

**UNIVERSITY OF SOUTH FLORIDA
MUMA COLLEGE OF BUSINESS**

ANNUAL EVALUATION PROCEDURE AND CRITERIA

This document presents the procedure and criteria used in the annual evaluation of faculty in the Muma College of Business consistent with provisions of the current Collective Bargaining Agreement (CBA) related to faculty evaluations. These criteria are applied uniformly in all schools in the Muma College of Business. These criteria, along with the documented and measurable performance outcomes specified, have been developed by the administration in the Muma College of Business with input from faculty. As required by the current CBA, implementation of these procedures and criteria are recommended by a majority vote of Muma College of Business full-time in-unit faculty members.

All full-time faculty members are evaluated annually. The period of the evaluation is for the preceding calendar year from January 1 through December 31. Performance evaluation in each category of teaching, research, and service is based on assigned duties. The evaluation in each category is assigned a numerical

The final assignment of the rating for teaching includes consideration of: the level of courses taught (undergraduate, graduate), class sizes, primary delivery mode (mass lecture, online, case-based), the school and college average evaluations, written student comments, previous calendar year was less than satisfactory, and any agreed to observation of classroom teaching performed in accordance with the applicable provisions of the CBA. Consideration is also given to additional evidence provided by the faculty member regarding the quality of teaching, including but not limited to teaching awards, new course development, assignments and assessments employed in courses, course syllabi, innovations introduced into courses and co-curricular activities that are aimed at improving student success, and efforts to address creativity and/or analytics in the courses taught and co-curricular activities. The chair will convey in the written evaluation the factors that have been used in the final assignment of the rating.

Research

Research activity of faculty with research assignments should be aimed at making a scholarly contribution (as

Annual Review Appeals Process

Faculty who are not satisfied with their evaluation can write a response to be included in their personnel file along with the annual review. Faculty can appeal the evaluation by requesting that Committee A (or its equivalent) conduct an independent evaluation of the annual report. The appeal should include the rationale and basis for the appeal and may include clarification to already submitted materials. The appeal cannot include new material that was not included in the original annual report. The result included in the appropriate location in the FIS system and it will be placed in personnel file.