

Introduction

This document serves as a guideline to be used by faculty in preparing their faculty performance evaluation documents and as guidance for the EES Faculty Affairs Committee when evaluating teaching, research, and service over the evaluation period. For faculty who have reassigned time (>3 credit hours) or course buy-outs, FAC will consider each case individually. It is the responsibility of each faculty member to present evidence of their accomplishments over the evaluation period.

The minimum criteria for meeting expectations are listed within each category.

Materials pertinent to faculty performance evaluation must be added to the Faculty Activity Database by the deadline indicated by the College and the University.

Teaching

To meet expectations, all faculty should be teaching either a 3-3 or 4-4 load each year and should have an average score for teaching evaluations of at least 3.0, and include at least one peer review of teaching per year. Reassigned time within the department for other departmental duties counts as a course, for example a 3-2 or 2-3 teaching load. Reassigned time must be documented. In addition, all teaching responsibilities, as outlined in the University Handbook section 310.1, must be met.

Research

To meet expectations, faculty teaching a 3-3 or 3-2 load must make on average one presentation at disciplinary meeting each year. Faculty should also submit or publish a refereed manuscript or submit an external grant during a given two-year period. Work submitted during a previous evaluation period cannot count in a following evaluation period. Faculty teaching a 4-4 or 4-3 load must meet only one of the requirements above.

Service

To meet expectations during the evaluation period, faculty should be Chair of a departmental committee (e.g., Undergraduate Affairs, Graduate Affairs, Faculty Affairs, or a search committee) or document (via documents attached to the Faculty Activity Database) contributions to a department, college, or university committee. Professional Service is encouraged, including contracts with external entities (providing they are adequately documented and further the interests of EES).