

UCF-3.010 Non-Unit and Adjunct Faculty Evaluation and Improvement.

(1) **General Policy.** The University of Central Florida (UCF) adheres to the provisions of any applicable collective bargaining agreement regarding in-unit faculty evaluations. All faculty, full-time and part-time, shall be evaluated annually by their supervisor. The purpose of the evaluation is for the direct supervisor to assess and communicate with the employee about their performance on assigned duties, e.g., teaching, research, service, and administrative work.

(2) **Expectations of administrative and OPS adjunct faculty assignments:** Regular faculty are typically assigned minimal or zero administrative activities. In comparison, faculty whose administrative activities is greater than half of their full-time assignment (FTE) are considered full-time administrative faculty. OPS adjunct faculty are temporary employees engaged on a term-by-term basis without a search and do not have the expectation of continued employment afforded regular faculty positions. OPS adjunct faculty are, however, evaluated annually based upon their assignment of duties. Limited benefits may apply to OPS positions.

(3) **Annual evaluation period for non-unit and adjunct faculty:**

- (a) Faculty. All non-unit faculty, including administrative faculty, are evaluated annually on the May 8 – May 7 cycle. Each evaluation period shall begin on May 8, and end on May 7 of the following year. Annual evaluations are conducted by the supervisor and shall be completed by the start of the fall semester immediately following the evaluation period for the assignment of duties given during the evaluation period. The evaluation period for research and creative activities may be longer than one year, if specified by the unit's approved annual evaluation standards and procedures (AESP).
- (b) OPS Adjunct Faculty. All employees classified as OPS adjunct faculty are evaluated annually on the May 8 – May 7 cycle. Each evaluation period shall begin on May 8 and end on May 7 of the following year. Annual evaluations are conducted by the supervisor or qualified delegate and shall be completed by the start of the fall semester immediately following the evaluation period for the assignment of duties given during the evaluation period.

(4) **Overview of evaluation.** Each year, supervisors who are responsible for assignment of duties 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 as well as the quality and impact of performance.

- (a) A written evaluation shall be provided to the employee no later than the start of the fall semester. Evaluators shall consider all available information informing an assessment of the quality and impact of performance of assigned duties. Evaluators consider information from various sources, where appropriate:
 - 1. The annual report submitted in the appropriate submission format by the employee. Annual reports are due for regular faculty, including administrative faculty, by May 28 of each year. Annual reports are due for OPS adjunct faculty by May 28 of each year. Adjunct faculty may be required to submit reports within 21 days after the conclusion of any term worked, however, the latest a report may be considered from adjunct faculty is May 28 of each year.
 - 2. If available, the unit's Annual Evaluation Standards and Procedures document (AESP).

3. Assignment of duties and the nature of the assignment.
4. Where appropriate and available, information obtained from the immediate supervisor, other faculty, peers, students, grade distributions and/or DFW rates that do not identify students or learners, other university officials who contribute to the supervision of the employee, and individuals to whom the faculty member may be responsible in the course of a service assignment.
5. Classroom observation(s)/visitation(s) that may be conducted by the evaluator or the evaluator's representative.
6. Student Evaluation of Faculty. Input from students shall constitute only one appropriate source of data for consideration in the evaluation of instructional activities. The performance of instructional activities will be evaluated by students or learners enrolled in the faculty member's assigned courses.
 - a. All instructional activities, including courses in any format, shall be assessed by student or learner evaluations, with the exception of the following categories of courses or sections:
 - i. Courses involving individual instruction such as independent study, internship, and practicum;
 - ii. Course sections where the number of respondents is so small it limits statistical usefulness and/or jeopardizes anonymity of the respondents.
 - b. In course sections co-taught by two or more faculty members, each faculty assigned to the class shall be separately assessed. The student or learner evaluation shall be administered electronically during the last fifteen days of instruction of each term, closing before the official final exam period begins. While alternative student or learner evaluations of instructional activities are not required, they are encouraged and should be approved in advance by the evaluator to be included in the annual evaluation of instructional activities.
- (b) Evaluation ratings. 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).
- (c) Finalization of evaluation. Within 30 days of issuance, every employee shall be offered the opportunity to discuss their evaluation prior to its being finalized and placed in their personnel file. The evaluation shall be submitted by the evaluator and acknowledged by the employee within 30 days of issuance. Evaluations not acknowledged by the employee shall be finalized 30 days after issuance. The employee may attach a concise comment in response to the evaluation within 30 days of receipt. A copy of the completed evaluation shall be available to the employee. Evaluations that are not acknowledged by the employee within 30 days will be denoted in the employee's personnel file.
- (d) Upon written request from the employee, the supervisor shall provide recommendations to the employee for addressing performance deficiencies.

(5) Sustained performance evaluation (SPE). If an employee has received a less than “satisfactory” evaluation in an annual evaluation, this employee may be issued a performance improvement plan (PIP) if the employee’s next Post Tenure Review is not due for more than one year after issuance of the evaluation.

(6) Performance Improvement Plan (PIP). A faculty member whose Post Tenure Review or SPE does not meet performance expectations will be issued a PIP.

- (a) PIP Creation. The appropriate department chair, school director, or unit leader, in consultation with the faculty member, will propose a PIP to the dean. After review, revisions, and/or approval of the PIP, the dean will forward the PIP to the provost or designee. The provost or designee will make final decisions regarding the requirements of each PIP.
- (b) PIP Composition. The PIP shall include:
 - 1. A clear summary of performance deficiencies;
 - 2. A long-term road map for goal setting to realign faculty performance with university expectations that may extend beyond the one-year PIP period. This road map shall include expectations and milestones for the next comprehensive evaluation, and for faculty at any rank lower than the senior-most rank, a path to promotion;
 - 3. Requirements for performance improvements during the one-year PIP period with specific, measurable expectation that align with university expectations, explicit metrics for evaluating progress, and clear/verifiable evidence expected for each metric;
 - 4. Identification of institutional support (i.e., mentoring and/or development);
 - 5. A one-year PIP duration; and
 - 6. Expectations of regular progress reports and a final report.
- (c) Termination of PIP. Each faculty member who does not meet the requirements and expectations set forth by the PIP in accordance with the established deadline(s) will be notified by the provost of their pending termination for just cause. Successful completion of the PIP results in continued employment.

(7) Cumulative progress evaluation (CPE). CPEs are intended to provide an accurate assessment of cumulative performance leading to the attainment of promotion and/or tenure. For non-adjunct, non-unit personnel in faculty pay plans beginning with the second year of employment (or the first year, if promotion or tenure credit was given) and continuing annually, faculty who are eligible for tenure and/or promotion to the rank of associate professor shall receive a CPE by the unit’s tenured faculty; department chair, school director, or unit leader; and dean. Tenured faculty eligible for promotion to professor shall request a CPE and must be similarly apprised of their progress toward promotion at least once prior to submitting a promotion dossier. All CPEs shall be completed during the spring semester.

(8) Comprehensive Post-Tenure Review (PTR). 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. Tenured employees applying for promotion in the same year that they are due to participate in PTR will receive a one-time, one-year delay in their PTR submission.

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, 6-29-23, 12-4-25, 6-10-26.