

Faculty and In-Unit Staff Annual Evaluation Criteria and Procedure

**Department of Statistics
Florida State University
December 2012**

(Approved by a majority of faculty members by secret ballot on Dec. 10, 2012)

General Procedure

The Faculty Evaluation and Salary Increase Committee (FESIC) of the department determines a merit score for each tenure and non-tenure track faculty member in the department as well as any staff who are considered “in-unit” under the collective bargaining agreement. The evaluation criteria for faculty will be in agreement with our departmental academic standards. For each member under the annual evaluation, a score in the scale of 4 to 10 with 10 as the highest score will be determined by each member the FESIC for each of the three areas: teaching, research, and service, based on the performance of the member in the evaluation period. For each of the three areas a trimmed-mean score (after removing the highest score and lowest score) will be calculated for each member under evaluation. The final merit score for each member will be calculated as a weighted average of the three scores in accord with the Assignment of Responsibility (AORs) for the calendar year being considered and achievements during the period being reviewed.

Based the final merit scores, faculty and in-unit staff’s performance during the evaluation period will be classified in the following categories:

- 1) Merit score 9 or higher: Substantially Exceeds FSU’s High Expectations;**
- 2) Merit score between 8.0 and 8.99: Exceeds FSU’s High Expectations;**
- 3) Merit score between 6.0 and 7.99: Meets FSU’s High Expectations;**
- 4) Merit score between 5.0 and 5.99: Official Concern;**
- 5) Merit score between 4.0 and 4.99: Does Not Meet FSU’s High Expectations.**

Faculty and in-unit staff’s annual evaluation will be conducted in the spring semester of each year. The evaluation criteria and procedure will be effective on January 1, 2013.

I. Teaching Evaluation

The typical assignment of teaching load in the department for a faculty member is four courses per year and an aspiration assignment is three courses per year when the faculty member has outside funded research that supports at least one research assistant or when the faculty member directs five or more Ph.D. students.

All faculty members in the department are expected to provide high quality teaching, including effectiveness in presenting statistical knowledge, information, and ideas in classroom and/or online lectures. Faculty's teaching evaluation will consider the following factors:

- 1) Effectiveness in stimulating students' critical thinking and/or creative abilities, the development or revision of curriculum and course structure, and adherence to accepted standards of professional behavior in meeting responsibilities to students;
- 2) Class size, course preparation time, and new course or not;
- 3) Relevant materials submitted by the faculty member, including class notes, syllabi, student exams and assignments, supplementary material, and possible peer evaluations of teaching.
- 4) Students' evaluation of faculty's classroom teaching in the SUSSAI forms, required for all courses in both spring and fall semesters.

II. Research Evaluation

Faculty's performance in research is mainly based on number and quality of publication, amount of grant funding, and number of graduate student direction.

For peer-reviewed journal publications, the Statistics field and our department usually use alphabetical order as the order of authorship. When exceptions occur, then the order is important with the first author's contributions considered the most significant, second author's considered

the second most significant, and so forth. In interdisciplinary areas, generally the order is important with the first author's contributions considered the most significant, and so forth. In biology and computational biology as well as computer vision, however, contributions of the corresponding author who is often the last author are considered as the most significant.

The Department has a strong commitment to interdisciplinary work through the Statistical Consulting Center and through joint collaborations with faculty from various departments including biology, computational sciences, engineering, mathematics, medical school, meteorology, oceanography, and psychology. It is expected that faculty members having major percentage assignments to the Consulting Center and to interdisciplinary work will likely produce subject-specific interdisciplinary papers as well as general research contributions to statistical methodology.

In the recent years, the Department has been very successful in obtaining external grant and contract support, with grants from the Air Force Office of Scientific Research, the Army Research Office, MSP, NCI, the National Institutes of Health, the National Security Agency, the National Science Foundation, and different state department and agencies.

III. Service Evaluation

Service at different levels (department, university, regional, national, and international) is necessary and important to the health of the department. Faculty in the department are expected to participate in departmental service. The major administrative posts are assigned to tenured, full professors. In general, more junior faculty are assigned to minimal service in order to free their time for teaching and research. Nevertheless, we expect all faculty to be good citizens in the department and to be amenable to assisting when asked.

Most faculty members perform service to the larger community of scholars. Faculty in the department serve as referees, associate editors and editors for journals, as reviewers for research proposals, and as officers in various professional organizations.