



Department of Communication Sciences &
Disorders

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Our merit system was developed with an effort to generally follow the guidelines of the tenure and promotion system used in our College (CLAS). The evaluation covers three main content areas including research, teaching and service.

As indicated on our form, the faculty member is asked to provide a brief narrative of his/her job duties and assigned activities followed by a summary of his/her teaching scores achieved for each of the courses taught. Likened to the forms used in the College/University T & P process, opportunity is provided for listing committee activities engaged in with graduate and undergraduate students, research activities, published works, presentations and applied for and obtained grants. Finally, we request information on service to the University, scholarly journals, national and international professional committees and memberships to professional societies. Finally, we request a statement from the faculty member(s) about why they feel they deserve merit. This provides opportunity to expand upon the content provided in the lists and gives opportunity for any unique contributions to be further developed.

The CSD merit committee, which is called the Faculty Performance committee, which has been assigned by the Chair of the department, then receives the evaluation packets from all who have completed the task. Only those faculty members who have completed the packet are reviewed and considered potential candidates for merit. Our experience is that some faculty are not interested in participating in the merit process and chooses not to complete a packet.

The CSD merit committee is made up of six CSD faculty members, consisting of 1st and 2nd year members, made up of assistant, associate and full professors, with one member chairing the committee. Each member serves a two-year, rotating term. The committee is charged by the Chair of the department with evaluating the packets. The committee randomly assigns the packets to the members of the committee and is charged with determining whether the packet's contents have met baseline criteria of performance or meritorious status. Each faculty member's submitted a packet is evaluated. However, the baseline expectation varies with the faculty member's tenure and promotion status. See Baseline criteria below. Those faculty members who are judged to have performed above baseline criteria are ranked using a 1-10 scale with one being the highest and 10 being the lowest. Those packets that did not reflect performance above baseline are triaged and not scored. The scored packets are then presented one by one to the entire committee and a final vote is made. The committee provides a rank ordering of the faculty members for merit consideration to the Chair of the department based on the ranked scale scores and the final votes by the merit committee. The Chair of the department then reviews the rankings and makes decisions of merit distribution.

Baseline Performance Criteria that is used by the CSD Committee to determine if faculty performance is meritorious. The Baseline Performance Criteria was developed by the full faculty over a series of faculty meetings.

Academic Faculty

Pre-Tenure

2 Publications (emphasis on first author publications), *consideration will be made for Laboratory set-up which often affects second year publication status*
2 Presentations (State or National meetings)
Federal or High Ranking Grant Application by Year 3
Departmental Service
Teaching Scores (within +/- one standard deviation of Departmental Mean)

Associate professor

2 -3 Publications (emphasis on first author publications)
2 –3 Presentations (National meetings) with at least one invited presentation
Federal or High Ranking Grant Application(s)
Funded Federal or High Ranking Grant
Departmental/University/National Service
Teaching Scores (within +/- one standard deviation of Departmental Mean)

Full professor

1 First Author Publication (with emphasis on students being involved in additional publications – particularly as first author)
5-6 Presentations (National/International meetings) with at least two invited presentations
Mentoring of Doctoral students (Minimum of 1 PhD Student)
Departmental/University/National Service
Teaching Scores within +/- one standard deviation from Departmental Mean

Clinical Faculty

Areas to be considered via a narrative:

Supervisor ratings
Innovative/programmatic developments
Grand round presentations and/or presentations at state/national meetings
Revenue generations
Number of clients supervised
Community service
Teaching

CSD FACULTY MERIT EVALUATION FORM
 (This is the form distributed to all academic and clinical faculty
 (Distributed of the form to the faculty occurs by end of January of each year)

(Covers Time Period March, 15, 200X to March 16, 200X)

Name: _____

Present Rank: _____ Appointed to this
 Rank: _____

Today's Date: _____

1. **NARRATIVE: BRIEF DESCRIPTION OF JOB DUTIES**
2. **AREAS OF SPECIALIZATION**
3. **ASSIGNED ACTIVITY (% Instructional, %Research, % Service/Administration), (report as % FTE)**
4. **YEAR TENURE WAS AWARDED BY THE UNIVERSITY OF FLORIDA (if applicable, if not number of years of service)**
5. **BREIF NARRATIVE: TEACHING, ADVISING, AND/OR INSTRUCTIONAL ACCOMPLISHMENTS (Teaching Awards, Course Development, Advising, Curriculum Development, Program development, etc.**
6. **TEACHING EVALUATIONS**

SPRING 2003 – SPA 6211

	<u>Mean</u>	<u>Dept Mean</u>	<u>College Mean</u>
# Enrolled; # Responded; Required Course – Yes/No	4.67**	4.33	4.18
Description of Course Objectives and Assignments	4.67	4.32	4.12
Communication of Ideas and Information	4.67	4.34	4.11
Expression of Expectations for Performance in the Class	5.00	4.41	4.15
Availability to Assist Students In or Out of Class	5.00	4.52	4.26
Respect and Concern for Students	5.00	4.38	4.12
Stimulation of Interest in Course	5.00	4.29	4.09
Facilitation of Learning	5.00	4.61	4.45
Enthusiasm for the Subject	4.67	4.43	4.17
Encouragement of Independent, Creative, and Critical Thinking	4.67	4.45	4.24
Overall Instructor Rating	4.67	4.45	4.24

**These numbers are provided as an example.

7. **GRADUATE COMMITTEE ACTIVITIES (LIST OF MASTERS AND DOCTORAL COMMITTEES. INDICATE CHAIR OR COMMITTEE MEMBER. INCLUDE A LIST OF THOSE YOU GRADUATED.**
8. **LIST OF UNDERGRADUATE/GRADUATE COMMITTEE ACTIVITIES**
9. **BREIF NARRATIVE OF RESEARCH ACTIVITIES**
10. **CREATIVE WORKS OR ACTIVITIES, IF ANY**

- 11. PATENTS AND COPYRIGHTS, IF ANY**
- 12. PUBLICATIONS**
 - A. Books, Sole Author**
 - B. Books, Co-Authored**
 - C. Books, Edited**
 - D. Books, Contributed Book Chapters**
 - E. Monographs**
 - F. Refereed Publications**
 - G. Non-Refereed Publications**
 - H. Bibliographies/Catalogs:**
 - I. Abstracts**
- 13. LECTURES, SPEECHES, OR POSTERS PRESENTED AT PROFESSIONAL CONFERENCES/MEETINGS**
 - A. National Refereed (Contributed)**
 - B. National Invited**
 - C. State Refereed (Contributed)**
 - D. State Invited**
- 14. CONTRACTS AND GRANTS FUNDED**
 - A. Grants/Contracts (Funded)**
 - B. Grants/Contracts (Pending)**
- 15. UNIVERSITY GOVERNANCE AND SERVICE**
- 16. CONSULTATIONS OUTSIDE THE UNIVERSITY**
- 17. EDITOR OF A SCHOLARLY JOURNAL, SERVICE ON AN EDITORIAL ADVISORY BOARD, OR REVIEWER FOR A SCHOLARLY JOURNAL**
 - A. Invited Editor**
 - B. Consulting/Associate Editor**
 - C. Reviewer**
- 18. INTERNATIONAL ACTIVITIES**
- 19. NARRATIVE: CLINICAL SERVICE OR CLINICAL ACTIVITIES**
- 20. MEMBERSHIPS AND ACTIVITIES IN THE PROFESSION**
- 21. AWARDS/HONORS**
- 22. BRIEF NOMINEE'S STATEMENT (WHY DO YOU FEEL THAT YOU DESERVE MERIT**