

### **UCF-3.010 Faculty Evaluation and Improvement.**

(1) General Policy. All faculty, full-time and part-time, shall be evaluated annually by their supervisor. The purpose of the evaluation is to assess and communicate with the employee about their performance on assigned duties, e.g., teaching, research, service. The annual evaluation period shall be the academic year, beginning August 8<sup>th</sup>, and shall include the preceding summer, as appropriate. The evaluation period for research may be longer than one year, if specified by the unit's approved annual evaluation standards and procedures. The following evaluations shall be made for each faculty member:

(a) Annual evaluation. Each year, the department chair or unit head shall prepare a written evaluation of all faculty.

1. A proposed written evaluation shall be provided to the employee within sixty (60) days after the due date for the employee annual report. This evaluation shall be based upon assigned duties and shall take into account the nature of the assignment, e.g., teaching effectiveness, research & creative activities, service, and other assigned university duties. This evaluation will provide an assessment of overall performance. Ratings shall be in the form of a 5-category scale (outstanding, above satisfactory, satisfactory, conditional, unsatisfactory).
2. Each university department, school, or unit shall maintain annual evaluation procedures and standards by which to evaluate each employee. Employees shall be evaluated according to the most recently approved standards and procedures in place prior to the beginning of the evaluation period.
3. The employee shall be offered the opportunity to discuss the evaluation prior to its being finalized and placed in the employee's evaluation file. The evaluation shall be signed and dated by the employee and the evaluator. The employee may attach a concise comment to the evaluation. A copy of the evaluation shall be provided to the employee.
4. Upon written request from the employee, the person responsible for supervising and evaluating the employee shall endeavor to assist the employee in addressing any performance deficiencies.

- (b) Sustained performance evaluation. Tenured employees shall receive a sustained performance evaluation once every seven (7) years following the award of tenure. The purpose of this evaluation is to document sustained performance during the previous seven (7) years of assigned duties and to evaluate continued professional growth and development. If the employee's performance is average or below satisfactory for the evaluated seven-year period, in any area of assigned duties, the employee must be issued a performance improvement plan.
- (c) Cumulative progress evaluation. Beginning with the second year of employment (or the first year, if tenure credit was given) and continuing annually, an employee who is eligible for tenure and/or promotion to the rank of associate professor shall receive a cumulative progress evaluation by the unit tenured faculty; the department chair, school director, or unit head; and the dean. All cumulative progress evaluations shall be completed during the spring semester. Cumulative progress evaluations are intended to provide an accurate assessment of cumulative performance leading to the attainment of promotion and/or tenure. Employees eligible for promotion to full professor may, at their option and upon written request, be similarly apprised of their progress toward promotion.

(2) Student Evaluation of Faculty. Input from students shall constitute only one appropriate source of data for consideration in the evaluation of teaching effectiveness. The teaching effectiveness of each faculty member will be evaluated by students enrolled in his or her classes.

- (a) All credit bearing classes taught by full-time or part-time faculty members, in any format, including those taught by adjuncts, instructors, and graduate assistants, shall be assessed, with the exception of the following categories of courses or sections:
  1. Courses involving individual instruction such as independent study, internship, and practicum;
  2. Class sections where the number of respondents is so small it limits statistical usefulness.
- (b) In class sections co-taught by two or more faculty members, each faculty member shall be separately assessed.

- (c) The student evaluation shall be administered electronically during the last fifteen days of instruction of each term, closing one hour before the official final exam period begins.
  - (d) Full-time and part-time faculty including instructors, adjuncts, and graduate assistants may add individualized questions to the student evaluation instrument.
  - (e) Summaries of all evaluations shall be sent to the college dean for distribution to the department or unit and the faculty member being evaluated.
- (3) Terminal Degree Expectations. Regular faculty members whose appointment was made with mutual expectation of rapid attainment of the terminal degree in their field must be evaluated with regard to their progress toward that degree. Under normal circumstances, the maximum time allowable for completing the degree is one year.

*Authority: BOG Regulation 1.001. History—New 10-8-75, Amended 11-10-77, 7-7-81, Formerly 6C7-3.10, Amended 4-23-03. Formerly 6C7-3.010. Amended 11-13-09, 8-5-13.*