

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

**ANNUAL EVALUATION PROCEDURE AND CRITERIA**

Submitted: December 2023

Approved by the Office of the Provost: December 7, 2023

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 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 Responsibilities**

It is the responsibility of each faculty member to provide all the required data and any additional information that should be considered in the evaluation of performance in an annual report, for each of the following three categories: teaching, research, and service. Failure to provide an annual report results in disqualification for merit or other pay consideration that relies on the faculty annual evaluation. In addition, a rating of unacceptable is assigned to any category where no evaluative material was provided, except for the category of teaching, where the state-mandated common student evaluations will be used to determine the evaluation of teaching.





(3rd or beyond), (c) two papers were accepted for publication in A journals on the ABDC list, (d) continued effort on a multi-year federal grant, (e), award of a non-federal, externally funded grant, and/or (f) a grant submission was rejected but received favorable reviews inviting resubmission. A fractional rating (4.5 = strong/outstanding) shall be awarded if more of the criteria are met and the quality of the effort is higher (e.g., a UTD/FT50 R&R and an A\* ABDC journal acceptance).

- (5) *Outstanding*: and is likely to continue to meet the criteria within the time period allowed by the MCOB AACSB standard based on

