

DEPARTMENT OF MATHEMATICS

ANNUAL FACULTY EVALUATION

CRITERIA, PROCESSES, AND

GUIDELINES

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DEPARTMENT OF MATHEMATICS
ANNUAL FACULTY EVALUATION CRITERIA, PROCESSES, AND GUIDELINES

1. PREAMBLE

All Department of Mathematics faculty members are to be evaluated on an annual basis as specified in HOP 6.2.2 and in accordance with the faculty duties and responsibilities in HOP 6.5.4, the compliance criteria regarding laws, regulations, contractual obligations, and policies in HOP 2.4.1 and other pertaining standards for ethical and professional conduct and performance. The purpose of the Annual Faculty Evaluation is to provide:

- ❖ Full-time faculty members with fair job performance appraisals and a concrete basis for professional growth and development in the areas of Teaching, Professional Achievement (Research/Scholarship), and Professional Service commensurate with assigned responsibilities and duties,
- ❖ Valid and reliable merit ratings consistent with the quality and quantity standards of excellence set by the department to serve as a basis for merit salary increases, if available,
- ❖ Information for making tenure, promotion, and reappointment decisions, and
- ❖ A basis for recommending or nominating department faculty for honors or awards, such as the university wide outstanding faculty excellence awards.

This document defines the department-level policies and procedures for Annual Faculty Evaluation in a manner that is consistent with the specifications appearing in The University of Texas – Pan American Handbook of Operating Procedures and subject to approval at the College level. No portion of this document is to be interpreted in a manner that is inconsistent with higher levels of review. The measures herein are effective upon a vote of the majority of the tenured and tenure-track faculty in the department.

2. ADMINISTRATIVE CALENDAR

The Provost of The University of Texas - Pan American and Dean of the College provide the annual faculty evaluation calendar to the department by the beginning of the fall semester of the academic year, which includes dates by which faculty submit annual evaluation folders, the annual evaluation committee presents results to the faculty, and faculty appeals are submitted.

3. ANNUAL FACULTY EVALUATION COMMITTEES RESPONSIBILITIES

The elected Department of Mathematics Annual Faculty Evaluation Committee will evaluate all full-time faculty in the Department of Mathematics for whom annual evaluation is required and will review department level appeals. In addition, the Annual Faculty Evaluation Committee will conduct reviews of this document and present modifications, revisions, or amendments for approval by majority vote of the tenured, tenure-track faculty.

4. COMMITTEE STRUCTURE AND ELECTION

Regarding the stipulations of HOP 6.2.2.C.1 for an elected faculty committee for peer review, the department will elect its Annual Faculty Evaluation Committee in accord with the following conditions.

- a) The Department Chair is excluded from membership on the Annual Faculty Evaluation Committee.
- b) Only Department of Mathematics tenured, tenure-track faculty members (including the Department Chair) are eligible to vote.
- c) The Annual Faculty Evaluation Committee will be composed of six elected members. Only Department of Mathematics tenured, tenure-track faculty with at least one academic year of full-time employment in the department at the time of the election are eligible for membership on the committee. At least three elected members must be tenured faculty members at the time of the election. Each year three new members will be elected to serve throughout two consecutive academic years. In the event of any vacancy the tenured, tenure-track faculty will vote to fill the vacated position.
- d) The Department Chair shall call a meeting of the tenured, tenure-track faculty to elect the Annual Faculty Evaluation Committee. Nominations may be submitted to the Department Chair in writing before the meeting or from the floor. Nominations must have the approval of the nominee and a second. Each eligible voter will be allowed to cast as many votes as the number of positions available, but only one vote per position. Voting will be done by secret ballot. The votes for the membership of the committee are to be counted and the results reported to the Department.
- e) After the membership of the Annual Faculty Evaluation Committee has been constituted, the Committee members will elect a tenured faculty member of the Committee to chair the Committee for a 1-year term noting that this same individual represents the Department on the College level Appeals Committee.

5. GUIDELINES FOR PREPARING AND SUBMITTING ANNUAL FACULTY EVALUATION FOLDERS

Each faculty member being evaluated is responsible for preparing and submitting an Annual Evaluation Folder according to the date set in the annual faculty evaluation calendar. The folder must include a cover sheet, job assignment information, and the Faculty Activity Report (See sections that follow.)

COVER SHEET: A cover sheet with the following format and information must be completed and placed at the beginning of the folder.

ANNUAL FACULTY EVALUATION FOLDER

Department of Mathematics
College of Science and Engineering
The University of Texas-Pan American

Evaluation Period: September 1, _____ through August 31, _____

Name: _____

Rank: _____

Tenure Status: _____

Signed Statement: To the best of my knowledge the material included in this folder is correct for the current evaluation period and provides a true and accurate account of my professional productivity and job performance for evaluating and assigning merit.

Signature: _____

Date Signed: _____

FACULTY ACTIVITY REPORT: The Faculty Activity Report consists of three one-sided pages: one page for Teaching Effectiveness (course evaluation summary table may be on additional page), one page for Professional Achievement, and one page for Professional Service. Additional documentation should be made available on request.

STUDENT EVALUATION SUMMARY SHEETS: Course evaluation summary table with all classes taught during the Fall and Spring semesters/terms must be submitted.

RESPONSE TO SUGGESTED IMPROVEMENTS: Faculty members must report on actions taken on the suggested improvements by the Committee.

DUAL/MULTIPLE LISTING: Contributions may be listed in more than one category or subcategory of a major category provided that cross-references are clearly indicated. Thus, such entries should be accompanied by appropriate justification. The committee will distribute appropriate percentages to each category based on input from faculty.

6. EVALUATION OF THE FOLDERS

The overall structure of the evaluation is presented in the following table.

Teaching Effectiveness [0, 5]	Professional Achievement [0, 5]	Professional Service [0, 5]	
Course Evaluations [0, 3]	Scholarly/Research Publications [0, 4]	Departmental, College, and University Service [0, 4]	
Other Teaching Contributions [0, 3]	Other Scholarly/Research Contributions [0, 2]	Other Service Contributions [0, 2]	
	Grants [0, 2]		
CATEGORY SCORE	CATEGORY SCORE	CATEGORY SCORE	POINT TOTAL
OVERALL SCORE = ROUND(MIN(4*POINT TOTAL/12, 4),1)			

Each of the three main categories (Teaching Effectiveness, Professional Achievement, and Professional Service) is partitioned into subcategories, each having its own particular range of point values. A category score is the sum of the points across its subcategories, accumulated to a maximum of 5 points, rounded to the nearest tenth of a point. The total across the three categories, referred to as the POINT TOTAL, is then converted to the OVERALL SCORE using the formula given above.

7. EVALUATION CRITERIA

In general, National and International activities in all areas will receive higher score than local, regional, and state activities. Exceptional cases might receive special consideration. Major contributions will be determined by the quality and impact of the activities.

TEACHING EFFECTIVENESS [0, 5]

Teaching effectiveness is primarily concerned with faculty contributions toward providing high quality graduate and undergraduate programs and courses for the instructional part of the Department's mission. It includes 1.) Contributions to the design of programs and courses through the formulation of appropriate educational aims, goals, and objectives, 2.) Selection and/or development of appropriate curriculum materials and instructional strategies, 3.) Thorough and proper delivery of course content, and 4.) Selection and/or development and use of appropriate assessment instruments and evaluation policies that measure, validate, and support attainment of the targeted knowledge and skills.

I. COURSE EVALUATIONS [0, 3]

All faculty are to submit Course Evaluation Summary information for all classes taught during the Fall and Spring semesters/terms. A summary table should also be provided in the following format. [Only the responses to the designated Mathematics Teaching related questions are to be counted.]

Course Evaluation Summary Table

Course Section, Term	# Excellent	# Good	# Average	# Fair	# Poor	Totals
"	"	"	"	"	"	"
"	"	"	"	"	"	"
Total	# Excellent	# Good	# Average	# Fair	# Poor	"
	% (Excellent & Good)		% Average	% Fair	% Poor	"

Points are awarded as follows:

- 1.) If the proportion of responses in the combined Excellent and Good categories is at least 75%, the faculty is to be awarded three (3) points.
- 2.) If the proportion of responses in the combined Excellent and Good categories is less than 75%, the faculty is to be awarded the prorated amount given by the formula

$$\text{Points} = \text{MINIMUM}(3, \text{ROUND}(\text{Proportion of Excellent and Good} \times 3 / 0.75, 1))$$

II. OTHER TEACHING CONTRIBUTIONS [0, 3]

This subcategory is not to overlap those things covered by Student Opinion Course Evaluations. This subcategory examines the quality of the following types of evidence:

- Developing new courses or making major changes in an existing course.
- Development of significant instructional materials.
- Teaching of graduate and upper-division courses.
- Chair/Member of Master's Thesis, Master's Project, Senior Project, or Honors Thesis completed.
- College or University awards or honors received for excellent teaching.
- Books of teaching nature.
- Delivering/attending teaching-related workshops.
- Publishing solutions to teaching related mathematics problems in professional journals.
- Teaching to peers or approved groups by way of seminars, courses, mini-courses, project workshops, or content presentations at area schools.
- Supervising students' research, projects, or presentations other than dissertations or theses.
- Teaching arranged courses gratis, teaching a wide variety of courses, or teaching large lecture courses.

EVALUATION SCALE

Max Score	General Description
1	Productive teaching related activities indicated by one or two major accomplishments.
2	Substantial teaching related activities indicated by three or four major accomplishments.
3	Extensive teaching related activities indicated by more than four major accomplishments.

PROFESSIONAL ACHIEVEMENT (RESEARCH/SCHOLARSHIP) [0, 5]

Professional achievement is primarily concerned with the advancement of knowledge in the academic disciplines of the department. The evaluation reviews faculty professional achievements in terms of both quality and quantity; judgments of quality should be sensitive to academic, scholarly, or range of importance – local, regional, national, or international.

I. RESEARCH PUBLICATIONS [0, 4]

The focus of this subcategory is on advancing and disseminating knowledge in the academic disciplines of the department by way of published scholarly works. Evidence of scholarly activity in this area, is based primarily upon

- Books of a research nature.
- Refereed publication in a research journal.
- Refereed proceedings and book chapters of a research nature.

Each publication may be claimed for merit credit only once, and only after being finally accepted. The above-mentioned activities should be accompanied by pertinent information.

EVALUATION SCALE: Up to 1 point for each major accomplishment.

II. OTHER SCHOLARLY/RESEARCH CONTRIBUTIONS [0, 2]

- Research presentations (only presenter(s)).
- Submission of research publications.
- Other research-related published works.
- Delivering/attending research-related workshops.

EVALUATION SCALE: Up to 0.5 point for each major activity.

III. Grants [0, 2]

- Funded external peer-reviewed grants.
- Other research grants funded.
- Submission of a proposal to a funding agency.

EVALUATION SCALE: Up to 1 point for each major external peer-reviewed grant funded/continued.
Up to 0.5 point for all other.

PROFESSIONAL SERVICE [0, 5]

I. DEPARTMENTAL, COLLEGE, AND UNIVERSITY SERVICE [0, 4]

This subcategory is for service activities related to carrying out the mission of the university and/or college. Evidence for entries in this subcategory should supply information relative to the following attributes:

- Departmental Service
- College Service
- University Service

EVALUATION SCALE

Max Score	General Description
1	Evidence of at least two minor contributions in service activities.
2	Evidence of a major contribution in at least one service activity and minor contributions in at least four service activities.
3	Substantial service activity indicated by major contributions in at least two service activities.
4	Extensive service activity of high quality indicated by major contributions in at least three activities, and minor contributions in at least two service activities.

II. OTHER SERVICE CONTRIBUTIONS [0, 2]

- Professional service including, but not limited to
 - Editorial board membership for professional publication,
 - Professional Organization Officer or Board Member,
 - Referee, or reviewer of papers and books, panel member of grant proposals.
- Community service related to mathematics.

EVALUATION SCALE: Up to 0.5 point for each major activity.

8. DEPARTMENT CHAIR INPUT

After the Committee has established tentative scores and recommendations, the Department Chair has ten calendar days to review the folders, and to provide rationale for any changes in scores or recommendations.

1. The Department Chair has the option to write individual job performance evaluations and recommendations for any or all faculty. When this option is exercised, the Department Chair's comments and recommendations will be included verbatim following the Committee's written report for each faculty; these will be labeled respectively as the Department Chair's Comments and Recommendations and the Committee's Comments and Recommendations.

2. The Department Chair's input is to be forwarded in writing to the Annual Faculty Evaluation Committee along with the folders. If mutually agreed upon, the Department Chair and Committee may meet to discuss the Department Chair's input. Following this, the Committee has three working days to make adjustments and/or revisions to produce its final scores and written reports. For cases where there is a difference between the Committee's category score and that of the Department Chair, these should be resolved the following ways:
 - In case of faculty member outside the Committee, the sum of 0.75 times the Committee's score plus 0.25 times the Department Chair's score will be used.
 - In case of the evaluation of the Committee Members, the sum of 0.5 times the Committee's score plus 0.5 times the Department Chair's score will be used.These options should only be exercised after all other means have been exhausted.

9. REPORTING EVALUATION RESULTS

The Annual Faculty Evaluation Committee will prepare individual annual faculty evaluation reports that include category and overall scores together with comments providing feedback to the faculty member. Individual reports will be sent to each evaluated faculty member according to the evaluation calendar.

10. APPEALS

Submission and processing of appeals will be done according to time limits set in the administrative calendar. Faculty must specify by subcategory, category, or overall score which scores they are appealing. A faculty member should give a short description and rationale for each score appealed. At the department level, faculty members are to submit their appeals to the Chair of the Committee within ten calendar days from the evaluation report date on which the reports are released to the faculty. The committee shall have up to ten calendar days from the submission deadline to review and respond to received appeals. Following the committee's response, faculty may appeal to the College Appeal Committee.

11. DOCUMENT REVIEW, REVISIONS/AMENDMENTS

The Annual Faculty Evaluation document will be reviewed every three years, or when deemed necessary by the annual faculty evaluation committee, a petition from a majority of the tenured, tenure-track faculty, the department chair, or upper levels of authority. Additional faculty members may be added for the document review if necessary.