

### **6C7-3.010 Faculty Evaluation and Improvement.**

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

(2) General Policy.

(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.

(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) 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.

(5) 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.

(a) All class taught by full or part-time faculty members, including those taught by adjuncts, instructors, or graduate assistants, are to be assessed, with the exception of courses described in paragraph (b) below.

(b) Courses or class sections that may be excluded from student assessment include:

1. Courses involving individual instruction such as independent study, internship, and practicum;

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

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

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

(e) 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.

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

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

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

(6) 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. Three years is the maximum time allowable for completing the degree. 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).

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