

# **DEPARTMENT OF COMMUNICATION**

## **ANNUAL MERIT EVALUATION**

### **RATING CRITERIA – TENURE TRACK**

Consistent with University of Colorado Regent Law and Policy and UCCS campus and college policies, the performance of faculty members in the UCCS Department of Communication will be evaluated and rated annually (based on performance during each calendar year). This annual merit review process is completed for all regular faculty members ( $\geq 0.5$  FTE) in the department (Regent Law 5). Faculty shall be evaluated annually on the merit of their performance in teaching, research, and service. As part of this review, the Communication Department especially values evidence of attention to and embodiment of principles of diversity, equity, and inclusion (DEI) in all three areas of evaluated performance. Although the annual review is based on the preceding calendar year, consideration may be given to longer-term achievements and contributions to account for ongoing activities that extend across multiple years (Regent Policy 11B). The performance evaluation is used to determine an individual performance rating which serves, at least in part, as the basis for merit pay adjustments. This document delineates the criteria and processes used by the UCCS Communication Department to assess the merit of faculty performance in teaching, research, and service for the annual merit review.

As part of the annual review, Faculty are required to update digital measures annually. The Communication Department Chair (henceforth referred to as “the Chair”) also rates each faculty member in teaching, research, and service, and then submits those rating to the Dean of LAS, for further evaluation at the college level. The Chair will also meet with each faculty member to discuss the yearly evaluation as part of a collaborative process in support of faculty development.

We acknowledge that this evaluation process, co-created by the faculty member and the Chair, should include some reasonable flexibility to account for significant disruptions and/or major life transitions that impact a faculty member’s contributions.

Process for resolving disputes about annual review ratings: Should a challenge or dispute arise about any aspect of the annual review process, the first step is for the faculty member to meet / discuss their concerns with the Chair. If the dispute is not satisfactorily resolved after meeting with the Chair, the next step is for the faculty member to follow-up with the LAS Dean.

Any processes not directly addressed in this document will use the campus and university processes and guidelines as outlined in the appropriate UCCS policies, Regents Laws and policies, and CU Administrative Policy statements.

## TEACHING

The annual review of teaching will initially be based on the faculty member's average performance on the FCQ.

The **average scores** on FCQ questions:

Question 7 - The instructor explained course ideas in a clear and understandable manner.

Question 8 - The instructor encouraged interest in this subject.

Question 9 - The instructor demonstrated interest in student learning.

Question 10 - The instructor demonstrated respect for and professional treatment of all students.

Question 11 - The instructor communicated effectively with students about the course.

These average scores are to be calculated by adding the "Your Average" column for each course taught and dividing by the number of ratings totaled. Average scores for these items will be calculated and the following base points will be allocated:

Average between 6.0 and 7.0 = 3.0
Average between 5.9 and 5.5 = 2.8
Average between 5.4 and 5.0 = 2.6
Average between 4.9 and 4.5 = 2.4
Average between 4.4 and 4.0 = 2.2
Average between 3.9 and 3.5 = 2.0
Average between 3.4 and below = 1.0

In addition to the FCQ, faculty members may submit **other indicators of teaching effectiveness (but not totaling more than 2.2 points)**. Each of these indicators can add additional points to the final overall teaching rating as long as the total teaching score does not exceed 5. As such, those with a base score of 3.0 can add an additional 2 points bringing their final rating to 5; those with 2.8 base points can add up to 2.2 points bringing their final rating up to a 5.0; those with 2 base points can earn up to a 4.4 rating; and those with 1 point can earn up to a 3.2 rating. The following additional indicators may be included:

<b>Teaching Activities</b>	<b>Point Value</b>
<ul style="list-style-type: none"><li>• Workload<ul style="list-style-type: none"><li>a. Taught overloads</li><li>b. Allowed students in over class capacity</li><li>c. Taught slash courses</li><li>d. Other evidence of high workload</li></ul></li></ul>	<ul style="list-style-type: none"><li>.1 lower division, .2 upper division per section (max of .5 per year)</li><li>.1 to .3 per year (depending on number of students and nature of class)</li><li>.2 per year</li><li>variable (to be discussed with chair or associate chair)</li></ul>
<ul style="list-style-type: none"><li>• Time with Students<ul style="list-style-type: none"><li>a. Worked with students on committees (comps, honors)</li><li>b. Required meetings beyond office hours</li><li>c. Oversaw independent studies and/or practicums</li></ul></li></ul>	<ul style="list-style-type: none"><li>.2 to .4</li><li>.2 to .3 per year</li><li>.2 to .7 per year</li></ul>

d. Directed and/or participated on thesis committees	.2 participated; .5 chaired
e. Mentored graduate students	.2 to .3 per year
f. Other evidence of time with students outside class time	variable (to be discussed with chair or associate chair)
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• High-Impact Practices	
a. Incorporated service learning into curriculum	.2 per semester
b. Invited community members/topic experts as guest speakers	.2 per year
c. Taught a writing-intensive course	.2 per course
d. Other evidence of high-impact practices (e.g., organizing study-abroad course, off-campus learning, etc.)	variable (to be discussed with chair or associate chair)
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• Course Development	
a. Created a new course/special topics	.5 per course
b. Took course through C&R	.2 per course
c. Taught a new-to-you course	.2 to .3 per course
d. Got compass approval for a course	.2 per course
e. Converted a course to online format	.2 per course
f. Revised a course significantly	.2 per course
g. Other evidence of course development work	variable (to be discussed with chair or associate chair)
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• Professional Development	
a. Completed Teaching Online badges	.2 per badge
b. Completed Universal Design for Inclusive Teaching	.2 per badge
c. Participated in Open Education Resources (OER) SUCCESS Program	.2
d. Attended Teaching and Learning Conference and/or Teaching Kickoff Day	.2
e. Attended GPS Faculty retreat/training sessions	.2
f. Other evidence of professional development (e.g., winning a teaching award, presenting on teaching, mentoring faculty, etc.)	variable (to be discussed with chair or associate chair)
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• Other	
a. Served as course/track director*	.2 per course; .3 for track
b. Reviewed e-portfolios*	.2
c. Received positive email support (must attach 3 to 5 emails)	.1
d. Taught online courses	.2
e. Solicited classroom observation/feedback	.2
f. Conducted research enhancing classroom teaching (IRC Faculty Only)*	variable (to be discussed with chair or associate chair)
g. Other (e.g., writing letters of recommendation)	variable (to be discussed with chair or associate chair)

\*can only be included if not counted under service

The Chair will have the authority to award higher or lower final rankings based on extraordinary circumstances. Any deviation from the calculated value must be explained in the written comments and should only occur in unusual situations.

## **SCHOLARSHIP**

Please note that Merit Evaluation Criteria do not necessarily match up with RPT requirements. Scholarship is NOT expected of non-tenure track faculty. Evaluation for the annual merit review for scholarship by tenure-

track faculty will be based on the following scale system.

<u>Points</u>	<u>Rating</u>
40 or more	5.0
35-39	4.9-4.7
30-34	4.6-4.4
25-29	4.3-4.1
20-24	4.0-3.8
15-19	3.7-3.5
10-14	3.4-3.2
5-9	3.2-3.0
4 or less	0

For the scholarship scale, points are earned based on the following activities (point assignment indicated to the right of the item). The ranges are per activity (e.g., paper, conference presentation, film, etc.).

<b>Scholarship Activities</b>	<b>Point Value</b>
• Submitted/Work in Progress	
a. Grant/production proposal (non-funded/non-produced)	2 to 8
b. Work in progress (draft manuscript, script, or other—documentation must be submitted)	2 to 6
c. Submitted work	2 to 6
d. Work revised and resubmitted	2 to 6
• Refereed Work	
a. Refereed conference presentations (local, state, regional, national, international)	2 to 6
b. Refereed book chapter (value depends on significance of book on area of inquiry)	6 to 15
c. Published refereed article (value depends on ranking of journal/publication or significance of contribution to the area of inquiry)	8 to 20
d. Produced by 3 <sup>rd</sup> party or peer-reviewed short screenplay/short film	10 to 18
e. Produced by 3 <sup>rd</sup> party or peer-reviewed feature-length screenplay/film	10 to 20
f. Screenplay/film or production that is screened in a film festival or aired on TV/cable/streaming regionally, nationally, or internationally	12 to 25
• Non-Refereed Work	
a. Non-refereed conference presentations/non-juried screenings or scripts at conferences/film festivals	2 to 6
b. Research seminars/screenings given to UCCS or other university audiences	2 to 6
c. Published invited book chapter (value depends on significance of book to the area of inquiry)	6 to 10
d. Self-published book, film, screenplay, or web series	6 to 12
e. Professional production work	10 to 20
f. Published undergraduate or graduate textbook or scholarly	12 to 25

book or high budget production	
g. Published undergraduate or graduate textbook or scholarly book revision	6 to 12
h. Ancillary materials (such as for book, courses, etc.)	5 to 10
i. Local film screening	6 to 10
j. Other non-refereed publications/non-juried or produced creative work (such as a book review)	3 to 8
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• Grants/Awards	
a. Funded grant (minor)	4
b. Funded grant (major - \$100k and up)	8 to 16
c. Peer judged awards (such as the Telly)	10-bronze; 15-Silver
d. Top paper award at conference	10 to 15
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• Other	
a. High-impact research (e.g., interviews, lectures, implementation in nonacademic context)	2 to 10
b. Scholarly contribution via media (such as media interviews, Ted Talks, and/or web seminars)	2 to 10
c. Other research activity	variable

## **SERVICE**

Evaluation for the annual merit review for service for all full-time faculty will be based on the following scale system.

<u>Points</u>	<u>Rating</u>
40 or more	5.0
35-39	4.9-4.7
30-34	4.6-4.4
25-29	4.3-4.1
20-24	4.0-3.8
15-19	3.7-3.5
10-14	3.4-3.2
5-9	3.2-3.0
4 or less	0

For the service scale, points are earned based on the following activities (point assignment indicated to the right of the item).

<b>Service Activities</b>	<b>Point Value</b>
• Department Service	
a. Attended department meetings	2
b. Attended department events	1 to 2 each
c. Participated in department committees	3 to 6 (per cmte)
d. Chaired/Co-chaired department committees	4 to 8 (per cmte)
e. Served as associate chair of department	15
f. Served as department chair/co-chair	20
g. Served as departmental undergraduate or graduate director	15
h. Served as internship director/co-director	8

i. Chaired/Co-chaired department assessment committee	6
j. Served on primary review committees	2 to 4; Chair 4 to 8
k. Guest lectured	1 each
l. Served as course director*	4 to 6 (per course)
m. Served as track director*	8
n. Reviewed e-portfolios*	3/semester
o. Served as a formal student mentor*	4
p. Conducted Research (IRC Faculty Only)*	variable
q. Departmental other	variable

\*can only be included if not counted under teaching

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• LAS Service	
a. Served on the DRC/Chaired DRC	10; Chair 15
b. Served on DIRC/Chaired DIRC	10; Chair 15
c. Served at events outside department	1 to 2 each
d. Participated on ad hoc LAS committee	3 to 10 (per cmte)
e. Participated on standing LAS committee	4 to 12; Chair 8 to 16
f. LAS other	variable

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• Campuswide Service	
a. Served at campus events	1 to 2 each
b. Participated on campus search committee	3 to 10 (per cmte)
c. Participated on ad hoc campus committee	3 to 10 (per cmte)
d. Participated on standing campus committee	4 to 12; Chair 8 to 16
e. GPS course instructor	3
f. Advised student club/organization	3 (per club)
g. Campus other	variable

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• Systemwide Service	
a. Participated on ad hoc system committee	3 to 10 (per cmte)
b. Participated on standing system committee	4 to 12; Chair 8 to 16
c. System other	variable

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• Community or Professional Service	
a. Served professional association	1 to 10
b. Participated in a journal editorial board	3 to 9
c. Reviewed manuscripts/conference papers	4 to 16
d. Organized conference/panel/presentation	1 to 10
e. Participated in unpaid professional consulting	1 to 4
f. Presented in the community	1 to 4
g. Community service	1 to 4 (per occurrence)
h. Community other (e.g., serving as external reviewer for tenure, etc.)	variable

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