DEPARTMENT OF POLITICAL SCIENCE

ANNUAL EVALUATION STANDARDS AND PROCEDURES GUIDELINES
VISITING LECTURER
4/4 Teaching Assignment

Approved by Faculty Relations on 5/1/2012 for first use in the 2012-2013 academic year

PREFACE

Some measure of interpretation is required in the implementation of any set of guidelines such as these. Interpretation of the guidelines in individual cases is the responsibility of the Chair. However, the expressed spirit and purpose of these guidelines is to establish minimum evaluation ranks associated with various levels of performance.

In evaluating faculty, the chair shall take into consideration peer input, which will be provided by a committee elected by the department consisting of three tenured faculty members and a tenure-earning faculty member, who shall act as an alternate. The alternate shall attend all meetings and will participate when matters relating to another member of the Committee are at hand. The alternate will not sit on review of the files of other tenure-earning faculty members. The Committee will consult with the Department Chair on general concerns and interpretations of the Annual Evaluation Standards and Procedures guidelines. In all cases, the final decisions are the sole responsibility of the Chair.

Adopted unanimously by a vote of the tenured faculty on April 23, 2012.
INSTRUCTIONAL ACTIVITIES

In calculating student evaluation scores, a faculty member will include all courses evaluated as required by university policy and state law. All sections of a V course together count as one course. Instructors are expected to provide documentation of their accomplishments wherever appropriate or where possible ambiguity exists.

UNSATISFACTORY:

Failure to meet the criteria for a Satisfactory rating or above for two consecutive evaluation periods shall result in a rating of Unsatisfactory.

CONDITIONAL:

Failure to meet the criteria for a Satisfactory rating or above in any given evaluation period shall result in a rating of Conditional.

SATISFACTORY:

Must meet all of the following standards 1-11:

1. Must provide a statement of no more than 500 words documenting and summarizing teaching effectiveness, appropriateness of content, learning objectives, rigor, and pedagogical approaches.

2. Meets assigned classes regularly as scheduled including giving the final during the final exam period unless a prior arrangement has been made with the Chair.

3. Keeps assigned office hours according to department policy, that is 2 hours per course taught during the semester, including courses taught online. Office hours must be held on at least 3 different days during regular business hours; an exception can be made when the faculty member teaches a night class and would like to schedule office hours directly prior to the class.

4. Replies to student inquiries in a timely fashion (in general, within no more than 48 hours).

5. Provides effective and accurate advisement when requested.


7. Provides regular evaluative feedback on student assignments.

8. Submits grades on time.

9. Provides syllabi that are clear, detailed, complete, and conform to University policy.

10. Except for the first semester, must be available for scheduled advising sessions on 2 different days prior to beginning of the semester, to be scheduled in consultation with department chair.

11. Has scores on the Student Perception of Instruction (SPI) surveys that average between 3.4 and 3.8, calculated as the mean of all course means per evaluation period. Individual student
instruction, such as Honors in the Major, Internships, or Independent Research, shall be excluded from this calculation.

ABOVE SATISFACTORY:

12. Meets standards 1-10 above and the faculty member's scores on the SPI surveys shall average between 3.9 and less than 4.2, calculated as the mean of all course means per evaluation period. Individual student instruction, such as Honors in the Major, Internships, or Independent Research, shall be excluded from this calculation.

And


14. Teaches one new course of 3 credit hours or more or teaches a course previously taught as face-to-face as a V, M, or W course, or otherwise documents substantial revisions to a course previously taught.

15. Is the chairperson or committee member for at least one Master's thesis where the student is actively working towards making good progress.

16. Is the chairperson or committee member for at least one Honor’s thesis where the student is actively working towards making good progress.

17. Has directed at least 3 student credit hours of independent research or independent study.

18. Has served in a teaching capacity as faculty supervisor for at least one internship.

19. Has co-authored a conference paper or a published journal article with an undergraduate or graduate student.

20. Is funded on one UCF teaching grant or course development initiative.

21. Presents at a conference or publishes an invited, editorially reviewed, or peer-reviewed article in a non-UCF outlet.

OUTSTANDING:

22. **Option 1:** Meets standards 1-10 above and the faculty member's scores on the SPI surveys shall average 4.2 or above, calculated as the mean of all course means per evaluation period. Individual student instruction, such as Honors in the Major, Internships, or Independent Research, shall be excluded from this calculation.

And

23. Meets three of 14 through 21 above (multiple participations possible).
NOTE: Visiting Lecturers are given the opportunity to document activities that might not otherwise be revealed in the above categories or represent particularly outstanding accomplishment or service in teaching such as teaching upper division courses or taking an active role in teaching related workshops, evidence of quality of teaching, or evidence of student learning.

OVERALL EVALUATION

The faculty member’s evaluation for Teaching shall be the same as the overall rating.