

Non-Tenure Track Faculty Annual Performance Evaluation Effective 2007 and the Faculty Performance Measures – Definitions

FACULTY PERFORMANCE MEASURES -- DEFINITIONS

Teaching/Advising

- 1) **Significant accomplishments:** Briefly summarize your primary teaching accomplishments for the calendar year for each of your major teaching activities. Indicate any honors, awards or recognitions received for your teaching.
- 2) **Students directed:** List student's name, department, degree, and expected or actual completion date.
- 3) **Master's or doctoral committee memberships:** List student name, department, degree, and expected completion date.
- 4) **Teaching effectiveness, innovation and improvement:** Includes all formal classroom instruction, distance education, special problems, and other formal and informal instructional activities. Should include consideration of student evaluations, exit interviews and in-class evaluations if used for evaluative purposes. Effort to develop new courses or revise existing ones, whether classroom courses or distance-education or on-line courses. Development of materials in support of the class. Those aspects of teaching (in any of the categories above) that are unique, innovative, novel and reflect creativity in application toward teaching methodology or materials.
- 5) **Advising students, clubs, special problems, honors students:** includes all formal and informal student advising activities including knowledge of policies and procedures, timely completion of advising, career counseling and willingness to address student problems. Advising undergrads conducting research in lab or field. Includes direct supervision of student's research, and helping prepare manuscripts or presentations from that research. Mentoring of MS and PhD students, including formal and informal advising, professional development, timely reporting on progress and other aspects of graduate student development. Serving as a club or team advisor; willingness to support and participate in student activities. Participate in travel to club/team events, supervising internships, participate in judging teams.
- 6) **Publications:** reporting teaching results in peer-reviewed scholarly, quality journals appropriate to the discipline, or as chapters in books.
- 7) **Presentations:** Presentations at professional meeting and other professional venues. Oral papers or posters presented to peers at professional meetings, and seminars at colleges and universities.
- 8) **Patents, copyrights, licenses, intellectual property:** List any activity associated with these items.

- 9) **Other creative endeavors:** List other creative endeavors such as shows, displays or other creative activities related to your teaching activities
- 10) **Grants, gifts:** Application for and securing external or College support for instructional development, materials or evaluation of teaching methods. Should include consideration of submissions (not funded) as well as grants awarded.
- 11) **Behavioral dimensions:**
 - a. **Teamwork and collaboration:** assessment of the individual's willingness to cooperate and collaborate with colleagues and other professionals; willingness to work as part of a larger team towards a common goal and shows respect for the contributions of others. Supportive and participates in activities toward the goals and mission of the Department, Center or Unit.
 - b. **Leadership:** demonstrates leadership in guiding and motivating others and direction of programs/projects.
 - c. **Adaptability:** willingness to respond to requests from supervisor, alter approach/program to meet needs of clientele or organization.
 - d. **Work habits/ethic:** demonstrates a strong work ethic on behalf of the Division.
 - e. **Professional improvement:** documented evidence for professional improvement and development, such as attendance at workshops, submission of training grants or related endeavors.

Research/Technical

- 1) **Significant accomplishments:** Briefly summarize your primary research accomplishments for the calendar year for each of your major research activities. Indicate any honors, awards or recognitions received for your research.
- 2) **Publications:** Reporting research results in peer-reviewed scholarly, quality journals appropriate to the discipline, or as chapters in books.
- 3) **Presentations:** Presentations at professional meeting and other professional venues. Oral papers or posters presented to peers (not to clientele) at professional meetings, and seminars at colleges and universities.
- 4) **Patents, copyrights, licenses, intellectual property:** List any activity associated with these items.

- 5) **Other creative endeavors:** List other creative endeavors such as shows, displays or other creative activities related to your research activities
- 6) **Grants, gifts:** includes all grant and contract activity in support of the research program, applied research in support of extension activities, or in support of teaching activities and management of personnel and resources. Should include consideration of submissions (not funded) as well as grants awarded.
- 7) **Interdisciplinary research:** Research activity including scientists in other disciplines or other institutions; grants credit for team research projects.
- 8) **Behavioral dimensions:**
 - a. **Teamwork and collaboration:** assessment of the individual's willingness to cooperate and collaborate with colleagues and other professionals; willingness to work as part of a larger team towards a common goal and shows respect for the contributions of others. Supportive and participates in activities toward the goals and mission of the Department, Center or Unit.
 - b. **Leadership:** demonstrates leadership in guiding and motivating others and direction of programs/projects.
 - c. **Adaptability:** willingness to respond to requests from supervisor, alter approach/program to meet needs of clientele or organization.
 - d. **Work habits/ethic:** demonstrates a strong work ethic on behalf of the Division.
 - e. **Professional improvement:** documented evidence for professional improvement and development, such as attendance at workshops, submission of training grants or related endeavors.

Extension

- 1) **Significant accomplishments:** Briefly summarize your primary Extension accomplishments for the calendar year for each of your major activities. Indicate any honors, awards or recognitions received for your work.
- 2) **Program planning:** Includes all work involved in planning with others to determine content, priorities and emphasis for the unit's extension programming. Includes planning activity with leaders and clientele groups, extension faculty, county extension councils and program area committees.
- 3) **Faculty and staff training:** includes all educational activity conducted using a direct contact method to teach or assist extension personnel. Includes responding to internal requests by individual, office, conference and correspondence.

- 4) **Implementation and evaluation of educational programs:** includes all activity to teach extension clientele using a direct contact method such as educational meetings, workshops, tours, field days and other methods. Includes all aspects of evaluation and assessment of program effectiveness.
- 5) **Publications and materials developed:** Preparation, editing, distribution of newsletters, UAEX extension bulletins, and other teaching materials.
- 6) **Grants, gifts:** Developing and securing funding to support extension programs and education materials; management of personnel and resources. Should include consideration of submissions (not funded) as well as grants awarded.
- 7) **Collaborations:** Actions to establish and enhance mutual support among individuals, groups and organizations that have related responsibilities, resources and/or audiences.
- 8) **Extension presentations, program development and awards:** presentations to clientele groups, extension professionals, and all other formal and informal presentations (presentations to peer scientists or faculty should be included under professional presentations).
- 9) **Patents, copyrights, licenses, intellectual property:** List any activity associated with these items.
- 10) **Behavioral dimensions:**
 - a. **Teamwork and collaboration:** assessment of the individual's willingness to cooperate and collaborate with colleagues and other professionals; willingness to work as part of a larger team towards a common goal and shows respect for the contributions of others. Supportive and participates in activities toward the goals and mission of the Department, Center or Unit.
 - b. **Leadership:** demonstrates leadership in guiding and motivating others and direction of programs/projects.
 - c. **Adaptability:** willingness to respond to requests from supervisor, alter approach/program to meet needs of clientele or organization.
 - d. **Work habits/ethic:** demonstrates a strong work ethic on behalf of the Division.
 - e. **Professional improvement:** documented evidence for professional improvement and development, such as attendance at workshops, submission of training grants or related endeavors.

Service

- 1) **Significant accomplishments:** Briefly summarize your most significant accomplishments for the calendar year for your service activities. Indicate any honors, awards or recognitions received for your service.
- 2) **Contributions/service to department/Division/college/University:** active service on Department committees or in support of Department activities. Service should be based on contribution. All service on committees in support of activities of the College, University or Cooperative Extension. Assess relative contribution and activity.
- 3) **Service to professional organizations:** includes all service to the discipline, such as participation in organization's committees, service as officer, governing board member, and program or symposium organizer. Service as journal editor or reviewer, serving as a grant reviewer or member of a grant panel. Identify type and level of activity and contributions. Effort contributing to organization of professional conferences, whether statewide, regional, national or international. Identify type and level of activity and contributions.
- 4) **Direct service to people/communities/client groups:** documented evidence of professional consulting and other activities designed to improve professional development or to address clientele needs or problems. Outreach activities such as presentations to public or school groups related to the discipline.
- 5) **Behavioral dimensions:**
 - a. **Teamwork and collaboration:** assessment of the individual's willingness to cooperate and collaborate with colleagues and other professionals; willingness to work as part of a larger team towards a common goal and shows respect for the contributions of others. Supportive and participates in activities toward the goals and mission of the Department, Center or Unit.
 - b. **Leadership:** demonstrates leadership in guiding and motivating others and direction of programs/projects.
 - c. **Adaptability:** willingness to respond to requests from supervisor, alter approach/program to meet needs of clientele or organization.
 - d. **Work habits/ethic:** demonstrates a strong work ethic on behalf of the Division.
 - e. **Professional improvement:** documented evidence for professional improvement and development, such as attendance at workshops, submission of training grants or related endeavors.

Administration

- 1) **Leadership:** includes general administrative abilities such as knowledge of policies and procedures, ability to make sound decisions, prompt action on issues and requests, effective

leadership skills and willingness to consider divergent opinions. Includes all aspects of fiscal management.

- 2) **Technical Competence:** Maintains knowledge of developments in field of specialization.
- 3) **Knowledge of program planning process:** Develops and maintains knowledge of the program planning process and provides leadership to faculty and staff in conducting program planning within the department.
- 4) **Recruitment/retention of faculty:** Assists with recruitment, selection, and retention of qualified faculty and staff for the department.
- 5) **Evaluation of programs/faculty:** includes all aspects of personnel management such as effective communication with and training of staff, ability to effectively deal with personnel issues and other matters related to the management of personnel.
- 6) **Maintenance of employment records:** Assists in developing and maintaining required employment records and disciplinary documentation for civil rights verification and regulatory compliance.
- 7) **Behavioral dimensions:**
 - a. **Teamwork and collaboration:** assessment of the individual's willingness to cooperate and collaborate with colleagues and other professionals; willingness to work as part of a larger team towards a common goal and shows respect for the contributions of others. Supportive and participates in activities toward the goals and mission of the Department, Center or Unit.
 - b. **Leadership:** demonstrates leadership in guiding and motivating others and direction of programs/projects.
 - c. **Adaptability:** willingness to respond to requests from supervisor, alter approach/program to meet needs of clientele or organization.
 - d. **Work habits/ethic:** demonstrates a strong work ethic on behalf of the Division.
 - e. **Professional improvement:** documented evidence for professional improvement and development, such as attendance at workshops, submission of training grants or related endeavors.

Performance levels

Exceptional - overall performance substantially exceeds expectations and performance of peers with similar job responsibilities. Demonstrates excellence in all areas of assigned responsibility.

Exceeds expectations - performance exceeds expectations defined by the unit and unit head and exceeds goals defined in the annual plan of work. Performance is above that of peers with similar responsibilities. Demonstrates excellence in most areas of assigned responsibility.

Meets expectations - performance meets all expectations defined by the unit and unit head. Performance comparable to peers with similar job responsibilities. Meets goals defined in the annual plan of work.

Below expectations - performance is below that expected by the unit and unit head and below that of peers. Did not meet goals defined in the annual plan of work.

Unsatisfactory performance - performance is substantially below that of comparable peers and that required for the position as defined in the job description. Continued performance at unsatisfactory level will justify initiation of post-tenure review and/or termination.

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