DEPARTMENT OF SPANISH AT UNT
Performance Evaluation Rubrics

	TEACHING **(Lecturers & Professors)**
10	**Exceptional** *Consistently meets stipulations under "Satisfactory" in addition to carrying out any combination of activities and achievements for "Very Good" totaling at least 20 points for repeatable items over 3-calendar-year period under review.* *Mandatory for level 10: SPOT average of 4.4 or above in the 3-year-calendar period under review and at least 70% completion rate
9	**Excellent** *Consistently meets stipulations under "Satisfactory" in addition to carrying out any combination of activities and achievements for "Very Good" totaling 15-19 points for repeatable items over 3-calendar-year period under review.* *<u>Mandatory</u> for level 9: SPOT average of 4.2 or above in the 3-year calendar period under review and at least 70% completion rate
8	**Very Good** *Consistently meets stipulations under "Satisfactory" in addition to carrying out any combination of activities and achievements listed below totaling 12-14 points for repeatable items over 3-calendar-year period under review. One point per item and/or per semester unless indicated otherwise.* 1. Develops and teaches new blended and/or online courses (3 pts./item) 2. Develops and teaches new course (2 pts./item) 3. Teaches new preparation (1 pt./item) 4. Adopts new (not revised) textbook and makes substantial changes to syllabus of existing course (1 pt./item) 5. Works with special programs (i.e. Honors Thesis, Special Problems courses, etc.) (1.5 pt./case) 6. Directs Master's theses (maximum four semesters/student) (1.5 pt./semester) 7. Takes webinars to maintain pedagogical expertise (1/2 pt. per webinar; maximum 6 pts.) 8. Presents at teaching-related workshops and/or conferences on/off-campus (2 pts./event) 9. Attends teaching-related workshops and/or conferences on or off-campus (1 pt./event)

[Produced in May 2018;
some revisions in Service
implemented in May 2023]

	10. Receives teaching award (2 pts./item) 11. Nominated for any teaching award at any level (1 pt./item) 12. Undergoes a voluntary peer class observation by LAC/PAC (1 pt.; 1 observation per evaluation period) 13. Other significant teaching-related activities and accomplishments (i.e. tutoring, reviewing textbooks, substituting classes, Canvas training, etc., ½-1 pts./item) ❧ <u>Mandatory</u> for level 8: SPOT average of 4.0 or above in 3-year evaluation period under review and at least 70% completion rate (6 pts.)
7	**Satisfactory** 1. Creates and executes effective materials and lessons 2. Arrives to class on time and meets for the entire period 3. Teaches in Spanish 4. Maintains a positive regard in the eyes of the students (i.e. creates positive learning environment, is available for assistance outside of class, etc.) 5. Arranges for class substitution or alternative activity instead of canceling class 6. Keeps Faculty Information System (FIS) up to date; uploads syllabi in timely manner ❧ <u>Mandatory</u>: SPOT average of 3.8 or above in 3-year evaluation period under review and at least 60% completion rate
6	**Needs Improvement** ❧ Occasionally fails to meet expectations described under "Satisfactory" ❧ <u>Mandatory</u>: SPOT average of 3.6 or above in 3-year evaluation period under review and at least 60% completion rate
5 or below	**Unsatisfactory** ❧ Consistently fails to meet expectations described under "Satisfactory" ❧ Receives less than 3.4 on SPOT evaluations average

IMPORTANT:
1. For workshops/conferences on pedagogy points are given only per event (i.e. one specific teaching-related workshop/conference) and not per session attended at each event. A pedagogy event attended by a professor cannot be counted for both Teaching and Research; each event may only count once under one of the three categories of evaluation.
2. The minimum SPOT score and completion rate must be reached in order to move up from one category to the next (i.e. to reach category 8 one must have a SPOT score average of at least 4.0 and a 70% completion rate or more)
3. Mandatory workshops on campus (i.e. FIS, Curriculog training, etc.) do not count as pedagogical workshops

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4. It is up to the discretion of the PAC, LAC and/or chair to decide how many points (if any) to award items included under #13 in category 8

5. Activities not fully documented may not be awarded any points

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Performance Evaluation Rubrics

RESEARCH
(Professors)

- The scholarly journal or scholarly book publisher must have a <u>peer-review process</u> in place. For journal articles, the faculty must provide a proof of peer review procedure by using reliable databases such as the MLA Directory of Periodicals or simply providing actual external reviews. For book publications, both contract and external reviews must be provided as evidence of the peer-review process. Publications will not count if no peer-review process is used by the publisher or the peer-review process does not include reviews by external reviewers.
- There is no minimum/maximum number of word-length required for original scholarship, such as articles, book-length monographs, book chapters, etc. Rather, only the <u>sum total</u> of PR words published during the 3-calendar-year under review will be taken into account to determine the final score.
- Contributions by multiple authors or editors shall be evaluated according to the percentage of the work done by each and the word count will count accordingly. In cases where one author/editor bears a larger percentage of the work then corroboration in writing by the co-authors/co-editors in question should be provided.
- At all times faculty members must refer to the departmental *Annual Review, Tenure & Promotion Guidelines* regarding all the expectations for acceptable scholarship

10	**Exceptional** • 30,000 or more published PR words of original scholarship in reputable scholarly venues in the 3-year-calendar period under review • Must include at least 2 other scholarly activities listed in "Very Good" category
9	**Excellent** • 25,000-29,999 published PR words of original scholarship in reputable scholarly venues in the 3-year-calendar period under review • Must include at least 2 other scholarly activities listed in "Very Good" category
8	**Very Good** • 20,000-24,999 published PR words of original scholarship in reputable scholarly venues in the 3-year-calendar period under review in addition to at least 2 of the following: 1. Other published scholarship: book reviews, performance reviews, etc. 2. Citations of published work 3. At least 3 presentations at international/national venues 4. Securing internal/external funding for research 5. One's book reviewed positively 6. Editing a book-length volume 7. Other well-documented relevant scholarly activities

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7	**Satisfactory** • 15,000 -19,999 published PR words of original scholarship in reputable scholarly venues in the 3-year-calendar period under review • One other relevant scholarly activity as listed in "Very Good category
6	**Needs Improvement** • 10,000-14,999 published PR words of original scholarship in reputable scholarly venues in the 3-year-calendar period under review • One other relevant scholarly activity as listed in category 8
5 and below	**Unsatisfactory** • Less than 10,000 published PR words of original scholarship in reputable scholarly venues in the 3-year-calendar period under review • Does not consistently meet expectations as listed in "Very Good" category

IMPORTANT

The departmental ATP (Annual Review, Tenure & Promotion) document has clear guidelines regarding peer-reviewed publications and these must be followed by the PAC and the Chair when evaluating professors' research activities.

In the departmental ATP peer-reviewed journal publications are divided into three tiers and it is to be used in determining total number of words to be awarded as per the tier category of the journal:

Tier 1: number of words x 1.3 weight. Example: 1,000 words = 1,300 words counted, etc.
Tier 2: number of words x 1.0 weight. Example: 1,000 words = 1,000 words counted, etc.
Tier 3: number of words x 0.7 weight. Example: 1,000 words = 700 words counted, etc.

DEPARTMENT OF SPANISH AT UNT
Performance Evaluation Rubrics

	SERVICE **(Lecturers & Professors)**
10	**Exceptional** *Consistently meets stipulations under "Satisfactory" in addition* *to carrying out any combination of repeatable activities and achievements for "Very Good" totaling 20 points or more during 3-calendar-year period under review.*
9	**Excellent** *Consistently meets stipulations under "Satisfactory" in addition* *to carrying out any combination of repeatable activities and achievements for "Very Good" totaling 18-19 points during 3-calendar-year period under review.*
8	**Very Good** *Consistently meets stipulations under "Satisfactory" in addition* *to carrying out any combination of repeatable activities and achievements listed below totaling 14-17 points during 3-calendar-year period under review.* *One point per item and/or per semester unless indicated otherwise.* 1. Regularly organizes and/or assists with extra events for the department such as Professional Development Day for Teachers of Spanish, departmental receptions and other activities, outreach programs, etc. (2 pts./item) 2. *Serves as Secretary or Chair of departmental committee (1.5 pt./semester) [revised May 2023]* 3. *Serves as Member of departmental committee (1 pt./semester) [revised May 2023]* 4. *Serves as Member on CLASS or university committee/s and/or Faculty Senate (1.5 pts./semester) [revised May 2023]* 5. *Serves Chair or Secretary on CLASS or university committee/s and/or Faculty Senate (2 pts./semester) [revised May 2023]* 6. Serves on an M.A. Thesis Committee as a reader (1 pt./thesis defense) 7. Initiates and/or directs a Study Abroad program (1 pt./semester) 8. Initiates and directs a student club on a regular basis (1 pt./semester) 9. Reviews articles and books for publications (1 pt./item) 10. *Serves as Associate Chair, Undergraduate Advisor, Graduate Advisor, Director of Undergraduate Studies and/or Coordinator of First/Second/Third year classes (1.5 pts./semester) [revised May 2023]* 11. Serves as a faculty advisor to student organizations (1 pt./semester)

	12. Plays a leadership (e.g. President, Executive Director, etc.) role in a national professional organization (2 pts./semester)
	13. Performs other well-documented valuable service to:
	a. The college
	b. The university
	c. The professional community
	d. The local community
	14. Other well-documented relevant service activities (e.g. ad hoc committees, administering/grading language placement exams, cultural activities for students, etc., ½-1 pt./item)
7	**Satisfactory** • Satisfactorily performs committee duties as member • Attends all departmental meetings • Completes various assigned tasks • Responds to work email in timely manner
6	**Needs Improvement** • Does not consistently meet expectations in the "Satisfactory" category • Does not consistently demonstrate professional and/or collegial behavior, etc.
5 or below	**Unsatisfactory** • Does not satisfactorily perform assigned service duties

IMPORTANT

1. It is up to the discretion of the PAC, LAC and/or chair to decide how many points (if any) to award items included under #13 in category 8
2. Service activities not fully documented may not be awarded any points

Evaluation Process:

1. PAC/LAC members review files and rate independently with scores 0-10 for teaching, research and service
2. PAC/LAC discusses files and assigns round number scores between 0-10 for teaching, research, and service
   3. Teaching, research, and service scores are multiplied by workload percentages and added together
4. Resulting score (between 0-10) is then converted to Levels 1-5:

Level 1	10.0 – 9.0 Exceptional/Excellent
Level 2	8.9-8.0 Very Good
Level 3	7.9-7.0 Satisfactory
Level 4	6.9-5.1 Needs Improvement
Level 5	5.0-0 Unsatisfactory

5. These scores and a written justification will be forwarded to the Department Chair as a recommendation
6. After taking into consideration the information provided by the PAC/LAC, the Department Chair will make his/her assessment, provide a written assessment to the faculty member, and send the recommendation to the Dean of the College of Liberal Arts & Social Sciences (CLASS)