

**The Department of Computer Science and Engineering  
University of North Texas**

**Faculty Merit Evaluation Guidelines  
Drafted on 26<sup>th</sup> Oct 2010, Edited on 8<sup>th</sup> Nov 2010 and 16<sup>th</sup> Nov 2010  
Revised May 15, 2018**

Keeping with the mission of a state-supported Tier 1 research university, all tenured and tenure-track faculty will participate in research/scholarly, teaching, and service activities, although a faculty member may change his/her workload in these areas depending on his/her career goals and other commitments. It is recognized that there are many different ways that Computer Science and Engineering (CSE) faculty members can contribute to the department's mission. Acknowledging the diversity of faculty interests and capabilities and in an attempt to enhance both the department's overall performance and individual faculty's job satisfaction, each faculty member is encouraged to make significant contributions in areas of their interest and/or expertise. While individual faculty members may be assigned different responsibilities, the combined efforts of the faculty need to meet departmental goals and mission. The annual evaluation of a faculty member's performance will be based on a three-year average productivity.

The computer science and engineering departmental Personnel Affairs Committee (PAC) will use the workload assignments of each faculty member in their annual evaluations. While some performance benchmarks are suggested in this document, they should only be viewed as guidelines. This document acknowledges the fact that measuring the quality of a faculty member's performance is very difficult. There is no single metric that can be uniformly applied to all faculty members across the department because of their diverse interests and capabilities. Thus, the performance measurements described in these guidelines are not a true measure of an individual faculty member's productivity or contribution to the CSE department and UNT.

## **1. Role of Personnel Affairs Committee (PAC) in Merit Evaluation**

The full PAC (consisting of only tenured faculty members) will make merit evaluation recommendations of the faculty members.

## **2. Evaluation of Research and Scholarship**

Some aspects of the research performance of a faculty member may be gauged by looking at the following: proposals submitted, grants awarded, funds expended, papers, book chapters, and books, submitted, accepted, or published, patents filed/awarded, and so on. PAC may provide more holistic view of a faculty member's research contributions.

An example of a typical 40% research workload includes the following:

- A sustained record of scholarly publications, averaging two peer reviewed publication per year.

- A sustained record of proposal and extra-mural funding activity.

A higher (lower) research workload typically includes higher (lower) productivity in terms of scholarly publications and extra-mural funding activity.

Based on the above, a faculty member will be rated as: Excellent (9-10), Very Good (7-8), Good (5-6), Fair (3-4), or Poor (1-2).

### **3. Evaluation of Teaching Performance**

Teaching is not done only in the classroom. For the organized course, PAC will evaluate teaching performance of a faculty member by examining SPOT scores while following UNT guidelines. PAC will take into account a faculty member's mentoring of graduate and undergraduate students. For example, a faculty member mentoring graduate students by making sure that they are making good progress towards their degree, encouraging them to publish, and encouraging them to attend conferences will receive credit for that. A faculty member making an extra effort to include undergraduate students in research will receive credit for that. Faculty members teaching core or required courses may be properly credited.

An example of a typical a 40% teaching workload includes the following:

- Teaching up to 4 organized classes per year. This teaching load normally includes a mix of graduate and undergraduate courses.
- Supervising the research of graduate students, including dissertations, theses, special problems, directed study and independent research courses.
- Participating in curriculum development.

A higher (lower) teaching workload often implies teaching additional (lesser) organized courses. In some cases, a higher workload may be claimed when extra-mural funding for teaching related activities is obtained. Other ways of increasing teaching load, which are not listed in this document, are not excluded and may be considered.

Based on the above, a faculty member will be rated as: Excellent (9-10), Very Good (7-8), Good (5-6), Fair (3-4), or Poor (1-2).

### **4. Evaluation of Service**

Service of a faculty member may include services to the department, college, university, community, and professional. For example, the PAC will evaluate the impact of a committee on which a faculty member served or the visibility of external service. PAC can evaluate the impact of a leadership or elected position such as serving on editorial boards, conference committees, professional organizations, or conference organization. Professional service activities such as a workshop, symposium, or conference organization bring strong visibility to UNT; hence a faculty member involved in such activities needs to get credit for this activity. A faculty member who is serving as a faculty advisor to in student organizations also needs to receive credit for this activity. Any other activities that benefit departmental operations can be considered as service.

As an example of a typical 20% service workload includes the following:

- Serving actively on two departmental committees. A faculty member may be asked to represent the department on College of Engineering and UNT committees.
- Participating in student recruiting and advising activities.
- Service to the profession by participating in such activities as conference committees, editorial boards of journals, reviewing papers for conferences and journals, and serving on review panels.

A faculty member may be assigned higher service load for performing a specific task or a specific administrative duty. Examples include, ABET coordinator (particularly during the visit year) and associate chair.

Based on the above, a faculty member will be rated as: Excellent (9-10), Very Good (7-8), Good (5-6), Fair (3-4), or Poor (1-2).