# GUIDELINES FOR ANNUAL PERFORMANCE EVALUATION OF THE DEPARTMENT OF ECONOMICS AND GEOGRAPHY

 UNIVERSITY OF NORTH FLORIDA

(ALL PROVISIONS ARE DESIGNED TO BE IN COMPLIANCE BETWEEN THE UNF BOARD OF TRUSTEE-UFF AGREEMENT CURRENT THROUGH JUNE 30, 2017)

 Revised

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## CRITERIA FOR ANNUAL PERFORMANCE EVALUATION

In accordance with the current agreement between UNF Board of Trustees and United Faculty of Florida, the faculty of the Department of Economics and Geography sets forth the following criteria for annual performance evaluation.

All regular faculty (including all ranks from instructor to full professor) will submit to the Department chairperson the Faculty Annual Self-Evaluation Portfolio required by Paragraph 18.2 (a) in accordance with the current agreement between UNF Board of Trustees and United Faculty of Florida**.** Specifically, the faculty shall complete the Department Faculty Annual Self-Evaluation Portfolio and shall include any interpretive comments and supporting data pertaining to accomplishments in Teaching, Scholarship and Service for tenured or tenure-earning faculty, and at least Teaching and Service for instructors and lecturers.

1. Within this portfolio, the faculty member will provide as the equivalent of a teaching narrative, commentary on those elements listed below in section 6 a-e that relate to teaching performance.
2. Faculty members may include additional commentary if they wish, but it is not required.
3. The Department chairperson shall consider all information as required in conformance with paragraph 18.5(c) of the current agreement between UNF Board of Trustees and United Faculties of Florida**.**
4. Faculty shall follow the Annual Evaluation Process as required in conformance with Section 18.5 of the current agreement between UNF Board of Trustees and United Faculty of Florida**.**
5. The Department of Economics and Geography shall interpret/clarify the University’s criteria for annual performance evaluations in terms appropriate to the department disciplines. The intent is that faculty members being evaluated have available to them a description of what tangible accomplishments would normally qualify them for the various evaluative ratings categories (**Unsatisfactory, Below Expectations, Meets Expectations, Exceeds Expectations, Far Exceeds Expectations**) assuming the accomplishments are of sufficient quality.
6. Annual Evaluation of Teaching: The evaluation of a faculty member’s teaching is the responsibility of the department Chair. All Department of Economics and Geography Faculty shall be evaluated according to the following criteria:
7. Far Exceeds Expectations

A faculty member shall be assigned a rating of Far Exceeds Expectations when he/she meets the criteria for Exceeds Expectations and demonstrates the following:

1. Classroom observation / visitation show an overall pattern of positive evaluation;
2. Student evaluations show a general pattern of positive responses (agree=4 or strongly agree=5) on a range of ISQ questions appropriate to the course;
3. Evidence of significant extra effort on behalf of students and/or the department, college and/or university teaching mission that shall include a minimum of two additional instances of extra effort beyond those listed for Exceeds Expectations. This implies a total of five activities of significant extra effort which includes items such as those from the list below (faculty may use any bullet point more than once).
	* + Supervising a directed independent study course (with one or multiple students)
		+ Developing a new course or adding to the curriculum
		+ Continuing efforts aimed at co-authoring or mentoring scholarship with a student
		+ Adding a service learning component to a course
		+ Adding an e-learning component to a course
		+ Working on a Department, College or University committee dealing with students, pedagogy or curriculum development
		+ Attending a College or University teaching enhancement workshop or seminar
		+ Supporting or mentoring a student accomplishment directly related to teaching
		+ Supporting a student organization and student functions including attendance at their meetings
		+ Developing problems sets, solution sets, other class materials or pedagogy that support Coggin College of Business Student Assurance of Learning Improvement Areas
			- Critical thinking
			- Written communication including organization, grammar and clarity of focus
			- Oral communication including poise, organization and clarity of focus
			- Ethical behavior especially in the context of firm management
			- Utilization of technology for decision making and to promote business productivity and efficiency
			- Understanding of the global economy in conjunction with how cultural and global socioeconomic factors affect business
		+ A conference accepted research paper on pedagogy or other teaching and education related topic
		+ Introducing a significant technology facilitated learning activity
		+ Continuing effort toward improving course content and assignments that enhance course currency and relevance
		+ Using a new textbook
		+ Pursuing a grant or other support for teaching innovation
		+ An award for excellent teaching performance
		+ Pursuing a significant classroom innovation that engages students in active learning such as experiments or experimental economics
		+ Developing a transformational learning activity or a FIG
		+ Attending a teaching conference
		+ Participating in a Study Abroad Program
		+ Publishing a textbook or other instructional materials
		+ Other activities normally agreed to in advance by the Department chairperson
4. Exceeds Expectations

A faculty member shall be assigned a rating of Exceeds Expectations when he/she meets the criteria for Meets Expectations and demonstrates the following:

1. Classroom visitation/observation, student written evaluations and/or ISQ evaluations provide evidence, on a range of questions appropriate to the course, that a faculty member communicates clearly and effectively with students and aids in the understanding of the material,
2. Faculty shows enthusiasm for course material and uses class time well,
3. Faculty develops lectures and class activities that are well organized and provide a framework for learning,

1. Evidence of significant extra effort on behalf of students and/or the department, college and/or university teaching mission that shall include a minimum of three extra effort activities. These include items such as those listed in Section 6.a.(3).
2. Meets Expectations

A faculty member shall be assigned a rating of Meets Expectations when he/she demonstrates the following:

1. Faculty member has mastery of course content as evidenced by classroom visitation/observation, student written evaluations and/or ISQ evaluations on a range of questions appropriate to the course and as evidenced by course materials including exams, assessments, handouts, or readings.
2. Course content is consistent with the College and Department curricular missions and material presented is consistent with course syllabus and catalog description. The chairperson shall examine course materials including exams, assessments, handouts, or readings to help evaluate course content.
3. Faculty member meets normal course obligations such as convening classes and holding office hours, grading and returning assignments and tests in a timely manner, assigning grades fairly and following university regulations and guidelines regarding classroom conduct. The chairperson shall examine student written evaluations, ISQ evaluations and further evidence about this might include (an absence of) student complaints.
4. Student evaluations on a range of questions appropriate to the course show a general pattern of Meets Expectations or higher responses (3-neutral, 4-agree, 5 strongly agree).
5. Below Expectations

A faculty member shall be assigned a rating of Below Expectations if he/ she fail to meet the requirements for a rating of Meets Expectations.

1. Unsatisfactory

 A rating of Unsatisfactory shall be assigned if the faculty member fails repeatedly to perform assigned teaching duties. The chairperson will notify the faculty member in writing when he/she becomes aware of these failures within two weeks of any occurrence.

 These failures include but are not limited to,

* repeatedly canceling/missing class meetings,
* disregard for required curriculum content
* disregard for university regulations and guidelines regarding classroom conduct,
* other activities that significantly diminish teaching quality or student learning.

1. Annual Evaluation of Scholarship:

The evaluation of a faculty member’s scholarship is the responsibility of the Department chairperson. All Department of Economics and Geography Faculty shall be evaluated according to the following criteria:

* 1. Far Exceeds Expectations

A faculty member shall be assigned a rating of Far Exceeds Expectations when he/she accomplishes the following.

Assuming excellent quality the faculty member shall publish (or have accepted for publication with a letter from the editor but the work will count only once, either when it is accepted or when it is published) two or more intellectual contributions during the evaluation period (the work shall be counted only once, either when it is accepted or when it is published) or shall publish one intellectual contribution and have an active research agenda ongoing. An active research agenda is when a faculty member has any two instances of the scholarly activities listed in Section 7.b.

Intellectual contributions include

* peer reviewed journal article or an editorially reviewed journal article (published or accepted for publication with letter from the editor)
* a scholarly book
* Other intellectual contributions normally agreed to in advance by the Department chairperson

 b. Exceeds Expectations

A rating of Exceeds Expectations shall be assigned when the faculty member meets the criteria for a Meets Expectations rating and engages in research activities that are likely to result in publication of their scholarship. An Exceeds Expectations rating requires publication of one intellectual contribution (defined in Section 7.a.), or any three instances of the following scholarly activities. Faculty may use any activity more than once.

 Scholarly activities include the following

* + - Presentation of research contributions at professional regional/national/international association meeting. Must be a non-duplicate research paper for each conference. Presentation by a co-author at a professional regional/national/international association meeting satisfies this requirement
		- Organization of a panel session or entire conference
		- Research report written for completion of an internal or external grant/contract (including Center for Economic and GIS Research)
		- Research report published for inter- or intra-state distribution
		- Two papers under review for edited scholarly volumes or refereed journals. These are new research papers or research that is under review in the second year. After the second year, a paper no longer qualifies under this category unless there are significant revisions.
		- Documented progress toward manuscript publication in an edited collection, scholarly book, monograph, or textbook (letter from publisher required)
		- A book chapter in an edited scholarly volume
		- Publication of a new edition of a previously published book
		- A review of a book or comment to a peer reviewed article
		- Publication of research in non-refereed outlets including work published by or with students.
		- Publication of research in peer reviewed conference proceedings
		- Research paper revision during a revise and resubmit process
		- Other intellectual contributions normally agreed to in advance by the Department chairperson

c. Meets Expectations

A faculty member shall be assigned a rating of Meets Expectations when he/she is a Scholarly Academic or Professional Academic (SA or PA). By AACSB guidelines, SA is satisfied when faculty publish two or more intellectual contributions over a 5 year period. PA is similar, but with one fewer publication along with more work for professional organizations.

d. Below Expectations

A faculty member shall be assigned a rating of Below Expectations if he/she fails to meet the requirements for a rating of Meets Expectations.

e. Unsatisfactory

A faculty member shall be assigned a rating of unsatisfactory if none of the scholarly activities listed in Section 7.b. are accomplished

1. Annual Evaluation of Service

The evaluation of service is the responsibility of the Department chairperson. The evaluation of service must reflect both the quality and quantity of the effort and the significance of the output. Service includes contributions to the department, the college, the university, the profession, and to the community. “Community” refers to service activities at the local, state, national or international level performed in a professional capacity.

1. Far Exceeds Expectations

A faculty member shall be assigned a rating of Far Exceeds Expectations when he/she meets the criteria for Exceeds Expectations and shows evidence of significant extra effort on behalf of the department, college, or university service mission. Evidence of significant extra effort shall include a minimum of two additional instances of extra effort beyond those listed for Exceeds Expectations (this implies a total of four activities of extra effort) such as those from the list below. Faculty may use any activity more than once.

Examples of extra effort in service include the following

* + - Actively serving on a department committee
		- Actively serving on a college committee
		- Actively serving on a university committee
		- Actively serving on a committee in a professional organization
		- Actively serving on a committee in the community in a professional capacity
		- Work with Center for Economics and GIS Research, Center for Economic Education or other university related center
		- Special projects in the department, college, university, profession, or community
		- Invited review of books, articles or other manuscripts
		- Actively serving on community projects, commissions or boards
		- Serving as a guest speaker for student, business, government or community organization or for other faculty
		- Participation at 3 or more university functions
		- Service on an editorial board of a journal
		- Editor or Associate Editor of a journal
		- Working on student placement or recruitment activity
		- Chairperson or discussant at an academic or teaching conference
		- Mentoring junior faculty
		- Other service activities normally agreed to in advance by the Department chairperson

The following are equivalent to two activities:

* + - Chairperson of a department, college, or university committee
		- Officer or leadership position in a university, or discipline related community or professional organization
		- Acting in a professional capacity as a member of the Board of Directors for a community or business organization
		- An award or other formal recognition for excellent service contributions
1. Exceeds Expectations

An Associate or Full Professor shall be assigned a rating of Exceeds Expectations when he/she meets the criteria for Meets Expectations and shows evidence of extra effort on behalf of the department, college, or university service mission. Evidence of significant extra effort for an Exceeds Expectations rating shall include a minimum of two instances of extra effort such as those listed in Section 8.a. Note that “community” refers to service activities at the local, state, national or international level performed in a professional capacity.

An Assistant Professor shall be assigned a rating of Exceeds Expectations when he/she meets the criteria for Meets Expectations and shows evidence of extra effort on behalf of the department, college, or university service mission. Evidence of extra effort for an Exceeds Expectations rating for an Assistant Professor shall include a minimum of one service activity such as those listed in Section 8.a.

1. Meets Expectations

An Associate Professor or Professor shall be assigned a rating of Meets Expectations when he/she accomplishes all elements listed below. Assistant Professors meeting (1) and (2) shall be rated Meets Expectations. Attendance at meetings shall be predicated on the compatibility of the faculty’s teaching schedule, office hours and other university commitments with the committee’s meeting times (or as agreed to by the Department Chairperson).

1. Active participation in department meetings
2. Regular attendance at college meetings

1. Below Expectations

A faculty member shall be assigned a rating of Below Expectations if he she fails to meet the requirements for a rating of Meets Expectations.

1. Unsatisfactory

A faculty member will be assigned a rating of Unsatisfactory if she/he fails to participate in any of the activities listed in Section 8.c.