

**Dept. of Political Science and Public Administration**  
**UNF-UFF Contract-Required Bylaws**

**Article IV Annual Evaluations**

**Article IV.i Overview**

1. According to Article 18.1 of the UNF-UFF Collective Bargaining Agreement, annual evaluations are intended to communicate to a faculty member a qualitative assessment of that faculty member's performance of assigned duties by providing him/her written constructive feedback that will assist in improving the faculty member's performance and expertise. The period of the annual evaluations shall include the previous Summer term and Fall and Spring semesters.
2. According to Article 18.5 of the UNF-UFF Collective Bargaining Agreement, the evaluation rating categories are:
  - Exemplary
  - Above Satisfactory
  - Satisfactory
  - Below Satisfactory
  - Unsatisfactory
3. According to Article 18.7 of the UNF-UFF Collective Bargaining Agreement, each department shall adopt interpretations/clarifications of the University's criteria for annual performance evaluations in terms appropriate or specific to the department's discipline(s) and respective faculty members' positions.
4. According to Article 18.2 of the UNF-UFF Collective Bargaining Agreement, each faculty member shall submit to his/her chair a report of annual activities in teaching, research/scholarship/creative activities, service, and other University duties. The faculty member will provide evidence for the accomplishments to justify the performance rating. It is understood that it is the responsibility of the department chair to make some qualitative assessments regarding faculty performance.
  - a) The format and minimum content of the Faculty Annual Report differs for each area (teaching, research, service).
    - i. For teaching, faculty members must submit a narrative explaining their activities and justifying the rating level according to the criteria laid out in Article IV.ii. Additional materials, providing evidence to justify the rating, must supplement the narrative (see Article IV.ii below).
    - ii. For research/scholarship, faculty members must submit the Research Productivity form and may, if they choose, submit a supporting narrative. Faculty must submit to the Chair copies of books, publications, conference papers, working papers, etc.

- iii. For service, faculty members must submit a narrative explaining their activities and justifying the rating level according to the criteria laid out in Article IV.iv. Faculty members must provide to the Chair evidence to support the self-evaluation for service.
- b) Per the contract, annual reports must be submitted to the chair by June 1. If a faculty member fails to provide his/her annual report by that date, the chair shall proceed without that information.

#### **Article IV.ii Evaluation of Teaching**

1. Evaluation of teaching is focused on teaching effectiveness and stimulation of critical thinking. Teaching effectiveness promotes student mastery of course content. This learning can be achieved within a classroom or beyond the classroom. This article of the Political Science and Public Administration Bylaws adopts interpretations and clarifications of University criteria for annual performance evaluations of teaching.
2. Student evaluations are part of the evaluation process (including individually designed and administered evaluations as well as the University's Instructional Satisfaction Questionnaire); however faculty must provide the chair with additional evidence of teaching effectiveness. Such evidence may include some of the following, or faculty may submit other evidence deemed appropriate:
  - results of peer observations/evaluations
  - student exams, papers, presentations, or assignments
  - other relevant materials such as class notes, syllabi, assignments, and/or a teaching portfolio
  - discussion of the challenges inherent to teaching large or small courses, if applicable
3. Criteria for teaching: Faculty must meet all of the criteria listed for Satisfactory. Ratings of Above Satisfactory and Exemplary must meet the criteria for Satisfactory and exceed them as noted below.
  - a. **Satisfactory: All of the Following**
    - Syllabi are professionally presented and organized. Syllabi should contain course outlines, learning outcomes, and criteria for evaluation of students.
    - Course content should be well-organized and appropriate for the discipline or sub-discipline
    - Office hours are posted and maintained on a regular basis; when necessary, office hours are rescheduled or cancelled with appropriate notice.
    - Faculty are expected to attend classes and to keep appointed class times as well as communicating an expectation that students will do the same.
    - Maintain course requirements, grading standards, and grading techniques that are fair to students and uphold traditional academic standards

- Faculty members are able to communicate clearly and effectively with students.
  - Faculty members effectively demonstrate a curriculum intended to stimulate students' critical thinking abilities
  - Student evaluations should be above the mean of the College or within one standard deviation below the College mean.  
Undergraduate teaching will be compared to the College mean for undergraduate courses and graduate teaching will be compared to the College mean for graduate courses.
  - Service on Masters-level Capstone Committees, as assigned.
- b. **Above Satisfactory: Faculty must meet the criteria for satisfactory and, additionally, meet *two* of the following criteria:**
- Student evaluations above the College mean.
  - Effective use of innovative techniques in presenting knowledge
  - Demonstrate student scholarly achievement through exams, papers, presentations, or other assignments that demonstrate mastery of course content
  - Creation of a new course or substantial revision of an existing course (with a demonstrated need or justification for the new course or revision)
  - Effective utilization of teaching technology, including but not limited to enhanced syllabi and course resources available on-line.
  - Completion of workshops that aim to improve teaching (faculty must document how improvements from workshops have been effectively integrated into the course curriculum)
  - Supervise independent studies or internships
- c. **Exemplary: Faculty must meet the criteria for satisfactory and above satisfactory and, additionally, meet *one* of the following criteria:**
- Student evaluations at least one standard deviation above the College mean.
  - Recognition of outstanding teaching through teaching awards or other types of recognition (teaching conferences, etc)
  - Demonstrate significant student scholarly achievement through exams, papers, presentations, or other assignments that demonstrate mastery of course content
  - Make significant contributions to development or revision of Department's curriculum or program of study
  - Offering alternative or transformational learning opportunities including but not limited to: experiential learning, study-related domestic or international travel, and laboratory exercises (faculty must assess the need and the impact of these alternative methods of teaching and present this information in their self-evaluation)
  - Supervise Honors theses or grant-funded faculty/undergraduate research projects

**d. Below Satisfactory**

- Achieving 4 to 8 of the criteria for satisfactory

**e. Unsatisfactory:**

- Achieving fewer than 4 of the criteria for satisfactory

**Article IV.iii Evaluation of Research/Scholarship**

1. It is the goal of the Department of Political Science and Public Administration to recognize research as a *process*, not the production of a single piece of scholarship. The following types of research, in any combination(s), will be used to evaluate a faculty member's annual research contribution.
2. Using the following rubric, faculty report their annual productivity on the Research Productivity Form, providing evidence of the total and an optional narrative. The faculty members' total points will be used by the Chair to determine the appropriate rating; total points are not reported on the annual evaluation. The chair must concur with the points total based on evidence provided and assessments of quality according to the standards of the profession.
3. Definitions:
  - a. Publication: Publications may be on-line or hard copy. Self-published works are excluded from consideration. Journal articles, book chapters, law review articles, and encyclopedia articles are reported when the article is published.
  - b. Peer-reviewed: A journal shall be considered peer-reviewed when the journal describes itself as peer-reviewed or if it is listed as peer-reviewed in publication indices.
  - c. Working Paper: Faculty members share drafts with the chair in order demonstrate progress on a research agenda.

4. Departmental Criteria for Level of Research/Scholarship Achievement: The faculty total will be used to calculate the level of faculty research:

Exemplary = 30 points or higher  
 Above Satisfactory= 25-29 points  
 Satisfactory = 20-24 points  
 Below Satisfactory= 15-19 points  
 Unsatisfactory = fewer than 15 points

Type of Research	Point Allocation
Publication of a research book or monograph	35
Publication of a textbook	30
Publication of a journal article (Peer reviewed)	25
Publication of a chapter in a book/edited volume	25
Publication of a law review article	20
Publication of journal article (Non-peer reviewed)	15
Signed research book, monograph or textbook contract	15
Completion of grant/contract (External)	10
Active research agenda (working paper)	10
Conference paper presentation (Panel or Poster)	10
Completion of gov't/public sector research report	10
Encyclopedia article (limit: 2)	10
Trade/Commercial Journals (e.g., <i>PA Times</i> )	10
Completion of grant/contract (Internal)	5
Submission of grant/contract proposal (External)	5
Submission of grant/contract proposal (Internal)	5
Co-authored publication in student journal	5
Publication in national PSPA newsletter (limit: 2)	5
Discussant at a Conference (limit 1)	5
Submission of article to peer-reviewed journal	5
Book review (limit: 3)	5
Op-ed in commercial newspaper (limit: 3)	5

#### Article IV.iv Evaluation of Service

1. The Department of Political Science and Public Administration, in accordance with University of North Florida mission statement, identifies a commitment to community service as a key university value. Evidence of a commitment to community service includes service in three areas: university service, public service and professional service.
  - a. **University service** includes but is not limited to service on a departmental, college or university committee; participating in a recognized extracurricular program or mentoring activity that is designed to improve the educational environment at the university.

- b. **Public service** includes professionally related service at the local, national and international levels. Public service includes but is not limited to service to an educational (K-12) organization, a civic organization, a not-for-profit organization, a media outlet, a governmental organization, or governing body as a member of an advisory council, task force, commission, or as a consultant, presenter or commentator.
    - c. **Professional service** includes but is not limited to service as an officer, board member, committee member, editor or other appointed position representing a professional association or academic publication. Additionally, manuscript and proposal reviews are considered an integral part of the service to the academic community.
2. **Exemplary Service** for an academic year may include but is not limited to 1) four service activities from any of the three areas specified; **or** 2) two service activities and significant participation in one of the three areas; **or** 3) significant participation in two activities. Significant participation is defined as service effort equivalent to two typical service activities.
3. **Above Satisfactory** service for an academic year may include but is not limited to 1) three service activities from any of the three areas specified **or** 2) one service activity **and** significant participation in a single area.
4. **Satisfactory Service** for an academic year may include but is not limited to two service activities from any of the three areas specified **or** significant participation in one activity. Additionally, to be satisfactory, faculty must regularly attend department meetings and make contributions to the general work of the department.
5. **Below Satisfactory Service** for an academic year may include but is not limited to a single episode of service from any of the three areas specified. Or, a below satisfactory rating may be the result of persistent failure to attend department meeting or contribute to the general work of the department.
6. **Unsatisfactory Service** for an academic year is defined as a lack of service.

#### **Article IV.v Evaluation of MPA Director**

1. The MPA Director undertakes other assigned University duties, including advising, counseling, and academic administration. These duties must be taken into consideration when the MPA Director is evaluated for the year. The MPA Director shall provide to the Chair, along with the above-noted Annual Faculty Report content, a self-assessment and appropriate documentation to support the appropriate rating.
  - a. The MPA Director's duties fall into both the categories of teaching and service. In the MPA Director's annual evaluation, the chair shall consider the following distribution of duties into the relevant categories:
    - i. **Teaching duties** may include but are not limited to:
      - advise incoming and current students
      - respond to all MPA admissions referrals and student inquiries

- develop and coordinate graduate learning outcomes and assessment
  - establish and maintain internships
  - prepare draft schedules
  - prepare and maintain all MPA student files
  - prepare and clear pre-certifications for graduation
  - develop and/or coordinate all curriculum and catalog changes
  - participate in MPA Capstone Committees
  - coordinate Capstone course planning and content with faculty member responsible for Capstone Course
  - coordinate and direct academic components of MPA student internships
- ii. **Service duties** include but are not limited to:
- administer departmental graduate scholarships
  - conduct NASPAA re-accreditation self-study and prepare required reports (in appropriate years)
  - serve as NASPAA principal representative
  - advise department chair and chair MPA Steering Committee
  - represent department on Graduate Council
  - prepare and distribute informational and promotional items concerning the MPA program to students and other interested parties
  - represent MPA program to all external and internal constituencies
  - serve as Advisor for UNF Phi Alpha Alpha (if active)

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