

ANNUAL FACULTY EVALUATION AND MERIT REVIEW PROCESS 2008-2009

Department of Health Education and Behavior
College of Health and Human Performance
University of Florida

MERIT REVIEW PROCESS

As part of the merit review process every faculty member reviews and evaluates every other faculty member, except himself or herself. Faculty provide ratings by completing the form, "Peer Merit Evaluation Assessment." To a large extent the assessment of performance is founded upon professional judgment relative to the perceived contribution of the work as well as the FTE assignment in the area.

The merit review process includes assessment in areas of assigned responsibility or FTE in the following three areas:

1. **Teaching and Other Instructional Activities**
2. **Research and Scholarly Activity**
3. **Service (Public Service, Professional Service, Governance)**

The categories (in which there is FTE assigned) receive one of the following ratings from the peer review:

- No assigned FTE in the category
- Does not meet expectations (Point Value = 0)
- Meets expectations (Point Value = 1)
- Exceeds expectations (Point Value = 2)
- Meritorious performance (Point Value = 3)

The area of **Teaching and Instructional Activity** includes, but **is not limited to**, the following:

- * Teaching undergraduate and graduate lecture courses
- * Directing non-lecture courses such as readings and independent study
- * Developing new courses and new course materials
- * Substantially revising existing courses and course materials
- * Supervising graduate teaching assistants
- * Serving as chair or member on graduate supervisory committees
- * Graduating master's and doctoral students
- * Mentoring undergraduate students, graduate students, and faculty
- * Receiving honors, awards, and fellowships related to teaching

Evaluation of teaching by peers will be based upon spring 09 and fall 09 student course evaluations (formatted as for tenure and promotion materials) and any other materials that the faculty member wishes to place in his/her annual evaluation packet related to teaching effectiveness and/or recognition for teaching. Materials may include philosophy of teaching,

documentation of innovation in teaching, written comments from course evaluations, unsolicited written communications from student or other evidence of teaching effectiveness.

According to the 2008 – 09 HEB Tenure and Promotion guidelines, “all course evaluations must receive ratings at the mid-point on the scale ... or receive a satisfactory peer/chair evaluation.” The current 5 point scale indicates a mid-point is equal to 3.0. Course evaluations that exceed the department and/or college mean might be considered as exceeding expectations; receiving college or university recognition for teaching or mentoring students might provide evidence for meritorious performance.

The area of **Research and Scholarly Activity** includes, but is **not limited to**, the following:

- * Completing professional publications such as:
 - * Books, monographs, and technical reports
 - * Refereed articles in professional journals
 - * Non-refereed articles
 - * Abstracts and proceedings
 - * Miscellaneous publications
- * Delivering competitively selected (peer-reviewed) presentations at conferences of state, regional, national, and international professional organizations
- * Receiving grants, contracts, and other forms of external funding
- * Submitting grant applications for external funding
- * Providing professional consultations
- * Supervising the research of undergraduate and graduate students
- * Holding editorships or membership on editorial boards
- * Reviewing journal manuscripts and grant proposals
- * Receiving honors, awards, and fellowships related to research

In the area of research/scholarship the merit review process encourages consideration of the faculty member’s overall research productivity. Current departmental guidelines suggest for a .25 FTE assignment in the area of research/scholarship the productivity would equal 2 (national/international) publications or 1 publication and 1 (national/international) presentation per year in order to meet expectations.

Research projects often require an extended period of time to develop fully, faculty members may receive a performance rating for the year for works not fully completed, or for works previously completed, such as books. The merit review process also considers the quality of research productivity as well as the quantity of productivity. For example, greater consideration will be given to publications appearing in the leading national and international journals. Research contributions will be considered most-to-least meritorious based on the following priorities:

1. Publishing original scholarly contributions in the professional literature; submitting and/or receiving external grants, contracts, and fellowships; developing original applications using computer and communications technology.
2. Publishing syntheses of existing knowledge as in textbooks and literature review articles; receiving internal grants, contracts, and fellowships; delivering professional presentations.

The area of **Service** (public service, professional service, governance) includes, but **is not limited to**, the following:

- * Holding elected or appointed offices in professional organizations
- * Serving as chair on committees of professional organizations; the university, college, or department
- * Serving as a member on committees of professional organizations; the university, college or department
- * Serving as a member of the Faculty Senate
- * Serving as faculty sponsor for student professional organizations
- * Community based service (local, state, national) including public schools
- * Receiving honors, awards, and fellowships related to service

Meeting expectations in the area of service (depending upon FTE assignment) is related to participation in governance in the department and college including coordinator or administrative responsibilities and membership on committees. To exceed expectations the participation might include chairing university committees or service to the profession at the national or international levels. Meritorious performance would usually be the result of receiving regional, national or international recognition for professional service. Again, these are examples related to how one might assess the area of service and are not intended to replace the professional judgment of the evaluator.

Amended and approved by HEB faculty: February 23, 2009