

Department of Sociology  
Florida Atlantic University

Procedures and Criteria for Annual Evaluation

(Approved by Provost Ð May 201 )

The Department's goal is excellence in instruction, scholarship, and service to institution, discipline and community. To that end, we adopt this set of procedures and criteria for annual evaluation. The annual evaluation criteria provide members of the Department of Sociology with guidelines for how to proceed on an annual basis to achieve both departmental and disciplinary standards.

We recognize that an annual evaluation limited cross-section of an academic career and that, therefore, promotion and tenure criteria necessarily address a broader set of issues. Faculty are urged to regularly review the department's promotion and tenure criteria. Annual evaluations are an important part

- ¥ Syllabi
  - o rigor, intellectual content
  - o appropriateness of assignments
  - o clarity of course objectives
- ¥ Instructional techniques
  - o effectiveness
  - o appropriateness to level/kind of class
- ¥ Methods for evaluation of student learning
  - o Appropriateness to level/kind of class
  - o Impact on students' skills
- ¥ Grade distribution for classes (to be provided by the chair, through request to IEA)
  - o Appropriateness to level/kind of class

C. In addition to classroom teaching

Exceptional:

- ¥ For untenured faculty: very positive student feedback through the SPOT instrument; well-designed syllabi, methods for student evaluation that simultaneously challenge and provide opportunity for the development of significant critical thinking skills. Evidence that the faculty member has been able to design and deliver challenging classes that significantly improve students' skills.
- ¥ For tenured faculty: all of the above in addition to all items from section C that are

¥ NB: Average student feedback requires modal SPOT scores in the third category and average BOT scores (w/ appropriate comparison in terms of course level, campus, etc.)

demonstrable work in progress towards a book or article  
publication of editorials and articles in important non-academic print media  
originating in sociological scholarship  
disseminating sociological scholarship to external audiences

Exceptional:

Peer-reviewed publication such as journal article, book chapter, book, edited book with  
significant editorial chapter

AND

will receive a rating of "needs improvement".

Unsatisfactory

A rating of "unsatisfactory" will be given in the absence of progress towards research goals as indicated on the performance improvement plan.

Note on coauthorship: Many sociological subfields hav

Service through public sociology may also be assigned. Public sociology seeks to bring the work of sociologists into public engagement outside the academy or university setting, through involvement in local community but also participation, dissemination of scholarship, and

## Evaluation Scale for Overall Performance

Exceptional requires a rating of "exceptional" in at least two of the major areas of the assignments and a rating of at least "outstanding" in the third area.

Outstanding requires a rating of "outstanding" in two of the major areas of the assignment and at least a rating of "good" in the third area.

Good is determined by ratings of "good" in all assigned areas.

Needs improvements is determined by ratings of "needs improvement" in one of the assignments.

Unsatisfactory