



UNIVERSITY OF CENTRAL FLORIDA

Florida Interactive Entertainment Academy (FIEA)

500 West Livingston Street
Orlando, FL 32801

Annual Faculty Evaluation Standards & Procedures

The Florida Interactive Entertainment Academy (draft 1/25/2019)

The Florida Interactive Entertainment Academy (FIEA) is a graduate program that offers as Master of Science degree in Interactive Entertainment. The focus of study is videogame design, but it has deep connections with industries that use game-design production techniques, including defense, medical, education, animation, real estate and others. FIEA is co-funded by the State of Florida and designated as a workforce program, so FIEA is tasked with teaching skills that will get graduates hired in their chosen fields.

The majority of FIEA's faculty are non-tenure earning Graduate Faculty Scholars who bring extensive industry experience to the program. The titles typically include Research Associates, Lecturers, and Instructors. The FIEA premium-rate tuition enables the delivery of industry-level instruction via extensive student contact hours both in and out of the classroom. The primary focus of FIEA faculty is *Instruction* and they are expected to stay on the cutting edge of their specializations through continuing education, collaborations and industry contacts. Regular *Service* activities are expected and some faculty will also assist with *Administration*. *Research* in the program is typically through collaborative projects with other UCF departments, community and industry partners.

FIEA faculty are primarily evaluated based on four categories:

- Instructional Activities
- Service
- Administration
- Research & Creative Activities

Each of these categories are fully explained below. The FIEA evaluation process is guided by two general principles: 1) Efforts to contribute to FIEA's goals are recognized; 2) Evaluations should be flexible in order to accommodate individual strengths, experiences, interests and opportunities. Prior to each Fall semester, faculty receive an Annual Assignment of Duties

based on their specializations. Because FIEA is a lockstep, four-semester program, it develops an entire year of assignments each Fall, which includes a full-time summer schedule. Evaluations are primarily based on how faculty meet, exceed or fail to accomplish the goals stated in their annual assignments.

Faculty members are responsible for documenting and reporting activities that contribute to their annual evaluations, particularly for activities which qualify them for *Above Satisfactory* or *Outstanding* ratings. They should include this documentation with their Faculty Annual Report (FAR) each year.

EVALUTION SYSTEM

Each of the four categories of the annual faculty evaluation will be assigned a rating, which carries a corresponding numeric score:

- Outstanding (4)
- Above Satisfactory (3)
- Satisfactory (2)
- Conditional (1)
- Unsatisfactory (0)

Each rating score will be weighted (multiplied) by the faculty's assigned FTE for that category and then combined to calculate the Overall Annual Evaluation of a faculty. This will permit the evaluation process to properly reflect the workloads and assignments of each faculty. Faculty shall not be evaluated in and the overall evaluation shall not be affected by an area in which the faculty had no assignment. This example shows how it works:

FIEA ANNUAL EVALUATION WORKSHEET

| Category | FTE | Rating | Total |
|----------------|------|--------|-------|
| Instruction | 0.70 | 4 | 2.80 |
| Service | 0.15 | 3 | 0.45 |
| Research | 0.15 | 3 | 0.45 |
| Administration | 0.00 | 0 | 0.00 |
| Total | 1.00 | | 3.70 |

In the above example, the faculty was assigned an FTE of 0.70 for *Teaching* along with 0.15 FTEs for *Service* and *Research* and zero FTE for *Administration*. The faculty received an Outstanding for *Teaching* and Above Satisfactory for *Service* and *Research*. Each rating was

weighted by the FTE and then all were combined to produce a total of 3.7. The chart below shows that an overall rating of 3.7 would yield an annual overall evaluation of Outstanding.

OVERALL ANNUAL EVALUATION

- Outstanding 3.5 & above
- Above Satisfactory 2.5 – 3.49
- Satisfactory 1.5 – 2.49
- Conditional Below 1.5
- Unsatisfactory Below 1.5 for two years

INSTRUCTION & ADVISEMENT

Instruction & Advisement Activities includes all classes for which the faculty is Teacher of Record, student interactions both inside and outside of the classroom, advisement, class preparation activities and the personal studies required to maintain industry-level skills. This category also includes items considered **Non-Credit Generating Instructional Efforts** in Facility Activity System (FAS) reports, such as guest lectures in other classes, uncredited team-teaching and development and/or revision of course materials or curriculum for future classes. An **Instruction and Advisement** evaluation will take into consideration both qualitative and quantitative performance (per Article 10 of the UCF Collective Bargaining Agreement [CBA] for more information on Instruction and Teaching evaluation).

CONDITIONAL/UNSATISFACTORY (INSTRUCTION & ADVISEMENT)

The first year a faculty member fails to fulfill all the requirements for *Satisfactory*, the performance will be marked *Conditional*. Faculty receiving *Conditional* evaluations are encouraged to meet with the director to discuss deficiencies and design strategies for improvement. In the second year of not achieving all requirements for *Satisfactory*, the rating will be *Unsatisfactory* and appropriate actions will be taken.

SATISFACTORY (INSTRUCTION & ADVISEMENT)

For *Teachers of Record* to achieve a rating of *Satisfactory*, ALL of the following criteria must be met for all courses taught.

- Teach effectively with appropriate content, learning objectives and outcomes.
- Meet assigned classes on a regular basis as scheduled.
- Hold scheduled office hours and be available for one-on-one meetings with students throughout the semester as requested.
- Reply in reasonable to student inquiries.
- Provide regular evaluation and feedback on student assignments.

- In all classes where Student Perception of Instruction (SPOI) reports are required, earn an SPOI rating of 2.5 or better in the category "*Overall Effectiveness of the instructor.*"
- Keep current in your field of expertise through personal study and training.
- Remain up to date with University policies regarding submission of book orders, issuance of syllabi and class meetings during final examination periods.

Faculty members engaged in *Non-Credit Generating Instructional* efforts will be evaluated by the completion of their assignment.

ABOVE SATISFACTORY (INSTRUCTION & ADVISEMENT)

To achieve a rating of *Above Satisfactory*, Teachers of Record must meet criteria for *Satisfactory* rating and complete at least three of the following additional criteria. In all cases, activities must be specified and faculty must provide documentation where necessary.

- Individually teach a large course (greater than 30 students) as Teacher of Record.
- Successfully complete an instructional assignment outside of FIEA and receive an evaluation of *Above Satisfactory* or better from the faculty administrator for that assignment.
- Organize an instructional effort or community activity outside the classroom that serves the unit, school or the university (e.g., student workshops or summits; educational student trips; lead efforts to have representation at student exhibitions or competitions; organize and manage conferences, co-curricular tournaments or competitions).
- Invest significant time in personal training on a new piece of software in consideration for it to be used within the FIEA curriculum.
- Significantly contribute to FIEA recruitment efforts through speaking engagements in undergrad programs, portfolio reviews, etc.
- Present a lecture at a recognized industry-related conference or similar event.
- Attend a campus-based multi-day teaching workshop (e.g., Faculty Center for Teaching & Learning (FCTL) summer conference).
- Attend two or more short university sponsored teaching-related workshops (e.g., FCTL one- hour workshops).
- Receive a favorable peer review evaluation conducted by FCTL faculty from outside of the unit, or by someone with higher academic rank within the unit.
- Participate in an annual program assessment by collecting data of a course for which you are Teacher of Record and providing it to the faculty member conducting the FIEA program assessment.

- Produce additional materials to support existing courses, such as web-based video lessons for a particular course component.
- Guide a student team as they successfully present their work in outside competition or conference.
- Receive a promotion in faculty rank from UCF.
- Substantially revise the curriculum of a course in order to improve the student experience and learning outcomes.
- Show proof of other noteworthy teaching successes that are not mentioned in this document (e.g., student awards from materials generated in the faculty member classes, outstanding job placement rates for recent graduates, etc.)

OUTSTANDING (INSTRUCTION & ADVISEMENT)

To achieve a rating of *Outstanding*, the faculty member must meet the criteria for *Above Satisfactory* and complete at least one of the following additional criteria OR, complete two additional of the criteria listed for *Above Satisfactory* (for a total of FIVE). In all cases, activities must be specified and faculty must provide documentation.

- Receive a UCF or a national teaching award
- Play a leadership role in organizing a local, regional or national teaching and learning conference and/or organization.
- Secure external grant of for the preparation of instructional materials.
- Present a series of workshops on teaching at the University or national level.

RESEARCH & CREATIVE ACTIVITIES

This includes research, developing creative works, preparing articles or books for publication, writing grant proposals, performing or exhibiting works and presenting at professional meetings or conferences. Non-tenured faculty members might not have any Research/Creative activities as part of their Annual Assignment of Duties.

CONDITIONAL/UNSATISFACTORY (RESEARCH & CREATIVE)

The first year a faculty member fails to fulfill the requirements for *Satisfactory*, the performance will be marked *Conditional*. Faculty receiving *Conditional* evaluations are encouraged to meet with the director to discuss deficiencies and strategies for improvement. In the second year of not achieving all requirements for *Satisfactory*, the rating will be *Unsatisfactory* and appropriate actions will be taken.

SATISFACTORY (RESEARCH & CREATIVE)

Meets the following criteria:

- Prepare and present new research/technology in professional presentations to special guests, industry organizations, students, faculty or other groups visiting FIEA. Each presentation must have an artifact/poster/software which can be presented at the faculty's annual review.
- Present a status report to FIEA faculty on a long-term creative project and gather critique input and notes from fellow faculty.

ABOVE SATISFACTORY & OUTSTANDING (RESEARCH & CREATIVE)

To be rated *Above Satisfactory* or *Outstanding*, the faculty member must meet criteria for *Satisfactory* and complete at least one of the following additional activities for *Above Satisfactory* or two activities for *Outstanding*. It is up to the faculty to provide documentation of the activities.

- Create and publish work related to your specialty for an industry client;
- Serves as a professional consultant;
- Author a substantial research grant proposal;
- Author a chapter of an upcoming textbook project;
- Publish an original creative work that benefits faculty's status;
- Author a teaching article published in a university, regional or national publication;
- Involvement with an Interdisciplinary project
- Participate in a curated public exhibit which includes your personal work;
- Supervise a team of students as they successfully complete a research project for an industry or community partner.
- Present an original paper or research project at a national conference;
- Author a textbook or industry-related book published during the academic year;
- Win an industry-respected award of exceptional merit for individual or collaborative achievement in an applied area.
- Perform another noteworthy research activity not mentioned in this document.

SERVICE

Includes public and UCF-related service work, activities in professional organizations, FIEA governance, College & University committees. Because the Faculty Activity System (FAS) does not include Service as a category, these activities are listed as Administration in the FAS reports.

CONDITIONAL/UNSATISFACTORY (SERVICE)

The first year a faculty member fails to fulfill the requirements for *Satisfactory*, their performance will be marked *Conditional*. Faculty receiving *Conditional* evaluations are encouraged to meet with the director to discuss deficiencies and strategies for improvement. In the second year of not achieving all requirements for *Satisfactory*, the rating will be *Unsatisfactory* and appropriate actions will be taken.

SATISFACTORY (SERVICE)

Meets all of the following requirements:

- Attendance at FIEA faculty meetings
- Attendance at NSCM school meetings
- Participation on at least one FIEA or NSCM committees

ABOVE SATISFACTORY & OUTSTANDING (SERVICE)

To be rated *Above Satisfactory* or *Outstanding*, the faculty member must meet criteria for *Satisfactory* and complete at least one of the following additional activities for *Above Satisfactory* or two activities for *Outstanding*. It is up to the faculty to provide documentation of the activities.

- Serve on any departmental, college, or university committee with responsibilities throughout the entire academic year;
- Serve the community by providing professionally related services such as: lectures, seminars, serving as a judge for art competitions or shows, etc., to a local, regional group, organizational, or school;
- Participate in FIEA-related community events as requested by the faculty administrator.
- Serve the profession by reviewing a game for a professional journal or by serving as a juror for a game competition.
- Attend UCF Commencement Ceremonies for FIEA students
- Serve on a Search Committee for a new hire
- Serve on a Promotion or Tenure committee for any UCF department
- Participate in the community of developers by attending meetings, serving on a committee or as an officer for an organization (profession-related service);
- Serve the educational community by advising and supporting curricular needs for a non-UCF entity;
- Offer professional consultation or development services to industry

organizations or local groups pro-bono

- Organize and serve as a host to an event that supports the professional industry and community;
- Serve as a principal officer, reviewer, meeting organizer, or chair of a committee for an industry organization

ADMINISTRATION

This category includes administrative duties, assigned special projects, or other position-specific activities related to the management of FIEA or NSCM as described in the employee's annual assignment of duties or activities listed in Article 10.4 of the Faculty Handbook. Faculty are encouraged to pursue opportunities within the University and our industry at large that enrich our programs and our graduates.

CONDITIONAL/UNSATISFACTORY (Administrative)

Faculty fails to satisfactorily perform the administrative duties assigned to them. The first year a faculty member fails to fulfill the requirements for *Satisfactory*, the performance will be marked *Conditional*. Faculty receiving *Conditional* evaluations are encouraged to meet with the director to discuss deficiencies and strategies for improvement. In the second year of not achieving all requirements for *Satisfactory*, the rating will be *Unsatisfactory* and appropriate actions will be taken.

SATISFACTORY (Administrative)

To earn a rating of *Satisfactory*, the employee must fulfill administrative responsibilities assigned by the faculty administrator in the Annual Assignment of Duties.

ABOVE SATISFACTORY & OUTSTANDING (Administrative)

To be rated *Above Satisfactory* or *Outstanding*, the faculty member must meet criteria for *Satisfactory* and complete significantly higher than average quality of work and/or additional work in administrative activities. Because individual efforts and interests vary greatly, determination of the rating will be made by reviewing work.

It is the responsibility of the faculty to provide documentation of the activities and administrative accomplishments which qualify for the *Administration* category.

EVALUATION / ASSIGNMENT - DISPUTES & RESOLUTION PROCESSES

As stated in the Collective Bargaining Agreement (CBA), "Performance evaluations are primarily intended to communicate to an employee a qualitative assessment of that employee's performance of assigned duties by providing written constructive feedback that will assist in improving the employee's performance and expertise."

In the event that a faculty member disputes the results of their annual evaluation, FIEA will follow the procedures listed in the CBA, section 10.1 **Annual Evaluations**. Specifically, as stated in Sections 10.1.5 (b) and (c):

b. The employee shall be offered the opportunity to discuss the evaluation with the evaluator prior to its being finalized and placed in the employee's evaluation file. The evaluation shall be signed and dated by the evaluator and by the employee, to acknowledge receipt of it. The employee may attach a concise comment to the evaluation. A copy of the evaluation shall be provided to the employee.

c. Upon written request from the employee, the evaluator shall endeavor to assist the employee in addressing any performance deficiencies.

In the event that a faculty member perceives a problem with their annual assignment, FIEA will follow the procedure listed in the CBA, section **9.10 Assignment Dispute Resolution**.