

MODEL PERFORMANCE EVALUATION BY-LAW

1. Each faculty member shall be evaluated at least once annually, as set forth in the Collective Bargaining Agreement (CBA) between UNF and UFF. All such performance evaluations shall be conducted in accordance with Article 18 of the CBA and the department's performance evaluation bylaw, if such bylaw has been adopted and approved pursuant to Articles 9, 18.6 (e) and 18.7 of the CBA. Any department which has not had its performance evaluation bylaw adopted and approved pursuant to those procedures shall conduct annual performance evaluations in accordance with Article 18 of the CBA and the following model performance evaluation bylaw.
2. In accordance with Article 18.5 of the CBA, each faculty member shall be evaluated in each area of his/her assigned duties, e.g., teaching, scholarship/ research/creative activity, and service, consistent with the following rating categories:

Exemplary
Above Satisfactory
Satisfactory
Below Satisfactory
Unsatisfactory

Each chair/supervisor completing a performance evaluation shall articulate sufficient specific facts to substantiate the rating given in every assigned duty. It is expected that the faculty member will provide evidence of the accomplishments to justify the rating attached to the accomplishments, and it is understood that it is the responsibility of the department chair to make qualitative assessments.

Furthermore, any rating of Below Satisfactory or Unsatisfactory must be accompanied by specific performance objectives the faculty member must achieve in order to obtain a Satisfactory rating in the next performance evaluation cycle.

3. **Ratings Structure**

Exemplary – to achieve a rating of Exemplary, a faculty member must demonstrate a consistent record during the year of extraordinary achievement and distinguish him/herself through exceptional performance of his/her assigned duties. A faculty member performing at an Exemplary level consistently performs his/her assigned duties at a level far and above the minimum requirements for his/her position. Additionally, a faculty member performing at an Exemplary level performs his/her faculty duties in such a manner as to be a role model for others and to earn the respect of his/her colleagues and supervisors alike.

Each chair/supervisor rating a faculty member as Exemplary in any category shall articulate specific facts so as to substantiate the rating. Those facts must be of such a nature so as to sufficiently demonstrate that the faculty member is performing at an Exemplary level.

Above Satisfactory – to achieve a rating of Above Satisfactory, a faculty member must demonstrate a consistent record during the year of high achievement and distinguish him/herself through an above average performance of his/her assigned duties. A faculty member performing at an Above Satisfactory level consistently performs at a level above the minimum requirements of his/her position.

Each chair/supervisor rating a faculty member as Above Satisfactory in any category shall articulate specific facts so as to substantiate that rating. Those facts must be of such a nature so as to sufficiently demonstrate the faculty member is performing at an Above Satisfactory level.

Each chair/supervisor rating a faculty member as Above Satisfactory in any category shall identify specific performance objectives to assist the faculty member in striving to improve his/her performance rating in the next performance evaluation cycle.

Satisfactory – to achieve a rating of Satisfactory, a faculty member must demonstrate a consistent record during the year of achievement and performance of his/her assigned duties. A faculty member performing at a Satisfactory level must consistently meet the minimum requirements for his/her position.

Each chair/supervisor rating a faculty member as Satisfactory in any category shall articulate specific facts so as to substantiate that rating. Those facts must be of such a nature so as to demonstrate that the faculty member is performing at a Satisfactory level.

Each chair/supervisor rating a faculty member as Satisfactory in any category shall identify specific performance objectives to assist the faculty member in striving to improve his/her performance rating in the next evaluation cycle.

Below Satisfactory – to achieve a rating of Below Satisfactory, a faculty member must fail to demonstrate a consistent record during the year of achievement and / or performance of his/her assigned duties. A faculty member performing at a Below Satisfactory level has failed to meet the minimum requirements for his/her position in one or more areas.

Each chair/supervisor rating a faculty member as Below Satisfactory in any category shall articulate specific facts so as to substantiate that rating. Those facts must be of such a nature so as to demonstrate that the faculty member is performing at a Below Satisfactory level.

Each chair/supervisor rating a faculty member as Below Satisfactory in any category shall identify specific performance objectives the faculty member must achieve in order to obtain a Satisfactory rating in the next performance evaluation cycle.

Unsatisfactory – to achieve a rating of Unsatisfactory, a faculty member must fail to demonstrate a record of achievement and/or performance of his/her assigned duties. A faculty member performing at an Unsatisfactory level has failed to meet the minimum requirements for his/her position in multiple areas.

Each chair/supervisor rating a faculty member as Unsatisfactory in any category shall articulate specific facts so as to substantiate that rating. Those facts must be of such a nature so as to demonstrate that the faculty member is performing at a Below Satisfactory level.

Each chair/supervisor rating a faculty member as Unsatisfactory in any category shall identify specific performance objectives the faculty member must achieve in order to obtain a Satisfactory rating in the next performance evaluation cycle. The chair/supervisor shall meet with the faculty member to develop a plan to improve the faculty member's performance.

4. **Teaching Effectiveness**

In addition to the annual report submitted in accordance with the CBA, a faculty member shall submit a teaching portfolio, as evidence of his/her performance throughout the year. An appropriate teaching portfolio will include, but is not limited to, the following:

- Well-designed syllabi that clearly show student learning outcome objectives and requirements
- Exams and quizzes that successfully and fairly measure student learning
- Assignments (homework, papers, projects, etc.) that challenge and instruct
- Sample copies of student work (where appropriate)
- Study guides/notes/overheads/Power Points composed by the faculty member (where appropriate)
- Evidence of appropriate use of technology such as Blackboard, homepages, etc. (if applicable)
- Evidence of having substantially revised a previously offered course(s), or developing a new course(s) (where appropriate)
- Evidence of curriculum or program development at department or college level
- Evidence of directing independent studies, supervising interns, service on thesis, capstone, or dissertation committees, etc.
- Evidence of student activities that relate to the courses taught (speakers, field trips, service learning, etc.)
- Evidence of development and/or execution of a study abroad program
- Evidence of teaching special classes (FIGs, Honors, Common Boundary, TLO's)

- Evidence of receipt of internal or external awards for teaching
 - Evidence of receipt of a teaching-related grant
 - Peer assessments (if applicable)
 - Chair's assessment of teaching (if applicable)
 - ISQ results (i.e., student evaluations)¹
 - Optional narrative evaluations administered by the faculty member (must include all if any are included)
 - Assessment tools or advising tools (if applicable)
 - Any other documentation or information the faculty member thinks should be taken into account in the completion of his/her performance evaluation. This may include special circumstances, such as a leave of absence.
- Exemplary - to obtain a rating of Exemplary for teaching effectiveness, a faculty member must demonstrate that he/she has consistently performed his/her assigned teaching duties at a level far and above the minimum requirements for his/her position.
 - Above Satisfactory - to obtain a rating of Above Satisfactory for teaching effectiveness, a faculty member must demonstrate a consistent record of high achievement and distinguish him/herself through an above average performance of his/her assigned teaching duties.
 - Satisfactory - to obtain a rating of Satisfactory for teaching effectiveness, a faculty member must demonstrate a consistent record of achievement and performance of his/her assigned teaching duties.
 - Below Satisfactory - to achieve a rating of Below Satisfactory for teaching effectiveness, a faculty member must fail to demonstrate a consistent record of achievement and/or performance of his/her assigned teaching duties.
 - Unsatisfactory - to achieve a rating of Unsatisfactory, a faculty member must fail to demonstrate a record of achievement and/or performance of his/her assigned duties, or consistently fail to meet the minimum requirements for his/her position. A faculty member will receive the rating of Unsatisfactory if the teaching portfolio is incomplete and/or does

¹ The use of student evaluations in the annual evaluation process is governed by Article 18.6 (3) of the CBA. Student evaluations "are one useful tool" and, except as expressly provided in the CBA, the annual evaluation "shall not be based solely on student evaluations". When using the student evaluations, the evaluator shall take into account results on a range of questions appropriate to the course.

not show any progress in improving the quality of instruction. An Unsatisfactory teaching performance may also include: failure to revise courses when necessary, missed classes (without justification), persistent and justified student complaints, erratic classroom behavior, failure to keep minimal office hours, or unprofessional behavior (i.e., behavior that does not meet the standard set forth in Article 10.3 of the CBA, Academic Responsibility of Faculty Members, where it applies to teaching).

5. Research/Scholarship/Creative Activity²

- Exemplary – to obtain a rating of Exemplary, a faculty member must demonstrate a consistent record of extraordinary achievement and distinguish him/herself through exceptional performance of his/her assigned Research/Scholarship/Creative Activity duties. Evidence of Exemplary performance can include publication(s) or creative works appropriate to the discipline (book, article, creative product); delivering an invited plenary or keynote address at a national or international conference or other similar professional forum; or receiving a major external grant, research grant, or fellowship (e.g., NEH, NSF, NIH, or research Fulbright).
- Above Satisfactory – to obtain a rating of Above Satisfactory, a faculty member must demonstrate a consistent record of high achievement and distinguish him/herself through an above average performance of his/her assigned Research/ Scholarship/Creative Activity duties. Evidence of Above Satisfactory performance can include completion of a substantial piece of scholarship/creative work (as evidenced by receipt of a letter acknowledging the submission); submission of a completed major grant proposal (e.g., NEH fellowship, NSF fellowship, NIH fellowship, research Fulbright or similar); or presenting a conference paper/poster at a regional, national, or international conference or professional meeting.
- Satisfactory – to obtain a rating of Satisfactory, a faculty member must demonstrate a consistent record of achievement and performance of his/her assigned Research/Scholarship/ Creative Activity duties. Evidence of a Satisfactory level of performance can include

² As provided in Article 18.6 (b) (2) of the CBA, the annual evaluation shall include consideration of the quality and quantity of the faculty member's research/scholarship/creative activity. An evaluation of quality will include an evaluation both of the publication and of the medium in which that work is published. If the faculty member's discipline does not have a published or professionally acknowledged hierarchy of research outlets within the particular discipline, the chair/supervisor shall be responsible for explicating an appropriate hierarchy in this portion of the evaluation. The chair/supervisor shall also inform faculty within the department of such hierarchy.

evidence of a work-in-progress as part of an ongoing research/scholarship/ creative activity agenda; making substantial progress on a long-term project; serving as a discussant at a session of a local, national, or international conference; or receiving an internal (UNF) research grant.

- Below Satisfactory - to obtain a rating of Below Satisfactory, a faculty member must fail to demonstrate a consistent record of achievement and/or performance of his/her assigned Research/Scholarship/ Creative Activity duties. Evidence of a Below Satisfactory level of performance can include Research/Scholarship/ Creative Activity undertakings limited to attending a conference without presenting, organizing, or serving as a discussant; and/or showing evidence only of preliminary stages of Research/Scholarship/Creative Activity.
- Unsatisfactory – to obtain a rating of Unsatisfactory, a faculty member must fail to demonstrate a record of achievement and/or performance of his/her assigned Research/Scholarship/Creative Activity duties. Evidence of an Unsatisfactory level of performance can include the failure of a faculty member to provide any evidence of any Research/Scholarship/Creative Activity.

6. Service

Service may include, but is not limited to any of the following:³

- Serving as president of the Faculty Association, college Faculty Association, United Faculty of Florida UNF chapter, or president or head of a professional or scholarly organization
- Serving on the UFF bargaining team or as a UFF grievance representative
- Serving in a department position, such as coordinator
- Receiving an internal or external service or related award
- Chairing a committee at the university, college, or department level
- Serving actively as a member of a university, college, or UFF committee
- Serving actively as a member of an additional department committee above the expected norm of one committee
- Serving as an external peer reviewer on a tenure and/or promotion case

³ Because the various service activities involve differing degrees of commitment of time and energy, the annual evaluation shall include consideration of those factors.

- Serving on a thesis, capstone, or dissertation committee
 - Serving as an officer in a community organization, board, agency, or commission directly related to one's discipline
 - Serving as an active member participating in a public or community group, board, agency, or commission directly related to one's discipline
 - Giving an invited presentation related to one's discipline to a local organization
 - Serving as a reviewer for national or private agency grants and contracts
 - Serving as a review editor (editorial board) for a scholarly journal or academic press
 - Serving as primary editor of a scholarly journal
 - Reviewing or evaluating an article submitted to a scholarly journal
 - Serving as an external reviewer of a submitted book manuscript to an academic press
 - Serving as an officer in a professional or scholarly organization
 - Serving as primary organizer of a conference
 - Organizing a meeting/symposium/workshop/session at a local, national, or international conference
 - Organizing a cultural activity for the university and/or wider community, directly related to one's discipline
 - Other appropriate service
- Exemplary – to obtain a rating of Exemplary, a faculty member must demonstrate a consistent record of extraordinary achievement and distinguish him/herself through exceptional performance of service activities. Evidence of such Exemplary performance may include a substantial and significant commitment of time and energy to the activities listed above, in addition to the expected participation in regular departmental, college, or university meetings.
 - Above Satisfactory – to obtain a rating of Above Satisfactory, a faculty member must demonstrate a consistent record of high achievement and distinguish him/herself through an above average performance of service activities. Evidence of such Above Satisfactory performance may include a significant commitment of time and energy to the activities listed

above, in addition to the expected participation in regular departmental, college, or university meetings.

- Satisfactory – to obtain a rating of Satisfactory, a faculty member must demonstrate a consistent record of achievement and performance of his/her service activities. Evidence of such Satisfactory performance may include participating fully in department activities and serving on at least one departmental, college, university, or UFF committee.
- Below Satisfactory – to obtain a rating of Below Satisfactory, a faculty member must fail to demonstrate a consistent record of achievement and/or performance of his/her assigned duties. Evidence of such a Below Satisfactory performance may include participating in most department activities, but serving on no committees.
- Unsatisfactory – to obtain a rating of Unsatisfactory, a faculty member must fail to demonstrate a record of achievement and/or performance of his/her assigned duties or consistently fail to meet the minimum requirements for service activities.