty members are given the opportunity to document activities that might not otherwise be revealed in the above categories or represent particularly outstanding accomplishment or service in teaching.

RESEARCH AND CREATIVE ACTIVITIES

Faculty are expected to provide documentation wherever appropriate.

SATISFACTORY:

___1 Submits a research manuscript to a peer-reviewed journal, documentation required: or submits a completed book manuscript, documentation required.

or

___2 Authors a scheduled paper presented at a state, regional, national, or international

professional meeting.

or

___ 3 Submits a research grant, research or creative activities program.

or

___ 4 Brings a scholarly symposium presentation to the campus.

ABOVE SATISFACTORY:

___ 5 Publishes a bibliographic essay or a review essay.

or

___ 6 Publishes an edited book

or

___ 7 Edits a special issue of a journal

or

___ 8 Is funded on one small research grant (internal or external), credit only in the year received.

or

___ 9 Publishes an editorially reviewed book chapter.

or

___ 10 Publishes an invited or editorially reviewed article

or

___ 11 Publishes a short monograph

OUTSTANDING:

___ 12 Authors and publishes a scholarly book, or textbook. Publication of a substantial monograph, book or textbook shall result in the awarding of an "Outstanding" for two consecutive years. (Edited books are excluded).

or

___ 13. Publishes two peer-reviewed research articles in professional journals.

or

___14. Is funded on an external research grant of value \$10,000 or greater, credit only in the year received.

or

___15 Publishes one peer-reviewed research article, book chapter, or research note in a professional journal and satisfies two of the standards 1-4 above or one of standards 5-11 above.

NOTE: Articles will be counted when accepted or published (but not both) and books and book chapters when in press or when published (but not both). Grants will be counted after receipt of a letter of award, or when received (but not both). The significance of journals is to be noted in the Annual Report.

If the research article is a SoTL article, the faculty member needs to document that the article is research-based rather than experiential, descriptive, or anecdotal. Only research-based pedagogical articles count in the research category.

NOTE: Faculty are able to document whether a particular research activity Evaluations a higher evaluation.

SERVICE AND PROFESSIONAL DEVELOPMENT

Faculty are expected to provide documentation wherever appropriate

SATISFACTORY:

Must satisfy 2 of the following 8 standards.

___ 1 Serves the university by service on departmental committee that meets regularly.

___ 2 Serves the university by service with active student organizations.

___3. Has conducted at least one FTIC or Transfer student orientation.

___ 4. Serves the community by giving a professionally-related talk to a local or regional group, organization, public, private, or charter school; or in some other way shares professional expertise with public, private, or charter schools.

___ 5. Serves the community by serving on a committee or as an officer for a local, regional, state, national, or international organization, in profession-related

service.

- ___ 6 Serves the profession by reviewing a manuscript for a professional journal or serving as a reviewer for a professionally related book.
 - ___ 7 Establishes community contacts for the purpose of student recruitment (e.g. at regional campuses)
 - ___ 8 Serves the profession by acting as division or program chair for a state, local, or regional meeting
- or*
- ___ 9 Demonstrates multiple participation under any one of the service categories represented in standards 2-8 above.

ABOVE SATISFACTORY:

- ___ 10 Meets the standards necessary to achieve Satisfactory.
- and*
- ___ 11 Publishes a book review in a professional journal.
- or*
- ___ 12 Serves as a reviewer for a proposal from a federal granting agency.
- or*
- ___ 13. Serves the university by service on a college or university committee.
- or**
- ___ 14. Serves as an outside reviewer for tenure and/or promotion
- or*
- ___ 15 Serves as an invited consultant to, spokesperson for, or keynote speaker at, a local, state, regional, national, or international organization or meeting.
- or*
- ___ 16 Serves as the chairperson for, or a discussant on, a panel at a state, regional, national, or international professional meeting.
- or*

___17 Is funded on one service grant.

or

___18 Assigned as a mentor for an untenured member of the department or of another department.

or

___19 Chairs a major university, college, or department committee.

or

___20 Serves the profession by serving on a national-level committee or organization

or

Successfully serves as the principal advisor for an interdisciplinary minor housed in the department.

___21

or

___22 Serves the profession as book review editor for a professional journal

or

Acts as a division chair for a national or international conference

___23

or

___24 Serves as a principal officer, editor, meeting organizer or chair of a major committee for a state organization.

or

Serves as an editorial board member of a professional journal.

___25

or

Successfully coordinates the Department's undergraduate program.

___26

or

Successfully coordinates the Department's graduate program.

___27

or

Successfully coordinates the Department's internship program.

___28

or

Demonstrates multiple participation under two or more of the service categories represented in standards 1-8 above.

OUTSTANDING:

___29. Meets the standards necessary to achieve Above Satisfactory.

and

___30 Meets more than one of the standards 11-28 or demonstrates multiple participation in any of the standards 11-28 above.

or

___31. Serves as a principal officer, meeting organizer or chair of a major committee for a national, or international organization.

or

___32. Receives public recognition for outstanding service to the university, community, or profession.

or

___33. Documents that a major grant of any type is providing benefit to the Department, regardless of type.

or

___34. Serves as program chair for a regional, national, or international conference

or

___35. Serves as editor of a professional journal

NOTE: Faculty members are given the opportunity to document activities that might not otherwise be revealed in the above categories or represent particularly outstanding accomplishment or service to the university, community, or profession.

OVERALL EVALUATION ASSESSMENT

Each Unsatisfactory rating	= 0 points
Each Conditional rating	= 1 point
Each Satisfactory rating	= 2 points
Each Above Satisfactory rating	= 3 points
Each Outstanding rating in Research	= 5 points
Each Outstanding rating in other categories	= 4 points

By summing in the three categories, the final evaluation will be achieved as follows:

Satisfactory: 6-7 points inclusive with evaluation of conditional in no more than one category.

Above Satisfactory: 8-10 points inclusive with evaluation in no category less than Satisfactory.

Outstanding: 11-13 points inclusive or Outstanding in teaching and service and no less than Above Satisfactory in research.

Faculty must have an Above Satisfactory in Research or Teaching in order to get an overall Above Satisfactory.

AWARDING OF EVALUATION MONEY

Evaluation money, insofar as possible, is to be awarded in the ratio of 3:2:1 based on the overall Evaluation evaluation assessments, respectively, of Outstanding, Above Satisfactory, and Satisfactory or whatever structure is set by negotiations with the bargaining agent for the faculty.

SPECIAL NOTES:

1. 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 Chair and will be based on (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.
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 in proportion to the total amount of time the assignment is weighted in the annual assignment form.
3. Faculty who hold administrative positions are encouraged to teach and stay professionally active in the department. As a result, upon their request such faculty may be evaluated by the chairperson using the department's standards. However, the judgments must be made appropriate to the amount of contribution in each category. The standards which involve quantitative elements will be modified as appropriate. The faculty member may request that the chair send this evaluation to his or her supervisor. Within the teaching category, the applicable guidelines for student evaluation scores must be met.