

Biology Instructional Office Annual Evaluations

The CNS Dean's office mandates yearly performance reviews of each faculty member. Results of these evaluations will be used for evaluating appointments, for determining merit pay increases, and for promotion decisions. Please see the CNS NTTF Handbook for detailed information: https://cns.utexas.edu/images/CNS/Deans_Office/Faculty_Affairs/Chairs_Handbook/11b_NTT_Guide.pdf

Each Fall, the performance of BIO Faculty during the previous Fall and Spring will be evaluated by the BIO Faculty Evaluation Committee (BFEC), which includes the BIO Director, the Associate Chairs for Education of the Biology Departments, and several Senior BIO Faculty. Information used for the evaluations will be Classroom Observation Reports, Teaching Reflections, CIS Scores, and Faculty Annual Reports (FARs).

As the committee will base their evaluations only the documents listed above (not on other knowledge that individual committee members might have), it is of extreme importance that each BIO Faculty member reports their activities fully on their FAR. The FAR should, at the very least, contain a list of all of your Teaching, Professional Development, Service, and Research Activities for the preceding year. If there are details, for example, about specific teaching innovations that you've made, make sure that they are listed in your FAR, in your Teaching Reflections, or both.

Each BIO Faculty member will be categorized as: Meets Expectations, Exceeds Expectations, or Does Not Meet Expectations.

Note: A rating of Meets Expectations means that you are doing your job very well!

Evaluation Criteria

The following guidelines will be used for evaluations. These are only general guidelines, as individual circumstances will be considered. For example, different peer reviewers can have diverse ideas about what constitutes good teaching. Importantly, the committee will consider that CIS scores are inherently flawed, and that CIS scores are useful measurements of teaching effectiveness only in the case of extremely high or low scores.

In addition, the committee expects peer evaluations (and CIS scores) to improve as the Faculty member becomes a more experienced instructor.

Note: The intention is to reward individuals who experiment with teaching innovation and have appropriately high expectations of the students.

- **Meets Expectations:** All BIO Faculty are expected to be excellent instructors. BIO Faculty are expected to improve and update their knowledge of the subject matter they are teaching, and to innovate their teaching methods continually. To meet expectations, you should have positive classroom observation reports (at least one per course number per year); excellent CIS scores (at least 3); when applicable, indication from the course coordinator that the appropriate

curriculum is being taught; thoughtful teaching reflections written each semester documenting class improvements.

- **Exceeds Expectations:** To exceed expectations, you should have extraordinary classroom observation reports; outstanding CIS scores (above 4); when applicable, indication from the course coordinator that the appropriate curriculum is being taught; teaching reflections that document outstanding class improvements written each semester. In addition, leadership in Departmental or University service, particularly in activities that promote teaching excellence and innovation, and/or evidence of a serious and ongoing commitment to research (funding and publication) should exist.

Note: The bar is higher for Associate Professors of Instruction to obtain a rating of Exceeds Expectations than it is for Assistant Professors of Instruction or Lecturers. The reason is that Associate Professors of Instruction are expected to continue to do those activities – Service or Research - that enabled their first promotion. Exceeding expectations requires that an Associate Professor of Instruction demonstrate an upward trajectory (relative to the activity when in Assistant rank) of Service and/or Research.

Activities that could contribute to exceeding expectations

- Innovate your teaching methods and course materials in exciting ways.
- Find out what's happening at the Faculty Innovation Center and attend TIDES workshops. In your teaching, use FIC and/or TIDES programs to help undergraduates do better in their courses and/or develop a new program with the FIC to help students in your field.
- Attend national meetings about teaching and share what you learn with colleagues.
- Obtain grant funding for a course innovation project.
- Be appointed as a Provost's Teaching Fellow.
- Do outreach activities in the Austin Community relating to science teaching.
- Volunteer with various honors groups to be on steering/recruitment committees, mentor students, hear presentations, etc.
- Write a textbook or other teaching materials used widely within or outside UT.
- Author compelling course materials that colleagues teaching the same course use.
- Obtain research funding / publish original research.

- **Does Not Meet Expectations:** You will not meet expectations if one or more of the following occurs: weak classroom observation reports; poor CIS scores (below 3); when applicable, indication from the course coordinator that the appropriate curriculum is *not* being taught; failure to document course improvements. A remediation plan for anyone receiving an evaluation of "Does Not Meet Expectations" will be devised and in place by February. Instructors that receive this rating twice will not have their contracts renewed.

Each BIO faculty member will be notified of their evaluation results by email in January. During the Spring semester, each BIO Faculty member will have the opportunity to meet with the BIO Director and the Associate Chair of their affiliated Department to discuss their review and plan for the future.

Evaluation Process

Evaluations are performed each November by the BIO Faculty Evaluation Committee (BFEC). The BFEC will consist of the BIO Director, the Associate Chairs for Education of MBS, IB, and NEU, and five Senior BIO Faculty, at least one of whom teaches a laboratory course. The five Senior BIO Faculty will be recruited by the BIO Director each year.

The BIO Director will organize a meeting of the BFEC in November. Prior to the meeting, all of the materials of each BIO Faculty member (FARs, CIS, Classroom Observations, Teaching Reflections) will be made available for review by each member of the BFEC. Each BIO Faculty file will be reviewed thoroughly by at least three members of the BFEC, each of whom will assign a category to the individual before the meeting. In cases where all three assessments are not the same (or if another committee member questions the category assigned to an individual), that individual's case will be discussed during the meeting.

By the end of the meeting, each BIO Faculty member will have been assigned one of the three ratings. (The files of the Senior BIO Faculty on the BFEC will be reviewed by the BIO Director and Associate Chairs at the end of the meeting.)