

## 2021 Approved Faculty Performance Evaluation Criteria (11-2020)

### FORM INSTRUCTIONS:

Here is the link for the 2021-22 Faculty Appraisal Performance Form:  
<https://form.jotform.com/220966278308161>

#### FACULTY INFO Section

1. Enter your Panther ID number in the **ENTER PANTHER ID NUMBER** field. Click **LOOKUP PANTHR ID** grey box. **OR** Enter Faculty Information manually
2. Select your track from the **Faculty-Track** pull-down field. *(Page Display logic depends on this field selection)*
3. Check the **FACULTY PRACTICE** field if applicable. *(Section 5 display logic depends on this field selection)*
4. Enter your Teaching Assignments in the various categories. The evaluation scoring system is dependent on these input fields. *Total should equal 100.*
5. Enter comments, special conditions, etc in the **Faculty Comments** box.

#### SECTION 1A

Check all Criteria Met boxes that apply. Display logic for Section 1B depends on a score of 14.

#### SECTIONS 1B, 1C, 2, 3, 4 and 5

1. Check each Criteria Met box for each of the criteria that was achieved.
2. Use the Score pull-down field to select the applicable score.
3. Enter any comments

#### ACKNOWLEDGEMENTS Page

Display logic for Chair, ADs and dean depends on the Date signed field

## SECTION 1A Mandatory for all faculty

- 1A-1 1 Faculty member ensures published deadline for textbook ordering is met.
- 1A-2 2 Students receive or have access to the course syllabus no later than the first class meeting for lecture, lab, and on-line courses, and no later than the end of the first week of the semester for internships, practicum, independent study, readings, or any other courses.
- 1A-3 3 Evaluation measure or Rubric are included in the syllabus for each learning experience/course assignment.
- 1A-4 4 Course syllabi conform to School, College, and University policies and procedures as identified in the applicable Faculty Handbook ([https://academic.fiu.edu/docs/Faculty\\_Handbook.pdf](https://academic.fiu.edu/docs/Faculty_Handbook.pdf)).
- 1A-5 5 Accurate grades are posted by deadline as specified by academic calendar.
- 1A-6 6 Required office hours, and availability to meet by appointment, are posted in the syllabi: minimum 5 hours/week for full-time faculty; minimum 3 hours for part-time/adjunct faculty. If you have an assigned office, be sure to post your office hours outside your door. Faculty teaching online are required to include minimum of 5 virtual office hours per week and are required to be available to communicate with students by appointment.
- 1A-7 7 Meets required regulations per the Faculty Handbook, for example nepotism, conflict of interest, cancelled classes, chronic tardiness, lack of preparation, and unequal treatment of students.
- 1A-8 8 Complies with FIU Pledge, which states "I will be honest in my academic endeavors. I will not represent someone else's work as my own. I will not cheat, nor will I aid in another's cheating."
- 1A-9 9 Student overall evaluation of satisfaction with faculty from narrative comments are positive with no evidence in any course which reflect unprofessional behaviors, for example illegal, inequitable treatment of students, unethical behavior).
- 1A-10 10 Receipt of consistently no low Student Perceptions of Teaching survey (SPOTs) evaluations of teaching performance from students, less than 3.00 (= Good), in the majority of courses taught.
- 1A-11 11 Evidence of attendance at departmental meetings (unless excused).
- 1A-12 12 Participates at College and University faculty meetings.
- 1A-13 13 Participates at Unit, College and University commencement.
- 1A-14 14 Evidence of attendance at Faculty Assembly meetings

## SECTION 1B Teaching (Tenured/tenure earning)

- 1B-1 1B-1 Course syllabi are clear, well organized and comprehensive with weekly topical outline.
- 1B-2 1B-2 Course syllabus are consistent with the approved course description, course objectives, and accreditation standards (if applicable).
- 1B-3 1B-3 Course syllabi list and describe explicit learning experiences that show relationship to course objectives.
- 1B-4 1B-4 Course assignments are specified and are appropriate for the level of the course and comply with School, College, and University policies.
- 1B-5 1B-5 The breadth and depth of the assigned readings and bibliographies are up-to-date and appropriate for the course level.
- 1B-6 1B-6 Demonstrated incorporation of evidence-based and/or innovative instructional methodologies, e.g. (but not limited to) web assisted, internet use, case studies, audio-visual, simulation, as evidenced in more than one course.
- 1B-7 1B-7 Incorporation of writing skills and documentation related to course objectives in course assignments and evaluations.
- 1B-8 1B-8 Average overall Student Perceptions of Teaching survey (SPOTs) ratings: Very Good = 4.00 - 5.0; Good = 3.00 to 3.99; Satisfactory = 2.00 - 2.99; Unsatisfactory = 1.99 or below
- 1B-9 1B-9 Assigned grades reflect an appropriate full range according to student level, class size, course difficulty, final grade, and nature of the course.
- 1B-10 1B-10 Key Personnel/PI/Co-PI/Author/Co-Author on a externally funded grant (
- 1B-11 1B-11 Key Personnel/PI/Co-PI/Author/Co-Author on an externally funded grant with a percent of time or salary-savings (across externally funded grants).
- 1B-12 1B-12 Submission for externally or internally funded teaching grant
- 1B-13 1B-13 Awarded internally funded grant.
- 1B-14 *You will automatically be ranked Outstanding for Teaching (when all criterion above are good or above), and if you meet (a), (b), (c), (d), and/or (e):*  
a) Teaching grants. Automatically Ranked Outstanding for Teaching (when all criterion above are good or above), if you are principal author/co-author of an externally submitted funded grant or PD/PI on an externally funded grant:

Tenured/Tenure-Earning Faculty: Submission as primary author, PI/Co-PI of a minimum of 2 teaching grant proposal on average (totaling \$250K or more) for external funding per academic year until funded.

Satisfactory = 2 or more

Unsatisfactory < 2

b) Award, honor, or recognition for teaching from a university, regional, national, or international organization or agency

c) Author/Co-author of national accreditation reports or University program reviews/self-studies.

d) Number of Tenured Faculty member chaired PhD qualifying/comprehensive, master thesis, and/or proposal examination committee(s).

Outstanding > 3; Very Good = 1-2, Unsatisfactory = 0

e) Number of Tenured Faculty member Chaired dissertation committee(s) with evidence of student progression. Outstanding > 3; Very Good = 1-2;

Unsatisfactory = 0

1B-15 1B-15 Other distinctive, unique, major contributions, activities, implementation not covered in categories described.

### SECTION 1C Teaching and scholarship (Clinical)

1C-1 1C-1 Course syllabi are clear, well organized and comprehensive with weekly topical outline (outline required for didactic only)

1C-2 1C-2 Course syllabus are consistent with the approved course description, course objectives, and accreditation standards (if applicable).

1C-3 1C-3 Course syllabi list and describe explicit learning experiences that show relationship to course objectives.

1C-4 1C-4 Course assignments are specified and are appropriate for the level of the course and comply with School, College, and University policies.

1C-5 1C-5 The breadth and depth of the assigned readings and bibliographies are up-to-date and appropriate for the course level.

1C-6 1C-6 Demonstrated incorporation of evidence-based and/or innovative instructional methodologies, e.g. (but not limited to) web assisted, internet use, case studies, audio-visual, simulation, as evidenced in more than one course.

1C-7 1C-7 Incorporation of writing skills and documentation related to course objectives in course assignments and evaluations.

1C-8 1C-8 Average overall Student Perceptions of Teaching survey (SPOTs) ratings: Very Good = 4.00 - 5.0; Good = 3.00 to 3.99; Satisfactory = 2.00 - 2.99; Unsatisfactory = 1.99 or below

1C-9 1C-9 Assigned grades reflect an appropriate full range according to student level, class size, course difficulty, final grade, and nature of the course.

- 1C-10 1C-10 Key Personnel/PI/Co-PI/Author/Co-Author on a externally funded grant (
- 1C-11 1C-11 Key Personnel/PI/Co-PI/Author/Co-Author on an externally funded grant with a percent of time or salary-savings (across externally funded grants).
- 1C-12 1C-12 Submission for externally or internally funded teaching grant
- 1C-13 1C-13 Awarded internally funded grant.
- 1C-14 *You will automatically be ranked Outstanding for Teaching (when all criteria above are good or above (1 - 13), and if you meet (a), (b), and/or (c) below:*  
 a) Teaching grants. Automatically Ranked Outstanding for Teaching (when all criterion above are good or above), if you are principal author/co-author of an externally submitted funded grant or PD/PI on an externally funded grant:  
  
 Clinical Faculty: Submission as primary author, PI/Co-PI of a teaching grant proposal (totaling \$100K or more) for external funding.  
 Outstanding = 1 or more  
 b) Award, honor, or recognition for teaching from a university, regional, national, or international organization or agency  
 c) Author/Co-author of national accreditation reports or University program reviews/self-studies.
- SCHOLARSHIP**
- 1C-15 1C-15 Primary Author or Co-Authors in a scholarly, peer-reviewed article published in a major indexed journal database (published, accepted, in press, submitted, or in revision). Refereed and indexed. No none-peer-reviewed proprietary journal publication will be accepted for this criterion.  
  
 Clinical Faculty: Outstanding >= 1 article published; Good = 1 in progress/in preparation
- 1C-16 1C-16 Key Personnel/PI/Co-PI/Author/Co-Author on a externally funded grant (\$250k)
- 1C-17 1C-17 Key Personnel/PI/Co-PI/Author/Co-Author on an externally funded grant with a percent of time or salary-savings (across externally funded grants).
- 1C-18 1C-18 Submission for externally or internally funded research grant
- 1C-19 1C-19 Awarded internally funded grant.
- 1C-20 1C-20 Submission book proposal for acceptance Author/Co-author of book (self-published not accepted) - 1 year only.
- 1C-21 1C-21 Writing book (for an accepted book proposal) in process Author/Co-author of book (self-published not accepted) - 1 year only.

- 1C-22 1C-22 Publication Author/Co-author of book (self-published not accepted) - 1 year only.
- 1C-23 1C-23 Submission of Edited/Co-Edited book proposal (self-published not accepted) - 1 year only.
- 1C-24 1C-24 Writing of Edited/Co-Edited book (self-published not accepted) - 1 year only.
- 1C-25 1C-25 Publication of Edited/Co-Edited book (self-published not accepted) - 1 year only.
- 1C-26 1C-26 Author/Co-author of book chapter (self-published not accepted).
- 1C-27 1C-27 Invited or peer-reviewed oral/podium presentation at local/regional conference.
- 1C-28 1C-28 Invited or peer-reviewed oral/podium presentation at national or international conference.
- 1C-29 1C-29 Acceptance of peer-reviewed poster presentation at local conference.
- 1C-30 1C-30 Acceptance of peer-reviewed poster presentation at regional conference.
- 1C-31 1C-31 Acceptance of peer-reviewed poster presentation at national conference.
- 1C-32 1C-32 Acceptance of peer-reviewed poster presentation at international conference.
- 1C-33 1C-33 Submission of a FIU invention disclosure application.
- 1C-34 1C-34 Award, honor, or recognition for research from a local or state organization or agency.
- 1C-35 *You will automatically be ranked Outstanding for Research/Scholarship (when all criterion above are good or above(16 - 34), if you meet (a), (b), (c), and/or (d):*
- a) Research grants. Automatically Ranked Outstanding for Research (when all criterion above are good or above), if you are principal author/co-author of an externally submitted funded grant or PD/PI on an externally funded grant:
- Clinical Faculty: Submission as primary author, PI/Co-PI of a research grant proposal (totaling \$100K or more) for external funding.
- Outstanding = 1 or more
- b) Inventor or co-inventor of products, patents, license copyrights.
- c) Award, honor, or recognition for research from a regional, national, or international organization or agency.

d) 3 or more articles as Primary Author or Co-author of a scholarly, peer-reviewed publication (published, accepted, or in press). Refereed and indexed. No none-peer-reviewed proprietary journal publication will be accepted for this criterion.

....OR .....

Author/Co-author or Editor/Co-Editor of textbook (self-published not accepted).

1C-36 1C-36 OTHER: Add distinctive/unique /major contributions/activities/implementation not covered in categories described

## SECTION 2 Research and Scholarship (Tenured/tenure earning)

- 2-1 2-1 Primary Author or Co-Authors in a scholarly, peer-reviewed article published in a major indexed journal database (published, accepted, in press, submitted, or in revision). Refereed and indexed. No none-peer-reviewed proprietary journal publication will be accepted for this criterion.  
Tenured/Tenure-Earning Faculty: Excellence  $\geq$  4 articles; Very Good = 3 articles; Good = 2 articles; Satisfactory = 1 article; Unsatisfactory = 0 articles
- 2-2 2-2 Key Personnel/PI/Co-PI/Author/Co-Author on a externally funded grant (
- 2-3 2-3 Key Personnel/PI/Co-PI/Author/Co-Author on an externally funded grant with a percent of time or salary-savings (across externally funded grants).
- 2-4 2-4 Submission for externally or internally funded research grant
- 2-5 2-5 Awarded internally funded grant.
- 2-6 2-6 Submission book proposal for acceptance Author/Co-author of book (self-published not accepted) - 1 year only.
- 2-7 2-7 Writing book (for an accepted book proposal) in process Author/Co-author of book (self-published not accepted) - 1 year only.
- 2-8 2-8 Publication Author/Co-author of book (self-published not accepted) - 1 year only.
- 2-9 2-9 Submission of Edited/Co-Edited book proposal (self-published not accepted) - 1 year only.

- 2-10 Writing of Edited/Co-Edited book (self-published not accepted) - 1 year only.
- 2-11 Publication of Edited/Co-Edited book (self-published not accepted) - 1 year only.
- 2-12 Author/Co-author of book chapter (self-published not accepted).
- 2-13 Invited or peer-reviewed oral/podium presentation at local/regional conference.
- 2-14 Invited or peer-reviewed oral/podium presentation at national or international conference.
- 2-15 Acceptance of peer-reviewed poster presentation at local conference.
- 2-16 Acceptance of peer-reviewed poster presentation at regional conference.
- 2-17 Acceptance of peer-reviewed poster presentation at national conference.
- 2-18 Acceptance of peer-reviewed poster presentation at international conference.
- 2-19 Submission of a FIU invention disclosure application.
- 2-20 Award, honor, or recognition for research from a local or state organization or agency.
- 2-21 You will automatically be ranked Outstanding for Research/Scholarship (when all criterion above are good or above), if you meet (a) or (b)  
 A) Tenured/Tenure-Earning Faculty: Submission as primary author, PI/Co-PI of a minimum of 2 research grant proposal on average (totaling \$250K or more) for external funding per academic year until funded. Satisfactory = 2 or more  
 Unsatisfactory < 2  
 b) Author/Co-author or Editor/Co-Editor of textbook (self-published not accepted).
- 2-22 OTHER: Add distinctive/unique /major contributions/activities/implementation not covered in categories described



### SECTION 3 Professional Services

- 3-1 3-1 Serves as a board member or peer-review panel for member or grant review, policy development or governmental task force.
- 3-2 3-2 Serves as member of one editorial board for peer reviewed journal.
- 3-3 3-3 Serves as member of two or more editorial board for peer reviewed journal.
- 3-4 3-4 Reviewer of journal manuscript, book chapter, or other educational material.
- 3-5 3-5 Fulfills leadership role in local, regional, national, or international professional organization.
- 3-6 3-6 Member of local, regional, national, or international profession organization.
- 3-7 3-7 Reviewer for conference presentations, poster abstracts, research grants, or scholarship applications.
- 3-8 3-8 Fulfills leadership role in department committee or task force (i.e. Chair, Co-Chair, etc.).
- 3-9 3-9 Fulfills leadership role in NWCNHS college committee or task force (i.e. Chair, Co-Chair, etc.).
- 3-10 3-10 Fulfills leadership role in university committee or task force (i.e. Chair, Co-Chair, etc.).
- 3-11 3-11 Fulfills leadership role in another college's committee or task force (i.e. Chair, Co-Chair, etc.).
- 3-12 3-12 Serves as the college's representative to special University task force(s)/committee(s) (e.g IRB)
- 3-13 3-13 Member of department, college, university committee or task force.
- 3-14 3-14 Developed and/or implemented a continuing education program for continuing education units.
- 3-15 3-15 Engagement in community activities to improve population health.
- 3-16 3-16 Evidence of mentoring faculty peers, others professionals, or other members of the community.
- 3-17 3-17 Generates additional donor support or additional revenue for the department/college.
- 3-18 3-18 Develops partnerships and/or special collaborations to support programs, departments, college, or university
- 3-19 3-19 External reviewer for faculty promotion and/or tenure for another University.

- 3-20 *You will automatically be ranked Outstanding for Profession Service (when all criterion above are good or above), if you meet any of the following:*
- \* You are principal author/co-author of a submitted service grant to an external funding source (\$100K or above) or PD/PI on an externally funded service grant.
  - \* Receives special appointment to prestigious governing bodies (national or major international organizations) or review panels.
  - \* Award, honor, or recognition for service from a regional, national, or international organization or agency.
  - \* Editor/Co-Editor of a peer-reviewed journal. Refereed and indexed. No none-peer-reviewed proprietary journal publication will be accepted for this criterion.
  - \* Serves as a site visitor for accreditation.
  - \* Serves as an external reviewer for programs.
  - \* Fulfills a major elected role in state, regional, national, or international professional organization (e.g. Secretary, Treasurer, VP, President)
  - \* Serves on a major appointed governmental board or task force.
- 3-21 OTHER: Add distinctive/unique /major contributions/activities/implementation not covered in categories described.

#### SECTION 4 Administrative Duties

- 4-1 4-1 Designates faculty assignments consistent with university and college policies and Nicole Wertheim College of Nursing and Health Sciences differentiated faculty assignments.
- 4-2 4-2 Delegates workload appropriate and consistent with assigned job description for staff.
- 4-3 4-3 Conducts faculty evaluations per the approved Faculty Appraisal Guidelines which follow university and college policies and guidelines.
- 4-4 4-4 Develop, monitor, and document program learning outcomes consistent with University policy.
- 4-5 4-5 Recruits faculty members that are compatible with programmatic needs and university and college mission, vision, and goal.
- 4-6 4-6 Oversees student recruitment, admissions, retention/attrition, evaluation, and graduation consistent with University policy.
- 4-7 4-7 Oversees program evaluation and assessment activities for each program in their department per the University, Board of Governors (BOG), and/or accrediting bodies.
- 4-8 4-8 Develops and implements strategic plan consistent with the mission, vision, and strategic plan of Department, College, and University.
- 4-9 4-9 Ensures implementation and evaluation of student success strategies within their department.
- 4-10 4-10 Ensures curriculum design, review and revision process is followed according to Departmental, College, and University accreditation standards.

- 4-11 Leads the preparation of accreditation documentation, program reviews/reports, and outcome performance assessments as appropriate.
- 4-12 Attends Deans Chairs and Directors' (DCD) meetings, Chairs Advisory Council, and other administrative meetings as scheduled.
- 4-13 Manages and maintains up-to-date student database related to student applications, admissions, progression, retention, graduation, student characteristics, employment, licensure/certification pass rates, and exit surveys.
- 4-14 Annually establishes, monitors, and reviews program success in meeting Student Learning Outcomes (SLO) and Program Outcomes (PO).
- 4-15 Obtains Dean's approval and signature on all accreditation reports and communications prior to submission.
- 4-16 Monitors and ensures the accuracy and completeness of program website per the accrediting body standards.
- 4-17 Reviews, follows, and maintains up-to-date departmental, program policy, procedure manuals, and student handbook.
- 4-18 Meets with faculty to establish short-term and long-term goals on an annual basis consistent with Promotion and Tenure progression policies.
- 4-19 Generates additional donor support or additional revenue.
- 4-20 Develops partnerships and/or special collaborations to support programs.
- 4-21 Establishes, maintains, and ensures evaluation of clinical education sites and contracts.
- 4-22 Evaluates the performance of faculty in clinical and/or didactic education.
- 4-23 Identifies the needs and facilitates processes to address professional development needs to meet programmatic goals.
- 4-24 Orients and mentors faculty to meet program objectives and goals.
- 4-25 Identify, recruit, retain, orient, evaluate and mentor adjunct/part-time faculty to meet programmatic and accreditation standards.
- 4-26 Document the criteria and process for selecting field work/clinical sites to include, maintain, memorandum of understanding/contract (MOU/MOC), complying with all site requirements, maintaining site objectives, and site data.
- 4-27 Ensures the clinical education experiences meet accreditation standards.
- 4-28 Develops and follows all clinical education policies and procedures.
- 4-29 Identifies and obtains clinical education sites to meet departmental curriculum needs.
- 4-30 Ensure field work/clinical agreements are sufficient in scope and number to allow completion of graduation requirements in a timely manner.
- 4-31 Ensure that the field work program and clinical experiences reflect the sequence and scope of content in the curriculum design, in collaboration with faculty.
- 4-32 Ensures that personnel who supervise students in field work/clinicals are qualified and properly credentialed.
- 4-33 OTHER: Add distinctive/unique /major contributions/activities/implementation not covered in categories described

## SECTION 5 Faculty Practice

*For a satisfactory rating, #1, #2, and #3 indicators MUST be met, otherwise, it will result in an unsatisfactory for the overall category of Faculty Practice Assignment.*

- 5-1 5-1 Meets the standards of the medical institution Bylaws for credentialing/re-credentialing and meets appointment/re-appointment for the designated clinical site (e.g. letter or certificate from credentialing institution).
- 5-2 5-2 Maintains appropriate licensure for clinical practice from certification bodies and state licensing.
- 5-3 5-3 No evidence of poor utilization of evidence based practice in the clinical setting.