Department of Electrical Engineering and Computer Science
Guidelines for Annual Evaluation of Faculty Members

The following guidelines will be used in the annual evaluation of faculty members.

The following general statements will help guide the annual performance and planning reviews:
1) A three-year time frame will be used to evaluate faculty. Hence for evaluation purposes, publication and grants will be shown for the past three years.
2) It is recognized that the faculty of the department are diverse in their areas of research and creative activity. Further, the significance, quality, and distribution of effort among the three mission areas vary among the faculty and often vary over the professional careers of individuals.
3) The distinction between different aspects of the professional activities of the faculty cannot be sharply defined within the three mission areas. For example, guidance of graduate research is clearly both a research and a teaching activity and research expertise is often a key component in service activities.
4) The following are normal standards of performance in the mission areas for meeting expectations as specified in the Faculty Handbook. These normal standards apply to all ranks of department faculty members:
    a) Teaching – Faculty are expected to be conscientious and effective teachers. These evaluations would be an amalgam of student and peer-reviewed evaluations.
    b) Research – Faculty are expected to conduct on-going scholarly work with the aim of discovering new knowledge that is of value to electrical engineering, computer engineering, and computer science and areas related to these disciplines. This work should be of the type that 1) receives recognition from one's peers in their discipline and, in the case of interdisciplinary research, from one's interdisciplinary peers, 2) is disseminated through the usual means for the person's research area, and 3) that contributes to the training of students and research associates. Recognition from one's peers might include but is not limited to publication in high-quality peer-reviewed journals and conferences as well as externally reviewed funding and awards.
    c) Service – Faculty are expected to engage in an active professional service role. This expectation applies to any or all of the traditional discipline, departmental, university, and public professional service components.
5) The metrics used to measure performance in each mission area appear later in this document. Because of the diversity of faculty interests and contributions, care must be taken in applying these metrics. In particular it is to be noted that both qualitative and quantitative judgments concerning faculty performance will be necessary.
6) All three mission areas will contribute to the overall rating of a faculty member. Each faculty member will be rated in each mission area using one of the four categories specified in the Faculty Handbook; i.e., *exceeds expectations for rank*, *meets expectations for rank*, *needs improvement for rank*, *unsatisfactory for rank*. The three individual ratings for teaching, research, and service will be synthesized to create an overall rating that also uses one of the above four categories. A faculty member whose performance is rated *needs improvement for rank* shall consult with the Department Head to develop a written plan for resolving deficiencies. A faculty member whose performance is deemed *unsatisfactory for rank* must follow the procedures outlined in the Faculty Handbook.
7) Exceeding Expectations: *Exceeding expectations for rank* will be reserved for exceptional accomplishments and more than one such accomplishment may be necessary to obtain such a ranking in either an individual category or an overall category.

Criteria for Evaluation: The following criteria will be considered in the evaluation of each faculty member but are not presented in rank order of importance:
1) Teaching ability and effectiveness
    a) Compilations of student evaluations

b) Reports from peer teaching review committees
c) Comments by colleagues who have personal knowledge of the faculty member's teaching performance and/or communication skills
d) Written comments by students (both current and alumni)
e) Curricular or pedagogical activities and accomplishments
f) Recognized national or local teaching awards
2) Research and scholarly activities
a) Significance and number of articles in refereed publications. Such publications may include but are not limited to journals, conferences, book chapters, scientific monographs, and textbooks.
b) Publication and distribution of software. Evidence of the significance of such software might include number of downloads, number of licenses, comments from users, etc.
c) Level of external support relative to peers in equivalent or similar scientific areas.
d) National or international awards and recognition.
e) Local or university awards.
f) Invited presentations at scientific meetings.
g) Invited presentations at universities, laboratories, etc.
h) Invitations to organize symposia, prepare monographs, etc.
i) Significance of comments by professional peer reviewers (typically such comments will be solicited only at tenure or promotion)
j) Patents
3) Service
a) Participation in department, college, and university committee activities.
b) Participation in professional public outreach, including involvement with schools, regional industry, and community organizations.
c) Membership and participation in professional organizations.
d) Participation in meetings and symposia as a chairperson, a co-organizer, or program committee.
e) Reviewing and editorship efforts.
f) Advising of undergraduate students and graduate students not yet affiliated with a thesis/dissertation/project advisor.
4) Ability to work with colleagues and students in performing their university responsibilities

Annual Submissions: Each faculty member must submit annually the following information to the Department Head on a date specified by the Department Head. The Department Head might ask for additional information at that time as well:
1) Publishing: Please give full citations
a) Papers published in referred journals.
b) Papers published in competitive, refereed conferences with wide distribution.
c) Book chapters.
d) Papers published in non-competitive or non-refereed publications (e.g., tech reports, invitation-only workshops where no editing of the publications is performed before or after the workshop, funding workshops, etc.).
e) Books published—these books should be substantially written by the faculty member but may include co-authors.
f) Books edited.
g) Software produced and distributed. If possible, metrics about its use (such as downloads or software licenses) should be provided.
f) Other publications and scholarly work (e.g., published videos)
2) Funding: Please give full citations, an indication of whether role is as PI or Co-PI, and the funding amounts that will go to UT and to the individual faculty member
a) Proposals that are funded
b) Proposals that were submitted but not funded

    c) Proposals that have been submitted but have not been accepted or rejected

3) Invited Talks (talks invited by event organizer):
    a) Given by the faculty member at conferences, universities, laboratories, etc. Examples might include plenary talks, panels, seminars, and tutorials. (Conference presentations should not be listed here if they are given for an accepted paper.)
    b) Given by the faculty member's students or postdocs

4) Contributed presentations (initiated by presenter):
    a) These presentations could be, for example, research presentations at conferences that do not publish proceedings or have only abstracts in the proceedings.
    b) Given by the faculty member's students or postdocs

5) Major prizes and honors

6) Service on important national or international committees or boards

7) Teaching activities
    a) Names of graduated MS and PhD students
    b) Names of MS and PhD students under supervision
    c) Undergraduate students directed and/or theses
    d) Names of postdocs under supervision
    e) Course information and number of students enrolled
    f) Student evaluation forms
    g) Other curricular or pedagogical activities and accomplishments, including teaching awards, new course or laboratory development, and substantial course revision.

8) Service
    a) Departmental Service
    b) University Service
    c) Professional Service (e.g., editorial boards, program committees, professional society committees, funding review committees, conference organization, etc.)
    d) Public Service
    e) Advising activities: Numbers of undergraduate, MS, or PhD students advised who are not yet affiliated with faculty members

9) Other significant accomplishments or activities (e.g., demos of software)

Revision: These guidelines may be revised by majority vote of the departmental faculty.