

Annual Performance Standards T/TT

Assistant Professor, Associate Professor, Professor

1. CMHT_Guideline_Faculty_1_Annual_Performance_Standards_T/TT

2. **Date Issued:** 4/09 (VPAA Approved); Revised: 8/11; 10/12; 5/13; 9/13; 10/13; 6/14
(VPAA Reviewed); 12/14; 2/17
(VPAA Submitted) 8/24; 2/25

3. Performance Standards

The CMHT tenured/tenure-track faculty is expected to strive for excellence across three categories of work: (1) teaching, (2) scholarship, and (3) service. CMHT Personal Affairs Committee (PAC) will evaluate each faculty based on VPAA 160.

<https://vpaa.unt.edu/sites/default/files/documents/2018/vpaa-160.pdf>

- The PAC Annual Evaluation is based on a 10-point rating scale which indicates the quality of performance:
 - 10-9.0= Exceptional
 - 8.9-7.0= Exceeds Expectations
 - 6.9-5.0= Meets Expectations
 - 4.9-3.0= Development required/Does not meet expectations
 - 2.9-1.0= Unacceptable
- Probationary tenure-track faculty who do not meet the expectations in one or more of the three categories may receive a recommendation for non-renewal of contract pre- or post- third year review and may be denied tenure and promotion.
- Tenured faculty who does not meet the expectations in one or more of the three categories in any annual review covering a three-year period may be subject to post-tenure review Professional Development Plan (PDP). Following the recommendation of the PAC, the Dean will notify the department chair of the recommendation. The department chair will provide a review of the three categories. A faculty member who receives a rating of unsatisfactory in a single domain by the Department Chair shall be placed on a PDP. See UNT Policy 06.052 Review of Tenured Faculty
- New faculty who only has one semester in the evaluation period will receive a progress report from PAC in lieu of performance scores on the comparative form.
- See Table 1 for minimum expectations for scholarship of tenured/ tenure-track faculty.

4. Workload Assignments

- Workload assignments are made by the Department Chair, approved by the Dean, and discussed with the faculty member at the chair's annual planning meeting with the individual faculty.

- Workload percentages are unique to each faculty member, and they may vary by semester and year depending on program needs. CMHT faculty performance expectations will reflect the uniqueness of each workload.

5. Teaching Standards

5.1 “Meets Expectations” Tenured/ Tenure-Track faculty are expected to demonstrate competent instruction in classroom and teaching performance activities:

- *Meeting Classes:* Faculty are expected to meet the full class time with the instructional delivery method (e.g., online, hybrid, onsite) published in the schedule.
 - Any exception will require an alternative assignment, such as posting the class online as approved by the department chair in writing.
 - In an emergency where a class will be missed, the faculty member must notify his or her department chair or the CMHT Associate Dean, if Chair is not available, with a plan for the class to be covered.
 - For 100% online courses and hybrid courses, course materials and assignments should be made available to students on Canvas by the published course calendar date and time
 - To effectively address a student in an emergency situation, faculty members need to provide a method of contact that is outside Canvas.
- *Instruction:* The faculty is to use relevant instructional materials that are aligned with the approved curriculum. They are expected to provide quality instruction, which entails coming to class prepared, covering pertinent and current material, and using suitable measures of student performance.
- *Office Hours:* The faculty is to identify, post, and maintain office hours (2 hours per course) so that students can have access to their professors outside of class. CMHT Faculty need to be reasonably available to students during normal working hours. For faculty teaching online courses, the posted office hours are the time(s) when the student is assured of direct access and response to electronic communication. The best practice is to schedule office hours across different times and days of the week.
- *Teaching Assignments:* Based on the needs of the department and an individual’s given area of expertise, the faculty is to teach the expected number of courses given an individual’s workload distribution.
 - Ten percent of the 1.0 FTE is assigned per class.
 - Tenured/Tenure Track faculty may offer independent readings courses and supervise internships based on the needs of the department, student demand, and an individual’s given area of expertise, current number of advisees, and rank.
 - Tenured faculty are expected to provide individually tailored instruction, advising and mentoring of graduate students.
- *Assessment:* The faculty member is to complete all course assessments and evaluations and complete all university required reporting by the stated deadlines.

- *DFWI Reports*: The department chair will meet with each faculty member whose course success rate (completion with a C or higher) is lower than expected as indicated on each semester's DFWI Report. Action strategies for improving course completion and success will be put in place and monitored until the course reaches an acceptable level of course success.
- *UNT Policies*: Faculty shall comply with all UNT Policies related to teaching and appropriate classroom behavior.

5.2. "Exceeds Expectations" and "Exceptional" Full time faculty members whose teaching performance demonstrates continuous, sustained, and significant contribution to the education of students in all forms of pedagogy and instruction is deemed excellent. As outlined in the UNT policy 06.007: Full time Faculty Annual Review, examples of excellence and effectiveness in teaching valued by the university include, but are not limited to, evidence that the faculty member

- **Develops learning goals and assesses learning outcomes** and reviews students based on clear learning standards and measurable outcomes as well as providing feedback to students throughout a course especially during the initial weeks.
- Develops and/or applies **technological innovations** to facilitate and enhance student learning.
- Exposes students to **service-learning experiences** that integrate community service with academic study to enrich learning, teach civic responsibility, and strengthen communities.
- Mentors and supervises students and provides opportunities for their **scholarship engagement, publications, presentations, exhibits, and/or performances**.
- Expands students' abilities, knowledge, and interests through engagements such as **workforce readiness skills and behaviors development, study abroad opportunities**, and by relating concepts to students' personal experiences and community, and global challenges.
- Receives **awards and formal recognition** related to instruction (e.g., internationally, nationally, regionally, and locally within the university, college, or unit/program).

6. Scholarship Standard

6.1 "Meets Expectations" Faculty members with research FTE are to maintain an active and productive agenda of scholarship which is evidenced by publication of peer-reviewed articles in academic journals, peer-reviewed book chapters, peer-reviewed presentations at academic conferences, applying for/receiving internal and external grants and/or fellowships, publication of peer-reviewed books, technical reports, and significant published reviews of books or articles. CMHT supports both sole and collaborative work.

- **Probationary faculty** must demonstrate steady progress toward achievement of the College's benchmark for tenure and promotion which is deemed as necessary to constitute minimum performance. This expectation of a steady process is defined in part by workload. For specific expectations see Table 1.
- **First-year probationary faculty** are granted one course-release during a long semester to activate their research stream.
- **Tenured faculty** must endeavor towards leadership in their field by increasing the impact of their scholarship and research on the discipline.

6.2 “Exceeds Expectations” and “Exceptional” Faculty members whose scholarship and research performance demonstrates continuous, sustained, and significant contribution at the national and/or international level are deemed superior or excellent. Superior performances include:

- Both an increase in the quality and quantity of presented, published, and funded scholarship and research beyond the minimum standards.
- Leadership in the discipline as described above for tenure-track and tenured faculty; and
- Receipt of national or international awards for major contributions to the discipline.

7. Service Standard

7.1 “Meets Expectations”

- Faculty members fulfill their minimum responsibilities by participating in regular service on assigned Departmental and College committees and Action Teams, and faculty searches.
- Faculty members fulfill their minimum responsibilities by participating in professional and community service opportunities and outreach which have professional implications such as engagement in professional organization.
- Faculty are expected to attend department and college faculty meetings in the modality posted. Exceptions should be approved by the department chair
- Faculty must abide by all UNT policies regarding attendance at university functions and events. In particular, all CMHT faculty members are required to participate in graduation as outlined by the College’s graduation rotation schedule.
- Tenured faculty members are expected to bear a heavier service load in these areas and are also expected to provide leadership of major departmental committees and serve on college and university committees.

7.2 “Exceeds Expectations” and “Exceptional” Full time faculty members whose service demonstrates continuous, sustained, and significant contribution to Departmental, College, University, and community. As outlined in the UNT policy 06.007: Full time Faculty Annual Review, examples of excellence and effectiveness in service valued by the university include, but are not limited to, evidence that the faculty member.

- **Exhibits leadership, demonstrates success, and/or engages actively in professional organizations** for relevant disciplines/fields.
- Exhibits leadership, demonstrates success, and/or engages actively in **community at-large** initiatives, civic groups, non-profit organizations, and public agencies.
- Exhibits leadership, demonstrates success, and/or engages actively in building **university partnerships** that deepen relationships and strengthen economic, educational, social, and cultural well-being of communities in the north Texas region and beyond.
- Exhibits leadership, demonstrates success, and/or engages actively in **unit, college, and university operations, governance, and initiatives**.
- Uses successful and innovative methods in individual and group **mentoring** initiatives and effectively mentors and supports junior colleagues.

- Promotes the internal and **external recognition** of professional colleagues in support of institutional and disciplinary recognition, growth, and advancement.
- Identifies, develops, and shares initiatives that yield successful outcomes in unit and institutional student **recruitment, retention, and success**.
- Initiates and promotes projects to advance the unit, college, and/or university and improve their **internal and external reputations**.
- Receives **awards and/or formal recognition** of service and engagement (e.g., international, nationally, regionally, and locally within the university, college, or unit).
- Assumes leadership in recruitment, retention, and mentoring of faculty and students in an effort to promote **inclusiveness and domestic and international diversity**.

Table 1- Annual Minimum Expectations for Scholarship of Tenured/Tenure-Track Faculty						
Minimum Expected Outcomes	Assigned % Scholarship Workload					
	60%**	50%**	40%	30%	20%	10%
Published a Peer-reviewed Article in a National or International Journal Or a Peer-reviewed Book Chapter (in print or electronic)	3	2	2	1	1	*
Published a Significant Book or Edited Book by Academic Publisher. (in print or electronic)	^	^	^	^	^	^
Made a Refereed Presentation at a National or International Conference	3	3	2	2	1	*
External Grant Proposal# Submitted proposal: counted in the year it is submitted Received and active grant: credit given for each year the grant is active	1	1	1	+	+	*
Assigned Teaching Course Load	1/1 20%	2/1 30%	2/2 40%	2/3 50%	3/3 60%	4/4 80%
Assigned Service Load	20%	20%	20%	20%	20%	10%

* Choose one outcome from among all *cells.

^ Can substitute for all other expected outcomes in year of publication.

** Larger % research workload would require buyout of time from a significantly funded grant.

+ Can substitute for refereed presentation

Receipt of a significantly funded external grant (\$.5 million +) could meet all annual minimum expectations for research.

Note: Administrative assignment may alter the teaching load and service load.