

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

(1) General Policy. The University of Central Florida (UCF) adheres to the provisions of any applicable collective bargaining agreement regarding faculty evaluations. 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, when appropriate. The evaluation period for research may be longer than one year, if specified by the unit's approved annual evaluation standards and procedures (AESP).

(2) The following evaluations shall be made for non-administrative personnel in faculty pay plans:

- (a) Annual evaluations- for in-unit faculty shall be conducted in accordance with the applicable provisions of the then-current collective bargaining agreement.
- (b) Evaluations for non-unit faculty shall be conducted annually. Each year, the department chair, school director, or unit head shall prepare a written evaluation of all faculty. The evaluation shall be based on the professional performance of assigned duties and shall carefully consider the nature of the assignments and quality of performance.
  1. A written evaluation shall be provided to the employee no later than the start of the fall semester. The evaluation shall be based upon:
    - a. The annual report, including the assignment, submitted in the spring by the employee.
    - b. Department, School or unit AESP.
    - c. Assigned duties and the nature of the assignment.
    - d. Where appropriate and available, information obtained from the following sources: immediate supervisor, peers, students, other university officials who have responsibility for supervision of the employee, and individuals to whom the faculty member may be responsible in the course of a service assignment.
    - e. Classroom observation/visitation may also be conducted by the evaluator or the evaluator's representative.
    - f. The 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 department, school, or unit shall maintain AESP by which to evaluate each employee. Employees shall be evaluated according to the most recent AESP in place prior to the beginning of the evaluation period.
  3. Each employee shall be offered the opportunity to discuss the evaluation prior to its being finalized and placed in their personnel file. The evaluation shall be signed and dated by the employee and the evaluator. The employee may attach a concise comment to the evaluation within 30 days of receipt. A copy of the completed evaluation shall be provided to the employee. In the event the employee does not sign the evaluation, the supervisor shall place a statement to this effect at the bottom of the form and place the form in the employee's personnel file.

4. Upon written request from the employee, the supervisor shall provide recommendations to the employee in addressing any performance deficiencies.

(3) Sustained performance evaluation (SPE). For in-unit tenured employees in faculty pay plans SPEs shall be conducted in accordance with the applicable provisions of the then-current collective bargaining agreement. Non-unit tenured employees in faculty pay plans shall receive a SPE once every three (3) years following the award of tenure or promotion. The purpose of this evaluation is to document sustained performance during the previous three (3) years of assigned duties and to evaluate continued professional growth and development. If the employee's performance is below satisfactory for the evaluated three-year period, in any area of assigned duties, the employee will be issued a performance improvement plan.

(4) Cumulative progress evaluation (CPE). For in-unit personnel in faculty pay plans CPEs shall be conducted in accordance with the applicable provisions of the then-current collective bargaining agreement. For non-unit personnel in faculty pay plans 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 CPE by the unit tenured faculty; the department chair, school director, or unit head; and the dean. Employees eligible for promotion to professor shall be similarly apprised of their progress toward promotion at least once prior to submitting their promotion dossier. Only employees seeking promotion to associate professor are required to include their CPE in their promotion dossier. All CPEs shall be completed during the Spring semester. CPEs are intended to provide an accurate assessment of cumulative performance leading to the attainment of promotion and/or tenure.

(5) 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 in any format, 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 and/or jeopardizes anonymity of the respondents.
- (b) In class sections co-taught by two or more faculty members, each faculty assigned to the class shall be separately assessed.
- (c) The student evaluation shall be administered electronically during the last fifteen days of instruction of each term, closing before the official final exam period begins.
- (d) Summaries of all evaluations shall be distributed to the college dean's office who will be responsible for distribution to the department or unit and then to the faculty member being evaluated.

(6) Administrative Faculty. All faculty classified as administrative faculty will be evaluated annually by their direct supervisor. Evaluations for administrative faculty shall take place at the same time as non-administrative faculty.

(7) OPS Adjunct Faculty. All employees classified as OPS adjunct faculty will be evaluated annually in a format provided by Faculty Excellence by the departmental chair or associate chair. The evaluation shall be for the academic year, Fall and Spring, and shall include the preceding summer as appropriate. Evaluations must be conducted at the end of the Fall if the employee will not return in the Spring semester. Evaluators shall consider, where appropriate, information from the following sources: faculty member, self, students, peers, other UCF officials who contribute to the supervision of the faculty member, and individuals to whom the faculty member may be responsible for in the course of their assignment.

(8) Comprehensive Post-Tenure Review. Tenured faculty members shall receive a comprehensive post-tenure review in accordance with BOG Regulation 10.003 and subject to any University policies related thereto.

*Authority: BOG Regulations 1.001 and 10.003. 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, 4-22-21, 7-1-23.*