SCIS Annual Evaluation Procedure

Faculty members will complete their online annual "Faculty Activity Report" by the end of April to describe their annual accomplishments to the Director. The Director of the School writes the annual evaluation for each faculty member in accordance with the requirements of the Collective Bargaining Agreement, and transmits the evaluation to the faculty member for signature or mutually agreed modifications.

The annual evaluation will include a paragraph detailing the assigned duties. Each area (teaching, other instructional activity, research, service, and administration, if appropriate) will be evaluated separately if possible. The overall evaluation will be an average of the individual components weighted by the assignment percentages. Normally, the evaluation scale is "outstanding", "excellent", "very good", "good", "fair", "poor."

Teaching: The factors considered to measure teaching effectiveness may include:

- Recognition of teaching effectiveness such as teaching awards;
- Supervision of individual student projects such as graduate/undergraduate independent studies;
- Course outlines, syllabi and online material demonstrating the organization of courses;
- Development of new courses;
- Student opinion surveys;
- Peer teaching evaluations;

Research: The factors considered to measure research productivity may include:

- Refereed publications in high quality computer science journals such as those published by ACM and IEEE;
- Refereed publication in high quality computer science conferences;
- Securing grants/research contracts from national external funding agencies such as NSF, DOE, ONR, Department of Education, and NIH supporting the candidate's ongoing research programs;
- Invited Presentations at key meetings/conferences within the candidate's field and seminars at major research universities;

Service: The factors considered to measure service contributions may include:

- Reviewing professional publications;
- Membership in the Program Committees of major computer science conferences;
- Reviewing funding applications;
- Serving in and/or chairing School/College/University committees.