

Approved 21 November 2008

Instructional Activity:

The instructor meets obligations associated with the instructional role of a faculty appointment within the three year evaluation window. Specific characteristics of a satisfactory teacher include all of the following:

- meets class as scheduled
- uses class time to cover relevant course material
- maintains adequate office hours for course load and number of students
- prepares and distributes a course syllabus which includes such topics as course objectives, topic and exam schedule, grade components, method of grade determination, and other specific course policies.
- conforms to all university, COBA, and departmental requirements pertaining to paperwork processing

The personnel committee will rely on the student's evaluations as part of this review.

Scholarly, Creative and Professional Activity:

The following standard is based on a standard workload of 2 courses per semester, with a workload allocation of 40 % teaching, 40 % research, and 20 % service. Faculty whose teaching and service are 100 % of their workload are exempt from this standard.

The faculty member meets one of the following two criteria for satisfactory research:

1. One publication or acceptance in a refereed journal, law review or equivalent, within the most recent three year evaluation window.
2. Documented evidence of work in progress during the most recent three year evaluation window ***and*** one publication in a refereed journal, law review or equivalent, within the previous five years, i.e., the three year evaluation window plus two prior years.

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Service:

A faculty member performing satisfactory service accomplishes the uncompensated service activity expected as a minimum of any faculty within the three year evaluation window. These include all of the following:

- Membership and service on at least one committee, task force, or other service related assignment at the department, college, or university level.
- Attendance at departmental faculty meetings
- Membership in a professional organization

Overall:

In addition to the specific standards listed above for each of the areas of evaluation, each faculty member is expected to conform to the standards listed in the University Faculty Handbook under "collegiality" and "community of scholars" in all areas of evaluation. Specifically:

"the individual understands the nature of membership in a community of scholars; that he or she adheres to a high standard of integrity and professional ethics; that he or she has the ability and desire to work as a member of a group while retaining all rights of individual expression; and that he or she feels a sense of responsibility for the well-being of the University of North Texas and a commitment to work for the accomplishment of its goals."