Subject: Annual Faculty Evaluation
Effective Date: March 16, 2016
Supersession: November 3, 2011 (Bylaws of the College of EAS)
Approved: R. Dandapani, Dean

Introduction:
UCCS Compensation Principles for Faculty, Policy Number 300-016 requires for tenured, tenure-track, and non-tenure track faculty that the dean of each college shall, through a collegial and consultative process with the faculty, develop clearly articulated standards of merit, which include existing primary unit guidelines and peer review.

The evaluation factors and process in this policy provide the basis for individual annual performance ratings, merit, and other pay adjustments in the College of Engineering and Applied Science. The performance rating is the overall summary rating of the individual's performance on a five-point scale and constitutes the public record of rating, in accordance with the Colorado Open Records Act.

The faculty member's weights in the workload assignment for the particular calendar year and the academic rank will be used for the yearly evaluation.

Department faculty members who have appointments outside of the college will be evaluated for their approved or contracted load within the college. Their rating for the calendar year will be combined proportionately with the rating given by their supervisors outside of the college.

Each of the three areas of Teaching, Research/Scholarship, and Service will be evaluated using the scale below. Then an overall value will be calculated using the three ratings proportionately applying the weights in the workload plan. The overall value from the current evaluation will be mapped to range-based performance rating for the year using the same scale.

> 1.0 – 1.4: Fail to Meet Expectations
> 1.5 – 2.4: Below Expectations
> 2.5 – 3.4: Meeting Expectations
> 3.5 – 4.4: Exceeding Expectations
> 4.5 – 5.0: Outstanding

Evaluation and Rating factors:
Teaching Factors:
Credit hours taught
FCQ ranges
FCQ student comments
Teaching awards
Nature of classes taught
MS and PhD student projects/portfolios/theses/dissertations credit hours that were not given formal credit as offload
New course development (unless used to reduce teaching workload)

New material in existing courses
Senior design supervision
Student input outside of FCQ comments
External funding related to class use
Research or publications related to pedagogy
Others relevant to instruction in the department

Teaching Rating Guidelines: Rating of 3 if credit hours were taught per workload agreement;
FCQ overall faculty and course ratings within a range set by department

Ratings will be based on quantity and quality of contributions to the Teaching Factors listed
above.

Research/Scholarship Factors:
(Significant to be determined by department)
Published significant papers/articles
Published papers/articles
Research merit awards
Research expenditures
Significant research proposals to external agencies/companies
Theses/reports/dissertations/undergraduate research reports/Balsells Mobility reports, and
others
Significant publications related to instruction/curriculum
Significant proposals related to instruction/curriculum
Invited talks
Conference Presentations
Thesis/dissertation hours if not used elsewhere
Others relevant to research in the department

Research/Scholarship Rating Guidelines:

For 30%, 40%, or 50% research workload, rating of 3 is based on contributions in research
expenditures, proposals, and/or publications commensurate with workload level

For 20% or 10% research workload, rating of 3 is based on contributions in any of the
Research/Scholarship Factors commensurate with workload level

Academic rank will be considered in the research rating. Ratings will be based on quantity
and quality of contributions to the Research/Scholarship Factors listed above.

Service:
Committee memberships/chairs assigned by department chair
Quality of service to profession, conference/symposium, etc.
Quality of committee chair duties
Quality of committee memberships
Quality of community service including consulting related to UCCS mission
Contribution to accreditation, assessment data collection and analysis to include ABET
Other relevant service to the department

<u>Service Rating Guidelines</u>: Rating of 3 if duties assigned by department Chair were performed satisfactorily and at least one service to profession or community related to EAS mission

Ratings will be based on quantity and quality of contributions to other Service Factors.

Evaluation Process:
<u>Faculty members</u>
1. In January, Faculty members to enter their accomplishments for the previous calendar year into Digital Measures.
2. In February, Faculty members will meet with their department Chair for the yearly evaluation using the data from Digital Measures. The Chair will complete the College of EAS Evaluation Worksheet (EW) at the meeting entering the rating scores in each of the three areas of Teaching, Research/Scholarship, and Service.
3. In March, Chair will meet with the Dean to discuss the EW. Changes may be made to the EW at this meeting and an overall rating on a five-point scale in the Annual Faculty Performance Rating Form (AFPR) will be generated. Chair will provide the EW and the completed AFPR to the faculty member for signatures. Note that the faculty member is required to sign the AFPR even if she/he disagrees with the evaluation, as signature is required only to acknowledge that evaluation was conducted. The faculty member can appeal the decision according to EAS Policy EAS-FAC-010.

<u>Department faculty who also serve as Chairs, Directors, Assistant/Associate Deans, and other non-faculty titles</u>

In March, Dean will meet with the faculty member to complete the EW and AFPR.

Salary Setting:
Dean will provide raise amount to the department upon receipt of the campus allocation of faculty raise pool to the college. Dean may retain a portion of the campus allocation for extraordinary raises.

Chair recommends to Dean individual salary raises using three-year rolling averages. Dean makes the final decision on faculty raises and forwards per campus process.

Faculty members can appeal the raise amount according to EAS Policy EAS-FAC-010.