



Guideline of Rating Mechanism for
Annual Faculty Performance Appraisal

Department of Construction Science

May 28th, 2019

This document was developed by the Department of Construction Science Faculty Evaluation Committee with the following members:

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Meeting the established minimum Construction Faculty Annual Evaluation expectations is not, in and of itself, a sufficient indication of positive progress toward tenure or promotion and does not guarantee tenure and/or promotion. However, the process should provide faculty the opportunity to gain input for any adjustments that need to be made for successful tenure, promotion. Should there be any difference with the “UTSA Faculty Annual Evaluation” the language in the UTSA Manual will have precedence.

STATEMENT OF PURPOSE

The Department of Construction Science “Rating Mechanism for Faculty Annual Evaluation” of Tenured, Tenure-Track, and Non-Tenure Track faculty is designed to help faculty achieve the highest level of success while continuously improving excellence in the areas of teaching, research, and service.

Teaching is of critical importance for the faculty in the Department of Construction Science to meet the needs of the construction industry. The construction industry is an applied sector of the economy. Therefore, the faculty should strive to work closely with the construction companies to provide the best-applied learning experience to the students in the classroom and outside the classroom to prepare the students to meet today’s needs of the construction companies and lead the industry into the future.

In addition to teaching, faculty in the Department of Construction Science shall be productive by publishing peer-reviewed manuscripts and securing external funding in support of the University of Texas at San Antonio (UTSA) aspiration to achieve the status of Research 1 (R1) University. R1 University is a category that the Carnegie Classification of Institutions of Higher Education uses to indicate universities in the United States that engage in the highest levels of research activity.

Service and Outreach activities should complement the teaching and research expectations of the faculty. In addition, the service should have a positive impact on the Faculty, Department, College, and the University without compromising the faculty’s ability to excel in teaching and research.

While pursuing excellence in teaching, research, and service, the Construction Science faculty should strive towards a proper work-life balance that allows the faculty to enjoy personal interests, leisure activities, family/social time, among other activities.

The document has the following sections:

- I. Teaching Evaluation Indicators
- II. Research Evaluation Indicators
- III. Service and Outreach Evaluation Indicators
- IV. Continuously Increased Expectation (From 2019-2023)
- V. Overall Evaluation
- VI. Summary of Evaluation Process

I. Teaching Evaluation Indicators

I.0- Overview:

The faculty in the Department of Construction Science will be evaluated in the following teaching components:

Table 1.1- Overview Teaching Components

Component	Description	Table
A	Student Evaluation, Credit Hours and Course Preparation	1.2
B	Awards and Graduate Committees	1.3
C	Teaching Quality Improvement and Innovation and Certifications	1.4.1
D	Field Experiences, Service Project, and Industry Involvement in Teaching	1.5
E	Increase Expectation Factor for Teaching	4.1

Remark:

(a) Faculty must earn points in the three components of the teaching

I.1 - Teaching Component A – Student Evaluation and Course Preparation

Student Course Evaluation submitted by the faculty in Digital Measure evaluated by the Annual Evaluation Committee

Table 1.2 – Teaching Component A – Student Evaluation and Student Credit Hour Generation

Type	Max. Points Allocated
TA1. Student Teaching Evaluation (T/TT x .65 & x. NTT .75)	Varies
TA2. Teach CSM Graduate Level Course	0.05
TA3. Class Preparation Undergraduate (<i>New Class Developed by the faculty</i>)	0.10
TA4. Course Preparations Undergraduate (<i>Development of a course that is new to the curriculum</i>)	0.20
TA5. Class Preparation Graduate (<i>New Class Developed by the faculty</i>)	0.20
TA6. Course Preparations Graduate (<i>Development of a course that is new to the curriculum</i>)	0.30

I.2 - Teaching Component B – Awards and Graduate Committees

Information submitted by the faculty in Digital Measure and evaluated by the Annual Evaluation Committee.

Table 1.3 – Teaching Component B – Awards and Graduate Committees

Type	Points Allocated
TB1. Submit Application for Teaching Award (College/Univ./State/Reg./Nat./Int.)	0.10
TB2. Teaching Award- <i>College and/or University</i>	0.20
TB3. Teaching Award- <i>State/Region</i>	0.40
TB4. Teaching Award- <i>National</i>	0.60
TB5. Teaching Award- <i>International</i>	0.80
TB6. Active Supervision of Undergraduate Research ^(1.1) (0.10 per Student)	Up to 0.30
TB7. Active Master Thesis Committee - <i>Member of Documented Active Student</i> ^(1.1) (0.10 per Student)	Up to 0.40
TB8. Active Master Thesis Committee - <i>Chair of Documented Active Student</i> ^(1.1) (0.15 per Student)	Up to 0.30
TB9. Active Doctoral Committee - <i>Member of Documented Active Student</i> ^(1.1) (0.15 per Student)	Up to 0.60
TB10. Active Doctoral Committee - <i>Chair of Documented Active Student</i> ^(1.1) (0.20 per Student)	Up to 0.40
TB11. Active Post-Doctoral Scholar – Supervisor ^(1.1) (0.20 per Post-Doctoral Students)	Up to 0.40
TB12. Guest teaching at another institution (<i>Only after a letter of invitation is submitted to the committee</i>)	0.15
TB13. Recognition of students work under faculty member's direct supervision	0.10

Remark:

(1.1) Faculty can select to earn points either in Teaching or Research

I.3 - Teaching Component C – Teaching Quality Improvement, Innovation and Certifications

Table 1.4.1 – Teaching Component C – Teaching Quality Improvement and Innovation

Type	Max. Points Allocated
TC1. Attend any teaching workshop with supporting evidence (0.10 per 1.5hr of workshop)	0.30
TC2. Teach a workshop on teaching with supporting evidence (0.30 per 1.5hr of workshop)	0.30
TC3. Invited guest lecture at another university in the Association of American Universities (AAU) list or University with recognized accredited construction 4 year programs. The faculty must bring an idea back to improve the CSM program at UTSA.	0.20
TC4. ACCE Portfolio (with summary of demonstrating course year to year improvement resulting from student, faculty and industry input) ^(1.2) – See Table 1.4.2	0.50
TC5. Implementation of CLASS initiative elements (with evidence)	0.20
TC6. Submit a research proposal with a strong teaching/learning component ^(1.1)	0.40
TC7. Secure funding for research project with a strong teaching/learning component (0.2 + 0.1/\$1000). Remaining points can be put in research section ^(1.1)	1.00
TC8. Implementation of Innovative Teaching Approaches at UTSA explained with at least a paragraph in Digital Measure.	0.20
TC9. Course content aligned (mainly) with professional certification (i.e: 30 hr OSHA, PMP by PMI, BIM by AGC, LEED GBRI/USGBC, DBIA, CPC by AIC, CGP by NAHB, or others) – (0.20 per alignment)	0.20
TC10. Student(s) obtain professional certification (i.e. 30 hr OSHA, PMP by PMI, BIM by AGC, LEED GBRI/USGBC, DBIA, CPC by AIC, CGP by NAHB, or others) as result of the content taught in the course. (0.02 each student)	0.10
TC11. Poster/Display 24"x36" of students' work showing the CSM content learned in the class (Once it is placed on the MNT 4 th Floor hallways for public display at the end of Spring)	0.10
TC12. Deliver workshop paid by external agency routed through UTSA (with at least 20% indirect)	0.2 points + 0.1 point /\$1000 of funding
TC13. Deliver workshop paid by external agency routed through UTSA (with no indirect)	0.1 points + 0.1 point /\$1000 of funding
TC14. Any media dissemination of teaching related activities through UTSA (0.02 each)	0.10

Remark:

- (1.1) Faculty can select to earn points either in Teaching or Research
- (1.2) Faculty is required to submit the ACCE Portfolio. If the faculty does not submit the ACCE Portfolio, 0.20 will be subtracted from overall teaching evaluation.

The UTSA Construction Science and Management program is ACCE Accredited and one of the requirement is documentation. Therefore, the construction faculty are asked to complete “Tab 7” for the Spring semester by May 31st and complete all “Tabs” for the Fall semester by January 31st of the ACCE Portfolio.

ACCE Portfolio submitted by the faculty evaluated by the Department Chair.

Table 1.4.2 – ACCE Portfolio Evaluation Rubric

Activity	Max. Points Allocated
Curriculum Map	N/A
Syllabus	0.02
Course Materials	0.05
Blank Assessment	0.05
Sample of All Graded Student Assessment	0.05
Evidence Assessment of Each SLO	0.08
Performance Criteria, Results/Findings, Peer Conversations, Industry Input	0.10
Summary of demonstrating course year to year improvement	0.15
Total Max. Points for ACCE Portfolio	0.50

I.4 - Teaching Component D – Field Experiences, Service Project, and Industry Involvement^(1.3)

Table 1.5 – Teaching Component D– Industry Involvement in Teaching

Type	Max Points Allocated
TD1. Industry guest speaker (0.20 per guest)	Up to 0.60
TD2. Student field/site visit (0.50 per site visit)	Up to 1.00
TD3. Performing service project in the city as an option in the class	0.80

Remark:

- (1.3) Faculty are required to obtain at least 0.20 in this Teaching Component D. If the faculty does not obtain point in this component D, 0.10 will be subtracted from overall teaching evaluation.

I.5- Teaching Total Scores:

The total score for teaching is calculated by adding the teaching components A, B, C, D, & E with a maximum of 5.0. For example, a faculty has the following scores in the 2019 Calendar Year:

Teaching Component A – Student Evaluation, Credit Hours and Course preparation

Student teaching evaluation (3.90pts x.65)	2.54	
Sub-Total A:		2.54

Teaching Component B - Awards and Graduate Committees

Submit application for teaching award	0.10	
Sub-Total B:		0.10

Teaching Component C - Quality Improvement and Innovation and Certifications

Attend three teaching workshop	0.30	
ACCE Portfolio	0.50	
CLASS Initiative Elements	0.20	
Implementation of Innovative Teaching Approaches	0.20	
Sub-Total C:		1.20

Teaching Component D - Field Experiences, Service Project, and Industry Involvement

Three industry guest speaker	0.60	
Student field/site visit	0.50	
Sub-Total D:		1.10

Teaching Component E – Increased Expectation Factor for Teaching

2019 Increased Expectation Teaching Factor (From Table 4.1)		
Sub-Total E:		0.00

Total Teaching Component **4.94**

II. Research Evaluation Indicators

II.1- Overview:

The faculty in the Department of Construction Science will be evaluated in the following research components:

Table 2.1 – Overview Research Components

Component	Description	Table
A	Scholarship Publication and Presentation	2.2
B	Awards and Research Improvements	2.3
C	Research Proposal and Funding	2.4
D	Increase Expectation Factor for Research (Table 4.1)	4.1

Remark:

(2.1) Faculty must earn points in the two of the three research components

II.2- Research Component A – Scholarship Publication and Presentation

Table 2.2 – Research Component A - Scholarship Publication and Presentation

Activity Type	Point Value (each activity)	Comments
RA1. Evidence of sustained program of scholarship and research	0.10	
RA2. Invitation to be a guest speaker at an external or internal unit/organization	0.10	Only after a letter of invitation is submitted to the committee
RA3. Regional Keynote speech	0.30	Only after a letter of invitation is submitted to the committee
RA4. National Keynote speech	0.60	Only after a letter of invitation is submitted to the committee
RA5. International Keynote speech	0.80	Only after a letter of invitation is submitted to the committee
RA6. Non Peer-reviewed articles - <i>National/International Trade Journals</i>	0.15	
RA7. Patent	0.40	Only when issued
RA8. Copyright	0.10	Only when issued
RA9. Peer-reviewed, Book Chapter	0.80	Self-publication not included.
RA10. Peer-reviewed, Professional Book	3.00	Self-publication not included.
RA11. Peer-reviewed conference papers (<i>presented without proceedings</i>)	0.10	
RA12. Peer-reviewed, Conference Paper Proceedings published	0.40	
RA13. Peer-reviewed, Conference Presentation	0.10	
RA14. Peer-reviewed, Journal Articles published	1.00	
RA15. Peer-reviewed, Poster Presentations	0.10	
RA16. Chapter for Course Textbook (National/International) by a publishing house	0.60	Self-publication not included. Editor does not constitute authorship
RA17. Course Textbook (National/International) by a publishing house	2.00	Self-publication not included. Editor does not constitute authorship
RA18. Technical report for a research grant	0.80	

II.3- Research Component B – Awards, Research Improvement and Media Dissemination

Table 2.3 – Research Component B – Awards and Research Improvement

Activity Type	Point Value (each activity)	Comments
RB1. Submit Application for Research Award (College/Univ./State/Reg./Nat./Int.)	0.10	
RB2. Research Award- <i>College and/or University (2.2)</i>	0.15	
RB3. Research Award- <i>State/Region (2.2)</i>	0.30	
RB4. Research Award- <i>National (2.2)</i>	0.45	
RB5. Research Award- <i>International (2.2)</i>	0.60	
RB6. Research Fellowship - <i>Internal (Only Received)</i>	0.20	
RB7. Research Fellowship - <i>External (Only Received)</i>	0.40	
RB8. UTSA Targeted Fellowships and Scholarship	0.60	
RB9. Attend Workshop- Research Related (0.10 per 1.5hr of workshop)	0.10	Up to 3 workshops can be claimed
RB10. Any media dissemination of research related activities through UTSA (0.02 each)	0.02	Up to 0.10

Remark:

- (2.1) Student Competition Awards not included.
- (2.2) Faculty can select to earn points in Teaching or Research

II.4- Research Component C – Research Proposals and Funding

Table 2.4 – Research Component C – Research Proposals and Funding

Activity Type	Point Value (each activity)	Comments
RC1. Research Proposal Submitted though CAYUSE– <i>Department, College and /or University</i>	0.20	
RC2. Research Proposal Submitted though CAYUSE – <i>External Entity</i>	0.40	
RC3. Funding secured for research project (with at least 20% indirect)	0.2 points + 0.1 point /\$1000 of funding	
RC4. Funding secured for research project (with indirect below 20%)	0.1 point /\$1,000 of funding	
RC5. Providing monthly stipend to student in CSM undergraduate/graduate program	0.1 point per month	
RC6. Course buyout Fall/Spring semester	0.2 points + 0.1 point /\$1000 of course buy-out	
RC7. Research equipment purchase for all to use and to be located in a common area	0.1 point /\$1000 expended in Equip.	
RC8. Donation from External Organizations	0.1 point /\$1000 of funding	
RC9. Evidence of sustained effort to secure research funding program	0.05	

Percentage of Points Allocated Based on Publication Authorship:

	First Author	Second Author	Third Author	4th Author or more
Single Author	100%			
Two Authors	90%	70%		
Three Authors	80%	60%	50%	
Four or more Authors	70%	50%	40%	25%

Table 2.5.1 – Authorship Percentage

Percentage of Points Allocated Based on CAYUSE submitted Research Proposal Preparation Authorship:

	First Author	Second Author	Third Author	4th Author or more
Single Author	100%			
Two Authors	90%	70%		
Three Authors	80%	60%	50%	
Four or more Authors	70%	50%	40%	25%

Table 2.5.2 – Authorship Percentage

If faculty are in other than a 50% research workload, the points will be adjusted accordingly by ratio. For example, if a faculty is on 40% research load, his/her points will be divide by the 50/40 ratio, to adjust up the “value” of work product in a context of percent time dedicated to same. For example, if a faculty on 40% research workload scores a total of 3.5 points, then the 3.5 points would be divided by 50/40 to increase numerical value to 4.375.

II.5- Research Total Scores:

The total score for research is calculated by adding the research components A, B, C, and D with a maximum of 5.0. For example, a faculty has the following scores:

<u>Research Component A – Scholarship Publication and Presentation</u>		
Peer-reviewed, Journal Article Published	1.00	
Peer-reviewed, Conference Paper Published (2 Papers x 0.40)	0.80	
Peer-reviewed, Conference Presentation (2 Papers x 0.10)	0.20	
Sub-Total A:		2.00
 <u>Research Component B - Awards and Research Improvements</u>		
Submit application for research award	0.10	
Attend three research workshops	0.30	
Sub-Total B:		0.40
 <u>Research Component C – Research Proposal and Funding</u>		
Research Proposal Submitted through CAYUSE Dept., College, and/or University (2 proposals x 0.20)	0.40	
Research Proposal Submitted through CAYUSE External Entity (3 proposals x 0.40)	1.20	
Funding secured for research project (with at least 20% indirect) (\$10,000)	1.20	
Sub-Total C:		2.80
 <u>Research Component D – Increased Expectation Factor for Research</u>		
2019 Increase Expectation Research Factor (From Table 4.1)		
Sub-Total D:		0.00

Total Research Component	5.20	But Max is 5.0

Remark: For the research component and only for the research component, during the first year evaluation which correspond to only one semester (Fall). The scholarly peer-reviewed submission will count 100% of the points even if response on publications has not been obtained yet and that submission if published in the following year will also count in the following year’s evaluation.

III. Service and Outreach Evaluation Indicators

III.1 - Overview:

Service activities must be linked directly and/or indirectly to improve and/or enhances teaching and/or research activities of the faculty in the department or enhance the perception/opinion/awareness of the public about the Department of Construction Science at UTSA. The faculty in the Department of Construction Science will be evaluated in the following service components:

Table 3.1 – Overview Service Components

Component	Description	Table
	Base Points (See Section III.6)	
A	Service to the Department, College, University	3.2
B	Awards	3.3
C	Community Service to the City, State, Country or World	3.4
D	Service to Professional Organizations	3.5
E	Increase Expectation Factor for Service (Table 4.1)	4.1

III.2 - Service Component A – Service to the Department, College and University

Table 3.2 –Service Component A –Service to the Department, College and University

Activity	Points Allocated for Each Activity
SA1. Committee Chair- <i>Department Committee</i>	0.15
SA2. Committee Chair – <i>College Committee</i>	0.20
SA3. Committee Chair - <i>University Committee</i>	0.25
SA4. Committee Member – <i>Department Committee</i>	0.15
SA5. Committee Member – <i>College Committee</i>	0.20
SA6. Committee Member – <i>University Committee</i>	0.25
SA7. Recruitment of Students for the CSM Undergraduate Program (i.e. Arrange a connection with a High School and make a presentation in the classroom to students interested in Construction each 0.02)	Up To 0.10
SA8. Recruitment of Students for the CSM Graduate Program (0.04 each after registering at UTSA)	Up To 0.80
SA9. Special Service Assignments by Chair/Dean	Up To 0.15
SA10. Positively/Constructively Contribute to CSM activities	Up To 0.10

III.3 - Service Component B – Awards and Media Dissemination

Table 3.3 –Service Component B – Awards and Media Dissemination

Activity	Points Allocated for Each Activity
SB1. Submit Application for Service/Outreach Award (College/Unv/State/Reg/Nat/Int)	0.10
SB2. Receiving of Service and/or Outreach Award – <i>College and/or University</i>	0.20
SB3. Receiving of Service and/or Outreach Award - <i>State/Region</i>	0.30
SB4. Receiving of Service and/or Outreach Award - <i>National</i>	0.45
SB5. Receiving of Service and/or Outreach Award - <i>International</i>	0.60
SB6. Any media dissemination of service/outreach related activities through UTSA (0.02 each)	Up to 0.10

III.4 - Service Component C – Outreach City, State, Country or World

Table 3.4 –Service Component C – Outreach City and World

Activity	Maximum Points Allocated for Activity
SC1. Student Competition Team – <i>Faculty Adviser</i>	0.20
SC2. Student Organization Leadership	0.20
SC3. Community-level outreach activity	0.25
SC4. Active Involvement in an Outreach Contribution - <i>Local/State/Regional</i>	0.20
SC5. Active Involvement in an Outreach Contribution - <i>National / International</i>	0.25
SC6. Chair to organize as a host a Conference at UTSA and/or San Antonio <i>Local/State/Regional</i>	1.00
SC7. Chair to organize as a host a Conference at UTSA and/or San Antonio <i>National/ International</i>	2.00
SC8. Member to organize a Conference at UTSA and/or San Antonio <i>Local/State/Regional</i>	0.50
SC9. Member to organize a Conference at UTSA and/or San Antonio <i>National/ International</i>	1.00

III.5 - Service Component D – Service to Professional Organization

Table 3.5 – Service Component D – Professional Organization

Activity	Maximum Points Allocated for Activity
SD1. Reviewer - <i>Conference Publication (Regional)</i>	0.02
SD2. Reviewer - <i>Conference Publication (National & International)</i>	0.06
SD3. Reviewer - <i>Journal Publication</i>	0.08
SD4. Reviewer - <i>Internal Grant Application</i>	0.04
SD5. Reviewer - <i>External Grant Application (Private/Public Agency)</i>	0.08
SD6. Activity in Professional Body (<i>Supporting the goals of the Department/College/ University</i>)	0.08
SD7. Accreditation Visit to Another University.	0.20
SD8. Service to a professional body (<i>ASC, ASEE, AIA, ASCE, USGBC, others.</i>)	0.08
SD9. Editorial board membership	0.08
SD10. Invited Jury members to assess the work of industry professionals (<i>ABC/AGC</i>)	0.08
SD11. Leadership role in national/international committees (<i>Non-Governmental / Governmental</i>)	0.10
SD12. Moderator/Session Chair – <i>Local/National/International Conferences</i>	0.04
SD13. Proceedings/Journal Editor	0.15

III.6- Base Point. Based on faculty attendance to the department meetings and constructive contributions to the department activities.

Table 3.6 –Service – Base Points

Activity	Points Allocated for Each Activity
Base Points - <i>Assistant Professor</i>	1.60
Base Points - <i>Associate Professor</i>	1.20
Base Points - <i>Professor</i>	0.80

III.7- Service Total Scores:

The total score for service is calculated by adding the service components A, B, C, and D with a maximum of 5.0. For example, a faculty has the following scores:

<u>Service Base Points</u>		
Assistant Professor	1.60	
Sub-Total A:		1.60
<u>Service Component A – Service to the Department, College, and University</u>		
Committee Member – Department Committee (3 Com. .x 0.15)	0.45	
Committee Member – College Committee (1 Com. x 0.20)	0.20	
Committee Member – University Committee (1 Com x 0.25)	0.25	
Recruitment of Students for the CSM Undergraduate Program	0.10	
Positively/Constructively Contribute to CSM activities	0.10	
Sub-Total A:		1.10
<u>Service Component B - Awards</u>		
Submit application for service award	0.10	
Sub-Total B:		0.10
<u>Service Component C – Outreach City and World</u>		
Notable Outreach Contribution -Local/State (2 Activities x.20)	0.40	
Publicized Outreach activity through media (5 news x 0.02)	0.10	
Sub-Total C:		0.50
<u>Service Component D – Service to Professional Organization</u>		
Reviewer - Conference Publication (Regional)	0.02	
Reviewer - Journal Publication	0.08	
Leadership role in national/international committees	0.10	
Editorial board membership	0.08	
Moderator/Session Chair – National Conference	0.04	
Sub-Total D:		0.32
<u>Service Component E – Increased Expectation Factor for Service and Outreach</u>		
2019 Increase Expectation Service and Outreach Factor (From Table 4.1)		
Sub-Total E:		0.00

Total Service Component		3.62

IV. Continuously Increased Expectation (From 2019 -2023)

It is expected that the faculty continuously increase productivity in teaching, research and service to match the goals set by the University. Therefore, each year the following increase expectations factors will be used to adjust the faculty performance in each category.

Table 4.1- Increase Expectation Factor

	CY 2019	CY 2020	CY 2021	CY 2022	CY 2023
Teaching	0	- 0.10	- 0.20	- 0.30	- 0.40
Research	0	- 0.20	- 0.40	- 0.60	- 0.80
Service	0	- 0.15	- 0.30	- 0.45	- 0.60

To facilitate the obtainment of additional points in each teaching, begin on CY 2021 the maximum will be increased as follows:

Table 4.2- Increase Max. Point Allocated

Type	Max Points Allocated
Teaching Component C – Course Content Alignment	0.40
Teaching Component D – Industry Guest Speakers	0.80
Teaching Component D – Field Site Visit	1.50

V. Overall Evaluation

The overall evaluation is calculated by multiplying the teaching, research and service scores by the percent workload pertaining to each area. For example, a balanced tenure-track faculty (with 40% Teaching, 50% Research and 10% Service load) has the scores shown below with the overall evaluation according to Table 4.3. Additionally, the department chair will have the ability to adjust each component (Teaching, Research and Service) by subtracting up to 0.3 points and/or adding up to 0.6 points of each faculty component.

	Points	Weight Percentage	Weighted Points
Total Teaching Component	4.94	40%	1.98
Total Research Component	5.00	50%	2.50
Total Service Component	3.62	10%	0.36
Overall Evaluation			4.84 (Exceed Expectations)

Table 4.3. Evaluation Rating Categories for Faculty Member's Performance on Individual Areas of Research, Teaching, and Service

Evaluation Rating Category	Description	Will be assigned a score of:
Exceeds expectations	Activities in area cumulatively exceed expectations and reflect a clear and significant level of accomplishment beyond what is normal for an individual with a given faculty rank in the department, unit, and discipline as outlined in the department guidelines.	3.5 to 5
Meets expectations	Activities in area cumulatively meet expectations and reflect standard levels of performance for the department, unit, and discipline as specified in department guidelines.	2.0 to 3.499
Fails to meet expectations	Activities in area cumulatively do not meet expectations. This rating indicates a failure beyond what can be considered the normal range of year-to-year variation in performance, but of a character that appears to be subject to correction.	1.0 to 1.999
Unsatisfactory	Activities in area cumulatively are considered unsatisfactory; and indicate a failure to meet expectations as outlined in department guidelines for the faculty member's campus, unit, rank, and contractual obligations; and doing so in a way that reflects disregard of previous advice or other efforts to provide correction or assistance, and/or involve professional misconduct or dereliction of duty or incompetence.	0 to 0.999

VI. Summary of Evaluation Process

Faculty enters on Digital Measure all accomplishments corresponding to the Calendar Year and upload spreadsheet with self-evaluation. Department Evaluation Review Committee evaluates the faculty submission through Digital Measures and make evaluation recommendation to the department chair. The Department Chair considers the recommendation from the evaluation committee and materials submitted by faculty, evaluate the faculty and make faculty evaluation recommendation to the Dean. Additional details of the UTSA Annual Faculty Performance Appraisal can be found at the UTSA Handbook of Operating Procedures.