

**UNIVERSITY OF SOUTH FLORIDA  
MUMA COLLEGE OF BUSINESS**

**ANNUAL EVALUATION PROCEDURE AND CRITERIA**

This document presents the procedure and criteria used in the annual evaluation of faculty in the Muma College of Business consistent with provisions of the current Collective Bargaining Agreement (CBA) related to faculty evaluations. These criteria are applied uniformly in all schools in the Muma College of Business. These criteria, along with the documented and measurable performance outcomes specified, have been developed by the administration in the Muma College of Business with input from faculty. As required by the current CBA, implementation of these procedures and criteria are recommended by a majority vote of Muma College of Business full-time in-unit faculty members.

All full-time faculty members are evaluated annually. The period of the evaluation is for the preceding calendar year from January 1 through December 31. Performance evaluation in each category of teaching, research, and service is based on the faculty member's assigned duties. The evaluation in each category is assigned a numerical value of 1, 2, 3, 4, or 5, respectively, which corresponds to the ratings used in the Sustained Performance Evaluations (SPE). Numerical values in the midpoints of the five categories are also used, when appropriate, for example an evaluation of 4.5 when performance is better than 4 but does not rise to the level of a 5.



faculty member to provide evidence of the impact and quality of such works.

Scholarly contributions other than journal articles, for example scholarly books, monographs, and chapters in scholarly books may be considered in assigning the research rating, but do not substitute for research in high quality peer-reviewed refereed journals. The faculty member must provide evidence of the impact and quality of the scholarly contribution of such works.

The evaluation score in the area of research is assigned using the following criteria, with consideration given to the above listed factors. If the faculty member has no publication acceptances during the annual evaluation period, higher ratings may be warranted based on tangible evidence from the above listed factors.

- (1) No or very little effort was put into research activities (e.g., no attempt was made to conduct research or to engage in research-related activities, continuing research did not progress to completion and projects were not submitted for publication in discipline-based peer-reviewed journals that conform to the Muma COB Research Publication Policy or accepted for presentation at respected academic meetings).
- (2) A submission to an A\* or A journal on the ABDC list or to a journal with a similar impact factor that conforms to the Muma College of Business Research Publication Policy progressed beyond the desk review stage (assigned to a review team), or a paper was accepted for presentation at a respected academic meeting.
- (3) A UTD/FT50 submission progressed beyond the desk review stage (assigned to a review team), or a paper was accepted for publication in an A\* or A journal on the ABDC list or a journal with a similar impact factor that conforms to the Muma College of Business Research Publication Policy.
- (4) A UTD/FT50 submission progressed to (a next round of) R&R status, or two papers were accepted for publication in A\* or A journals on the ABDC list or journals with a similar impact factor that conform to the Muma College of Business Research Publication Policy.
- (5) A paper was accepted for publication in a UTD/FT50 journal, or two UTD/FT50 submissions progressed to (a next round of) R&R status.

## **Service**

Faculty members with higher service assignments are expected to demonstrate more significant service undertakings in relation to faculty members with lower service assignments.

All service activities should be aimed at advancing one or more of the strategic priorities of the faculty member's school, the Muma College of Business, or the university. In assigning a rating for service, consideration is given to the type of committee(s) assignments, role in the committee(s), the level of the committee (school, college, university, external), and the extent to which external (non-university) service brings visibility and national recognition to the school, college, and/or the university. Evidence of the faculty member's efforts and contributions in both internal and external service may be solicited by the school director.

The evaluation of service is assigned using the following criteria:

- (4) The faculty member performed all assigned service obligations in a manner that advanced the strategic priorities of the school, college, or university, and/or external service was extensive and noteworthy for the school, college, and/or university; and
- (5) The faculty member performed all assigned service obligations with distinction in a manner that significantly advanced the strategic priorities of the school, college, or university, and/or external service resulted in significant visibility and recognition.