

NOTICE OF PROPOSED REGULATION AMENDMENT

Date: October 8, 2009

REGULATION TITLE:
Faculty Evaluation and Improvement

REGULATION NO.:
UCF-3.010

SUMMARY OF REGULATION: This regulation is amended to add clarification to the faculty evaluation process including the roles of annual evaluations, performance evaluations, progress evaluations, and student evaluations of faculty. Amendments also include technical changes, specifically renumbering the regulation.

AUTHORITY: BOG Resolution dated January 7, 2003

NAME OF PERSON WHO INITIATED PROPOSED REGULATION:
Dr. Lin Huff-Corzine, Assistant Vice President, Faculty Affairs

COMMENTS CONCERNING THE PROPOSED REGULATION SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. The comments must identify the regulation you are commenting on.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS:

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~~6C7~~ **UCF-3.010 Faculty Evaluation and Improvement.**

~~(1) This rule shall apply to all regular faculty members, tenured or non-tenured.~~

~~(2) General Policy. Faculty members, tenured or non-tenured, full-time and part-time, shall be evaluated at least once annually by their supervisor on fulfilling their responsibilities to the university. The purpose of the evaluation is to improve assess and communicate with the employee's about their faculty performance on the assigned duties, e.g., areas of teaching,~~

~~research, service, and any other assigned duties.~~ The annual evaluation period shall normally be for the calendar year, beginning January 1. The evaluation period for research may be longer than one year, if specified by the department or unit's approved annual evaluation standards and procedures. ~~This evaluation shall precede and be considered in recommendations and final personnel decisions.~~ The following evaluations shall be made for each faculty member:

~~— (a) Faculty members, tenured or non-tenured, shall be evaluated at least once annually by their supervisor on the basis of individual total performance in fulfilling responsibilities to the university. The basic purpose of the evaluation is faculty improvement in the functions of teaching, research, service, and any other duties that may be assigned or that may be appropriate to the assignment, with the resulting enhancement of learning, cultural advancement, and the production of new knowledge. This evaluation shall precede and be considered in recommendations and final personnel decisions. The following evaluation shall be made for each I & R faculty member:~~

~~— 1. Chairman's Evaluation — annual — see subsection (3) below.~~

~~— 2. Faculty Evaluation of Faculty — see subsection (4) below.~~

~~— 3. Student Evaluation of Faculty — see subsection (5) below.~~

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

~~1. A proposed written evaluation shall be provided to the employee within ninety (90) days after the end of the evaluation period. This evaluation shall be based upon assigned duties and shall take into account the nature of the assignment, e.g., including: 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) The annual evaluation period shall begin at the start of the summer session (if appropriate) and will end at the termination of the following spring session of classes. Annual evaluations will be performed in accordance with the section on Chairman's Evaluation of Faculty (see subsection (3) below).~~

~~— (3) Chair Evaluation of Faculty.~~

~~— (a) The Chair's evaluation shall be prepared in writing on a form approved by the Provost see UCF Form AA-17. This evaluation shall be based upon assigned duties and shall take into account the nature of the assignment including: 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).~~

~~_____ (b) Sustained performance evaluation. Tenured faculty members shall receive a sustained performance evaluation once every seven (7) years following the award of tenure or their most recent promotion. The purpose of this evaluation is to document sustained performance during the previous seven (7) years of assigned duties to evaluate continued professional growth and development. If the employee's performance is, on average, below satisfactory for that seven-year period in any area of assigned duties, then the employee must be issued a performance improvement plan.~~

~~_____ (c) Cumulative progress evaluation. Beginning with the second year of employment, employees eligible for the consideration for promotion to the rank of associate professor and/or tenure shall be informed of their progress annually by the unit tenured faculty; the department chair, school director, or unit head; and the dean. The cumulative progress evaluations shall be performed/completed during/at the same time/semester as the annual evaluation. The cumulative progress evaluations are intended to provide an accurate assessment of cumulative performance as leading to the attainment of promotion and/or tenure. Employees who are eligible for promotion to ranks other than associate/full professor may, at their option and upon written request, be similarly apprised of their progress toward promotion.~~

~~(b) Evaluations by chair should take into consideration the faculty member's performance in each area (e.g., teaching, research, service, other assigned duties) utilizing all available evaluation materials. FTE assignments should be considered in arriving at the final overall rating; however, the categories which have been identified by the department and/or college as~~

~~being particularly important to the mission and objectives of department and/or college should influence the overall rating substantially.~~

~~— (c) A detailed and comprehensive commentary on outstanding, conditional or unsatisfactory ratings shall be furnished by the chair.~~

~~— (d) The evaluation shall include suggestions for improvement where appropriate and provides for comments and signature by the person being evaluated.~~

~~— (e)1. Each department chair will complete a draft of the annual evaluation of each departmental faculty member prior to the end of the spring session.~~

~~— 2. Copies of the finalized written evaluation shall be filed in the faculty member's official personnel evaluation file that is maintained in the dean's office.~~

~~— (4) Faculty Evaluation of Faculty.~~

~~Faculty evaluation of faculty will be utilized in review of faculty promoting and tenure applications.~~

(5d2) Student Evaluation of Faculty. Input from students shall constitute only one appropriate source of data to be considered in the evaluation of teaching effectiveness. The teaching effectiveness of each faculty member may be evaluated in writing by students enrolled in his or her classes.

~~Input from students shall constitute only one appropriate source of data to be considered in the evaluation of teaching effectiveness. The teaching effectiveness of each faculty member may be evaluated in writing by students enrolled in his or her classes.~~

(a)(a1) All classes taught by full-time and ~~or~~ part-time faculty members, including those taught by adjuncts, instructors, ~~or~~ and graduate assistants, are to be assessed, ~~with the exception~~

~~of courses described in paragraph (b) below except that the following categories of courses or sections may be excluded from student assessment:~~

~~_____ (b)1a. Courses or class sections that may be excluded from student assessment include:~~

~~_____ i. Courses involving individual instruction such as independent study, internship, and practicum;~~

~~2. _____ ii. Courses or class sections involving types of instruction that occur outside the traditional classroom or laboratory setting and for which these assessment items would not be appropriate, i.e., distance learning courses; and~~

~~3. _____ iii. Class sections for which the number of respondents to the instrument is so small as to make the results of limited statistical usefulness.~~

~~(e2b) For class sections co-taught by two or more faculty members separate assessment of each instructor is encouraged.~~

~~(e3) The student evaluation is to be administered electronically during the last three weeks of scheduled instruction ~~and during class session in which no exam is scheduled.~~~~

~~(e4) Students shall be given a minimum of (15) fifteen minutes for explanation and completion of the student evaluation instrument during which time the instructor(s) shall not be present.~~

~~(d4)–(f5) Full-time and part-time faculty including instructors, adjuncts, and graduate assistants may add individualized questions to the student evaluation instrument.~~

~~(e5g6) Full-time and part-time faculty members, including instructors, adjuncts, and graduate assistants may use other forms of student evaluation for their individual use.~~

(~~f6-7h~~) Summaries of all evaluations shall be sent to the college dean for distribution to the department or unit and the faculty member being evaluated.

(~~63e~~) 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, ~~Three years is~~ the maximum time allowable for completing the degree is one year. ~~Written reminder of this policy shall be given prior to June 1 of the second year of service if the degree has not been awarded by that time. Progress toward the completion of the terminal degree is acceptable and may be included as part of professional development in the annual evaluation (however, anticipation of the receipt of an advanced degree alone is insufficient as support for tenure, promotion, or salary adjustment).~~

Authority: ~~BOG Florida Board of Governors~~ BOG Regulation 1.001 ~~Resolution dated January 7, 2003.~~ 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 _____ -09.