



Department of Statistics

Annual Evaluation Standards and Procedures

The purpose of this document is to provide standards associated with the criteria regarding annual evaluations in the Department of Statistics. Annual Evaluations will be based only on those areas in which there is an assigned percentage of time exceeding 5%.

At the beginning of each category, there will be minimum standards given to achieve at least a satisfactory rating for any faculty member assigned more than 5% effort. If the minimum standards in a particular category are not met, no additional effort will be made to score an individual in that area, a conditional or unsatisfactory rating will be given for that category and the overall rating will be designated as such.

I. Teaching

Minimum Standards:

- Must be willing to teach any assigned course in the statistics curriculum for which they are certified.
- Meets class regularly on the days and at the times listed in the schedule.
- Replies in a timely fashion to student inquiries
- Turn in book orders and grades on time
- A detailed syllabus that clearly lists office hours, grading criteria and goals of the course, and meets university requirements.
- Being regularly available for scheduled office hours.
- Teaches effectively with appropriate content, learning objectives, rigor, and pedagogical approaches. Exams and assignments must be of sufficient rigor to assess students' mastery of the material.
- Mentor assigned M.S. or Ph.D. students

Points to be earned if Minimum Standards met:

For each course taught during fall, spring and summer semesters, at the Chair's discretion up to 24 points will be awarded based on the following items:

- quality of the syllabus (maximum, 8 points)
- student evaluations and peer evaluations (when available) (maximum, 8 points)
- course innovations or development, i.e., revisions, courses taught for the first time or new course creation (maximum, 8 points)

At this point, an average per course score will be calculated and added to the points to be earned below.

Additionally, for each thesis or dissertation supervised up to 4 points will be awarded based on level of effort.

Additionally, up to 2 points will be given for each supervisory committee of which you are a member with a maximum 6 points allowed for this category.

Additionally, up to 4 points will be given for each GTA mentored where the GTA is assigned as the teacher of record and the mentorship is assigned by the chair with a maximum of 8 points allowed for this category.

Additionally, up to 2 points will be given for each teaching lab GTA directed with a maximum of 4 points allowed for this category.

Additionally, up to 2 points will be given for each independent study approved by the chair with a maximum of 4 points allowed for this category.

Additionally, up to 10 points will be awarded for undergraduate and graduate student advisement.

For Instructors/Lecturers, if the minimum standards were met, a rating will be assigned according to the following ranges based on the score for this area, X_I :

Rating	Range
Outstanding	$X_I \geq 21$
Above Satisfactory	$12 \leq X_I < 21$
Satisfactory	$X_I < 12$

For Tenured/Tenure Track faculty, if the minimum standards were met, a rating will be assigned according to the following ranges based on the score for this area, X_I :

Rating	Range
Outstanding	$X_I \geq 16$
Above Satisfactory	$8 \leq X_I < 16$
Satisfactory	$X_I < 8$

II. Research

Minimum Standards:

- Progress on at least one original paper to be submitted to, under review or accepted by a refereed journal or conference.
- Deliver one presentation at the departmental colloquium.

Points to be earned if Minimum Standards met:

For each paper presented at a state, regional or national conference, points will be awarded based on the following with a maximum of 6 points total allowed for this category:

- stature of conference (national or international-3 points, regional-2 points or state-1 point)
- nature of participation (contributed-1 point versus invited-2 points)

Additionally, for each paper submitted to a refereed journal or refereed conference proceeding points will be awarded based on the following with a maximum of 4 points total allowed for this category:

- quality of journal (see Appendix) (top-tier-3 points, middle-tier-2 points, lower-tier-1 point) stature of conference (national-3 points, regional-2 points, state-1 point)
- number of coauthors (1 author-3 points, 2 authors-2 points, 3 or more authors-1 point)

Additionally, for each article accepted by a refereed journal or refereed conference proceeding points will be awarded based on the following with a maximum of 8 points per article:

- quality of journal (see Appendix) (top-tier-3 points, middle-tier-2 points, lower-tier-1 point)
- stature of conference (national-3 points, regional-2 points, state-1 point)
- number of coauthors (1 author-3 points, 2 authors-2 points, 3 or more authors-1 point)

Additionally, for the production or revision of graduate level textbooks or influential upper division textbooks points will be awarded based on the following with a maximum of 6 points per textbook (information provided by the author):

- their adoption at other universities
- their influence as measured by citation indexes
- their recommendation as a reference textbook by professional societies

Additionally, for each external grant proposal submitted points will be awarded based on the following with a maximum of 6 points total allowed for this category:

- the stature of the funding agency (federal-3 points, state -2 points, industry-1 point)
- the level of participation (PI-3 points, co-PI-2 point, biostatistician-1 point)

Additionally, for each newly funded grant proposal or contract points will awarded based on the following with a maximum of 8 points per grant:

- the stature of the funding agency (federal-3 points, state -2 points, industry-1 point) the amount of funding (over \$50K-3 points, \$10K to \$50K-2 points, strictly less than \$10K-1 points)
- the level of participation (PI-3 points, co-PI-2 point, biostatistician-1 point)

Additionally, for participation on a previously funded grant points will be awarded based on the following for the evaluation year with a maximum of 4 points per grant:

- the amount of expenditure (over \$50K-3 points, \$10K to \$50K-2 points, strictly less than \$10K-1 points)
- the level of participation (PI-3 points, co-PI-2 point, biostatistician-1 point)

If the minimum standards were met and the average research FTE is above 0.30, a rating will be assigned according to the following ranges based on the score for this area, X_{II} :

Rating	Range
Outstanding	$X_{II} \geq 16$
Above Satisfactory	$8 \leq X_{II} < 16$
Satisfactory	$X_{II} < 8$

If the minimum standards were met and the average research FTE is at or below 0.30, a rating will be assigned according to the following ranges based on the score for this area, X_{II} :

Rating	Range
Outstanding	$X_{II} \geq 12$
Above Satisfactory	$6 \leq X_{II} < 12$
Satisfactory	$X_{II} < 6$

III. Service

Minimum Standards:

- Attendance at a majority of all departmental events.
- Active member of at least one departmental, college or university committee.
- Timely submission of all assigned committee work.

Points to be earned if Minimum Standards met:

For each committee on which there is active membership points will be awarded based on the following with a maximum of 6 points per committee:

- level of committee (departmental-1 point, college-2 points or university-3 points)
- level of participation (chair-2 points, member-1 point)

Additionally, up to 2 points will be given for each paper refereed based on the stature of the journal.

Additionally, for each editorial board of a refereed journal on which there is active membership points will be awarded as follows with a maximum of 6 points per board:

- level of journal (see Appendix) (top-tier-3 points, middle-tier-2 points, lower-tier-1 point)
- level of participation (associate editor-2 points or editor-3 points)

Additionally, for each external committee or board on which there is active membership and that requires professional training points will be awarded as follows with a maximum of 6 points per committee of board:

- level of committee (national-3 points, regional-2 points or state-1 point)
- level of participation (regular member -2 points or chair-3 points)

Additionally, up to 4 points will be given for public relation activities related to the mission of UCF.

Additionally, for each workshop or conference organized points will be awarded based on the following with a maximum of 6 points per workshop or conference:

- level of workshop or conference (national-3 points, regional-2 points or state-1 point)
- number of participants (over 200-3 points, over 100-2 points, less than 100-1 point)

Additionally, up to 10 points will be awarded for service as undergraduate coordinator for the statistics or actuarial science programs.

Additionally, up to 2 points will be awarded for service as a member of the undergraduate and graduate assessment committees and up to 5 points for service as the coordinator of the undergraduate and graduate assessment committees for the statistics or actuarial science program.

Additionally, 2 points will be awarded for attending one university commencement ceremony.

Additionally, up to 10 points will be awarded for service as graduate coordinator.

If the minimum standards were met, a rating will be assigned according to the following ranges based on the score for this area, X_{III} :

Rating	Range
Outstanding	$X_{III} \geq 14$
Above Satisfactory	$8 \leq X_{III} < 14$
Satisfactory	$X_{III} < 8$

IV. Other University Duties

Other university duties are occasionally assigned for activities such as administration, sabbatical leave or other special projects. The nature of these assignments is variable and these assignments occur infrequently. Nevertheless, these activities will be evaluated as to their quality and in proportion to the total amount of time specified on the annual assignment form.

Overall

An overall rating of Outstanding or Above Satisfactory can only be assigned if the evaluation in each category is Satisfactory or higher. Moreover, if any category rating is Unsatisfactory, the overall evaluation will be Conditional or Unsatisfactory.

For those who achieved Satisfactory or better in all categories the overall score, Y , will be computed as follows. In each area, Outstanding will be given a score of 5, Above Satisfactory a 4 and Satisfactory a 3. The overall score will be a weighted average of the area scores, with weights equal to the assigned percentages.

A rating will be assigned according to the following ranges:

Rating	Range
Outstanding	$Y \geq 4.5$
Above Satisfactory	$3.5 \leq Y < 4.5$
Satisfactory	$Y < 3.5$

Appendix

Before each evaluation period, the chair will rank journals in the area of Statistics & Probability by their 5-year average impact factor from the Web of Science. This list will be made available to all Statistics faculty. Top-tier journals will be those in the top 50, middle-tier will be those in the next group of 50 and lower-tier will be the remainder below the top 100.

Articles published in interdisciplinary journals, in journals which develop statistical methodology for analyzing new datasets in social media, networks science, complex systems and big data analytics, and in peer reviewed conference proceedings require a case-by-case assessment to determine their ranks. Articles in conference proceedings that are reviewed by the editor or an editorial panel are typically of lesser value and need scrutiny by the Chair.

It is common and indeed desirable for statistics faculty to collaborate with researchers in other disciplines and generate articles which naturally appear outside the usual set of statistical journals. Such contributions represent a viable addition to the faculty member's research record provided the statistical content is of high quality, pushing the state of the art of the discipline or in some cases, developing new statistical methodology as an outgrowth to the solution of a real problem. Publications in journals such as Nature, Science, or the Proceedings of the National Academy of Sciences are deemed as outstanding outlets of research. Publications in flagship journals in other disciplines are also recognized as significant (e.g., Bulletin of the American Meteorology Society, Ecology, etc.).

Case-by-case assessment is required to differentiate between true research publications and accounts of statistical consulting of a routine nature. Occasionally, statisticians are asked to provide a "seal-of-approval" to a procedure extracted from a statistics textbook by someone in another discipline. Activities along these lines are best associated with service activity.