NAME _________________________________ ACADEMIC YEAR ____________

Annual evaluation of Department faculty is a subjective process using both qualitative and quantitative data and information. The multidisciplinary interests and methodologies in the Department require that performance standards be flexible and general, and the annual evaluation of faculty will be a matter of individual assessment by the Department Chair in terms of the general guidelines and specific circumstances pertaining to each person.

The basis of the annual performance evaluation will be information obtained through the faculty annual report, student evaluation forms, annual assignment forms, and other information obtained from and provided to the Department Chair. All evaluation will be done by the Department Chair, and should questions arise over an assigned evaluation, faculty members may request a review and recommendation to be made to the Department Chair by his/her peers. Likewise, the Department Chair may refer evaluation questions to others for advice and recommendation.

This evaluation form should accompany the Faculty Annual Report when it is submitted to the Department Chair for the annual faculty evaluation. Please place a check beside each item where an activity has been performed, following the specific instructions regarding the number of checks that should be used with regard to the same activity.

For faculty holding the ranks of Instructor or Visiting Instructor, research and service are not normally a part of their annual assignment. Therefore, their performance evaluation will be based only on instructional activities, unless they have a major service requirement (in which case it shall be taken into account, following the Anthropology Department Variable Work Load Policy). Reflecting the inclusion of research and service in their annual assignments, faculty holding the rank of Assistant Professor or higher, including those on a “Visiting” status, will be evaluated on instructional activities, research and creative activities, and service and professional development, following the Anthropology Department Variable Work Load Policy.
INSTRUCTIONAL ACTIVITIES

All Anthropology faculty currently have one of two workload streams: tenure or tenure-track faculty are generally assigned a 2:2 teaching load; non-tenure track faculty are assigned a 4:4 teaching load. All faculty in the Department of Anthropology are expected to be excellent teachers; this is demonstrated by the following minimum standards:

1. Teaching effectively with appropriate content, learning objectives, rigor, and pedagogical approaches
2. Meeting classes on a regular basis as scheduled
3. Holding scheduled office hours (generally, 2 hours in the office for each face-to-face or M-course; 1 hour in the office and 1 hour on-line for each W-course)
4. Replying in a timely fashion to student inquiries
5. Providing effective and accurate advisement when requested
6. Submitting book orders on time as required by state and federal legislation
7. Providing clear detailed course syllabi that meet university requirements
8. Providing regular evaluative feedback on student assignment, if appropriate
9. Meeting with students during the final examination period in compliance with university regulations
10. Submitting grades on time

Failure to carry out all of the above will result in a conditional rating; an unsatisfactory rating would be earned by not carrying out all of the above over two years in a row.

SATISFACTORY:
Must carry out all of the above and have two checks from the following 13 standards.
(Note: For all rankings, no more than 2 checks may be marked in each standard, and the same course may be counted only 1 time for criteria 4 through 6.)

ABOVE SATISFACTORY:
Must carry out all of the above and have four checks from the following 13 standards.

OUTSTANDING:
Must carry out all of the above and have six checks from the following 13 standards. Receiving a teaching award from the college or university (e.g., a TIP) shall result in the awarding of an “outstanding” rating.

_____1. Faculty member’s overall SPI rating as a teacher is better than 50% of the SPI overall instructor ratings of the other departmental faculty.

_____2. Faculty member’s overall SPI rating as a teacher is better than 75% of the SPI overall instructor ratings of the other departmental faculty.

_____3. Teaches three courses (each 3 credits or more) during the calendar year.
4. Teaches an Honor seminar, Graduate course, service learning course, Gordon Rule course, M or W designated course, Lab course, Interdisciplinary course, and/or Diversity course.

5. Teaches one large course (100 students or more in an undergraduate class; 15 students or more in a graduate class) or an Honors GEP course.

6. Teaches one new course of 3 credits or more or makes substantial changes to an existing course.

7. Serves as the chairperson for a Ph.D. dissertation, M.A. thesis, or Honors in the Major thesis where the student is making academic progress.

8. Directs students through independent study, practicum, directed reading, study-abroad, or directed research and/or internship courses. (Note: 1 check indicates 2-3 courses; 2 checks indicate 4 or more courses.)

9. Publishes a relevant textbook, workbook, or study guide.

10. Receives funding/compensation through a teaching grant (a grant in the SoTL area counts under research).

11. Mentors a student through any UCF recognized undergraduate research initiative, e.g., RAMP, RAMP-UP, McNair, SMART, LEADS.

12. A student mentored by an anthropology faculty member receives award at SURE showcase or graduate research forum – or presents at a national or international meeting.

13. Other (faculty member may submit other teaching-related activities that merit consideration with substantiating narrative and including documentation, if appropriate). This standard may count for multiple checks.

Generally, checks for tenured and tenure-track faculty will be in categories 1, 2, 3, and 7-13; generally, checks for instructors will be in categories 1-6, 8, and 13

Your Overall Evaluation for Instructional Activities________________________

RESEARCH AND CREATIVE ACTIVITIES

Research is key for any tenure-earning or tenured faculty member. Lack of research or creative activity for one year would result in a conditional rating; lack of research or creative activity for two sequent years would result in an unsatisfactory rating.
Satisfactory:

___1. Authors a scheduled paper presented at a state, regional, national or international professional meeting.

   or

___2. Submits an external grant or contract for research or creative activities.

   or

___3. Publishes a non-refereed bibliographic essay or a book review.

   or

___4. Submits a paper to a refereed publication.

   or

___5. Documents progress on a book length manuscript.

Above Satisfactory (a 3:2 teaching load will earn an Outstanding for 2 checks at this level of productivity):

___6. Publishes a refereed publication. A refereed publication is one that has been under blind review.

   or

___7. Is funded on a new external research grant or contract.

   or

___8. Authors two different scheduled papers presented at regional, national or international professional meetings.

   or

___9. Submits a full-length archaeological research report, a final grant report, or 2 or more forensic reports to an appropriate government agency.

   or


Outstanding:

___11. Publishes two refereed publications.
or

___12. Publishes a refereed publication and is funded on a new external grant or contract.

or


Note: Publication of a peer-reviewed monograph or book shall result in the awarding of an “outstanding” in research for two consecutive years

___14. Other: A faculty member may submit other research-related activities that merit consideration with substantiating narrative and including documentation, if appropriate, concerning the world-class significance of their research.

NOTE: Articles will be counted when accepted or published (but not both) and books and book chapters when in press or when published (but not both). Grants will be counted after receipt of a letter of award, or when received (but not both).

Receiving a research award (including a RIA or SoTL) from the college or university shall result in the awarding of an “outstanding” rating in research.

Your Overall Evaluation for Research and Creative Activities ________________


SERVICE AND PROFESSIONAL DEVELOPMENT

Service to the Department, College, University, Community, and Profession is an important part of every faculty member’s assignment. Faculty members are encouraged to provide supplemental information to the Chair in the form of letters or actual work which they have completed that supports their case for special meritorious performance. All faculty are expected:

1. To go to faculty meetings
2. To carry out any assigned service responsibility

Not satisfying the above 2 expectations would result in an unsatisfactory rating; having a check in only 1 category below would result in a conditional rating.

SATISFACTORY:

Must satisfy the above and 2 of the following 17 criteria:

ABOVE SATISFACTORY:
Must satisfy the above and 4 of the following 17 criteria:

OUTSTANDING:

Must satisfy the above and 6 or more of the following 17 criteria (up to two checks can be used for each category):

___ 1. Serves the university by service on a departmental committee.
___ 2. Serves the university by service on a college committee.
___ 3. Serves the university by service on a university committee (chairing a university committee counts for two checks).
___ 4. Serves the university by service with student organizations.
___ 5. Serves the community by giving a professionally-related talk to a local or regional group, organization or public school; or in some other way shares professional expertise with the public schools.
___ 6. Serves the community by serving on a committee or as an officer for a local, regional, or state organization, in profession-related service.
___ 7. Serves the profession by reviewing a manuscript for a professional journal.
___ 8. Serves as a reviewer for a proposal from a federal (national or international) or private granting agency.
___10. Serves as an invited consultant to, or spokesperson for, a state or national or international organization or meeting.
___11. Serves as the chairperson for, or a discussant on, a panel at a regional or national or international professional meeting.
___12. Serves as a principal officer, meeting organizer or chair of a major committee for a state, national, or international organization.
___13. Receives public recognition for outstanding service to the university, community, or profession.
___14. Otherwise documents outstanding service to the university, community, or profession.
___15. Brings a scholarly symposium presentation to the campus.
___16. Edits a monograph series or an academic journal (editing an academic journal counts for two checks) or serves on an editorial board.
17. Other: A faculty member may submit other service and professional development activities that merit consideration with substantiating narrative and documentation, if appropriate.

Your Overall Evaluation for Service and Professional Development ______________
OTHER DUTIES

Other university duties are occasionally assigned for special activities such as administrative duties or other special projects. Since the nature of these assignments is variable, no attempt is made to specify evaluation in proportion to the total amount of time the assignment is weighted in the annual assignment form.

OVERALL ASSESSMENT

1. **Using the point system provided below, please compute your overall annual evaluation score:**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Research</th>
<th>Teaching</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding</td>
<td>5</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Above Satisfactory</td>
<td>3</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>2</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Conditional</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**OVERALL SCORE FOR FACULTY ANNUAL EVALUATION __________ points**

2. **Please indicate your overall evaluation for the current academic year:**

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Assistant Professor and Above</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding:</td>
<td>11-12 points</td>
<td>4 points</td>
</tr>
<tr>
<td>Above Satisfactory:</td>
<td>8-10 points</td>
<td>3 points</td>
</tr>
<tr>
<td>Satisfactory:</td>
<td>5-7 points</td>
<td>2 points</td>
</tr>
<tr>
<td>Conditional:</td>
<td>3-4 points</td>
<td>1 point</td>
</tr>
<tr>
<td>Unsatisfactory:</td>
<td>0-2 points</td>
<td>0 points</td>
</tr>
</tbody>
</table>

**OVERALL ANNUAL EVALUATION ________________________________**