



UNIVERSITY OF  
SOUTH FLORIDA  
ST. PETERSBURG

**USF St. Petersburg  
Annual Review Guidelines  
Adapted for the College of Education  
as of January 2010**

Each full-time member of the USF St. Petersburg faculty, including those on leave and visiting faculty, undergoes an annual evaluation to assess performance and determine salary adjustments and merit awards where applicable. In addition, the annual review is intended to assist faculty members in professional development by identifying areas for improvement. Each faculty member is responsible for completing the Annual Review Report.

The annual review focuses on the faculty member's assigned duties, but also is meant to assess his or her overall contributions to higher education in general and to the university, the campus, and the community more specifically.

Librarians and Counselor/Advisors each will develop separate evaluation procedures

**I. Areas of Evaluation:**

According to the faculty member's assigned duties, the following areas of performance are evaluated each year as appropriate:

- A. research
- B. scholarship and creative activity
- C. service (university, professional and public),  
academic advising and student mentoring,  
administration
- D. professional/academic leave of absence

The evaluation process seeks to acknowledge the different talents, interests, and backgrounds of the campus's faculty members. Each area of evaluation encompasses a variety of activities and entails a mix of evaluative considerations based on the evidence presented by the faculty member or available in the FAIR system.

**It is the faculty member's responsibility to meet the announced deadlines and to provide the evaluation committee with well-ordered, complete information in the FAIR system, following the guidelines set forth in the university's Annual Review Guidelines. In the event that information is not placed into the FAIR system by the announced deadline or the information provided in the FAIR system is substantially incomplete, the review committee may award the lowest available rating. Should the faculty member be unable to upload additional supporting evidences to the FAIR system, these documents may be provided to the committee by the evaluation deadline in hard copy to a designated staff member in the COE Office.**

**A. Teaching:**

- The FAIR system will automatically provide course evaluations and student comments.
- At the beginning of the teaching narrative, faculty are required to provide the percentage of teaching assignments for each semester. This information is available in FAIR or it can be retrieved from the COE office if needed.  
Faculty may provide additional information regarding courses taught, course

- evaluations and student comments. Although not required, the additional information faculty may provide include examples of evidence:
- a) Narrative of teaching philosophy, methodology, and accomplishments in teaching, advising, and other similar activities;
  - b) Syllabi, reading lists or bibliographies, policy statements, grading procedures, course goals and objectives;
  - c) Samples of instructor-prepared and/or other supplementary course material.
  - d) Samples of tests, exams, essays or other assignments, including some graded work.
  - e) Participation in curriculum and/or course development.
  - f) Observation of classroom performance and evaluation by peers

### **B. Research, Publication, & Creative Work:**

Research, publication, and creative activities should be continuous and significant, reflecting the faculty member's effort to remain an effective teacher and an active contributor to advancement of the profession.

- At the beginning of the research narrative, faculty are required to provide the percentage of research assignments for each semester. This information is available in FAIR or can be retrieved from the COE office, if needed.
- All submissions under this category must be submitted in current APA style. If available, faculty should provide website links to each research publication, abstract, or creative work.
- Copies of publications, papers, and other scholarly accomplishments and work in progress accompanied by substantiating documentation (e.g., book contracts, letters of acceptance from editors, convention programs, papers accepted for presentation, etc.) should be available upon request.
- If asked, works in progress need to be available to be counted as evidence of scholarly work for the period under review.

### **C. Service:**

Service is considered under three areas—professional, university, and public. Only public service that utilizes the faculty member's professional expertise is relevant to annual evaluation. It is the faculty member's responsibility to make the case for including any compensated activities (such as consulting) as service. Generally, the committee will not give credit to compensated activities as service.

- At the beginning of the service narrative, faculty are required to provide the percentage of service assignments for each semester. This information can be retrieved from the COE office if needed.
- In all cases, faculty members may provide a written description of the significance of service and the time and effort (hours per week or days per month) involved in performing the service.

When assigned time is provided for non-instructional duties, such as academic advising, student recruitment, field experience coordination, program coordination, or CDN evaluation, it is the faculty member's responsibility to document activities and evidence of faculty accomplishment in performing the non-instructional duties. Evidence may include but is not limited to: numbers of students advised, numbers of CDN submissions evaluated, program development, student retention, scholarships awarded, etc.

### **Progress toward Tenure:**

#### **(subject to change due to decisions of UFF and USFSP Faculty Senate)**

As a separate component of the annual review, each tenure-earning faculty member will be provided an annual evaluation of his/her progress toward tenure by the peer committee and the college dean/director. The evaluation will apply the criteria described in the University of South Florida Guidelines for Tenure and Promotion. This evaluation is informative and intended to provide assistance and counseling. The evaluation is not binding.

## **II. Evaluation Procedures:**

The evaluation process begins and is completed within the spring semester. The evaluation period covers the previous calendar year, from January through December. The faculty member is responsible for submitting accomplishments in teaching, research, and service to the FAIR system by the deadline.

As part of its responsibilities, the review committee will: assess comments and scores on student evaluations, assess all material submitted by the faculty member, consider assigned duties, and take into account varied professional expectations. Annual review submission not made on time, supporting evidence not entered into the FAIR system or provided upon request may not be considered during the evaluation process.

Committee members make recommendations, completing the "Annual Faculty Review Summary in FAIR" for each faculty member. In addition to completion of the annual review form, the committee provides a written narrative explaining its recommendations. This narrative is intended to summarize and highlight key accomplishments of each faculty member and to help clarify the basis by which the committee made its recommendation.

After the review committee completes its evaluation, the recommendations and explanatory narrative will be made available to faculty members in the FAIR system. Faculty members then will be asked to review their evaluation, and, if they wish, to present a written response to the review committee requesting a re-evaluation. This request must clearly state the concern and describe it in detail. The written response must be entered into the FAIR system by the announced deadline.

The College Dean will then add his or her review. Faculty will be given time to respond to the Dean's review in the FAIR system before the announced deadline.

The faculty member will electronically sign the Annual Faculty Review Summary form in the FAIR system to indicate his or her review of the document.