

Annual Performance Standards Professional Faculty

1. CMHT_Guideline_Faculty_2_Annual_Performance_Standards_Prof Faculty

2. Date Issued: 6/24 (VPAA Approved); (VPAA Reviewed); 12/14; 2/17; (VPAA Submitted) 8/24; 2/25

3. Performance Standards

The CMHT professional faculty is expected to strive for excellence across two categories of work: (1) teaching and (2) 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 two categories may receive a recommendation for non-renewal of contract and may be denied promotion.
 - 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.

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" Professional 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 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.
- Faculty should work far enough ahead of course delivery that an absence will not impact delivery.
- 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.
 - Professional faculty may offer independent readings courses based on the needs of the department, student demand, and an individual's given area of expertise, and rank.
- *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. Service Standard

6.1. "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 and guest lectures.
- 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.
- Senior and Principal 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.

6.2. "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**.