

University of North Texas
Department of Economics
Workload and Evaluation Policy
Approved: November 26, 2019

In the Department of Economics, the Personnel Affairs Committee (PAC) has the responsibility of overseeing the annual ranking of faculty members for submission to the chair of the department. This ranking is informed by both the department's peer evaluation process (conducted by all tenure system faculty and continuing lecturers -- with the exception of the chair of the department) and written annual evaluations of each faculty member. The written annual evaluations of individual faculty members are produced by both the PAC, which evaluates continuing lecturers, and the Promotion and Tenure Committee (P&T), which evaluates tenure system faculty. Numerical results from the peer evaluation process and the written annual evaluations are combined to get a final numerical score used to rate and rank faculty performance in the department.

The chair of the department is not included in the final annual ranking of faculty members, but has a written evaluation performed by both committees as part of Workflow. The Promotion and Tenure Committee evaluates the chair in his or her role as a tenure system faculty member while the Personnel Affairs Committee evaluates the chair's role as administrator of the Department of Economics.

I. Workload Time Allocations

The amount of effort each faculty member should contribute to departmental productivity in the areas of teaching, service, and research will be specified through each faculty member's Workload Time Allocation (WTA). For each faculty member, the WTA is determined by the chair of the department in consultation with the faculty member. To facilitate this, each faculty member must submit a professional plan for the upcoming academic year to the chair of the department and meet with him or her between June 1 and August 1 preceding each academic year.¹ The purpose of the meeting is to discuss (and perhaps revise) the professional plan and to determine the faculty member's WTA for the upcoming year. Adjustments are made to keep the WTA in line with the professional plan agreed to by the faculty member and the chair of the department. Several possible time allocation types are listed below, although these can be adjusted by the chair of the department.

¹ The Professional Plan should include the Workload Worksheet and should be submitted to the chair prior to the meeting.
<https://twitter.com/i/status/1200487087386042369>

Standard Workload Time Allocations

- Lecturer Standard Load: 80% Teaching, 20% Service, 0% research
- Lecturer Standard Advisor Load: 60% Teaching, 40% Service, 0% research
- Assistant Professor Standard Load: 40% Teaching, 10% Service, 50% Research
- Associate Professor/Professor Standard Load: 40% Teaching, 20% Service, 40% Research
- Associate Professor/Professor Advisor Load: 30% Teaching, 30% Service, 40% Research
- Associate Professor/Professor Chair Load: 20% Teaching, 70% Service, 10% Research
- Associate Professor/Professor ERG (Economics Research Group) Administrator Load: 20% Teaching, 20% Service, 60% Research

Once the allocations are decided for all faculty, the chair of the department will notify the chairs of the PAC and P&T of each faculty member's WTA.

II. The Annual Evaluation Process

Each January, the department begins its annual evaluation process, culminating in a final departmental ranking of faculty. Faculty are responsible for creating their VPAA-160 within the Faculty Information System and uploading it to Workflow. The VPAA-160 assembles activities performed within the three year evaluation window and is the primary source for the annual evaluation process. The data used for the rankings will come from both the department's peer evaluation results and the PAC's and P&T's annual evaluations of faculty members. These annual evaluations are the same evaluation letters submitted to Workflow according to UNT policy. The final ranking will be the sum of the numerical scores generated by the peer evaluations and the annual evaluations (see "Numerical Calculation and Ranking" section below). In the final ranking, faculty are grouped into two to four performance groups. This ranking is submitted according to UNT policy. These groupings are submitted to the chair of the department who uses them to inform decisions regarding salary increases specified for merit and excellence.

III. Peer Evaluation Process

The Personnel Affairs Committee conducts the peer evaluation process, which ranks faculty in terms of their contribution to departmental productivity over the preceding three calendar years.² The peer evaluation ratings are generated through a survey of faculty. Each faculty member's rating of his or her peers is informed through the VPAA-160 forms, teaching evaluation results provided by the PAC, workload time allocations (provided by the PAC), the

² Faculty that have been at UNT for fewer than three years will be evaluated on the time that they have been at UNT and those that have been at UNT for less than one year will not be evaluated.

evaluation work done through the annual evaluations (for those who serve on the P&T or PAC committees) and personal knowledge via departmental interaction.

Tenure system faculty and continuing lecturers rate all other faculty in the areas of teaching and service. Tenure system faculty also rate other faculty in the area of research, for any faculty member with a research WTA > 0%. The chair of the department does not participate, although he or she is rated as a tenure system faculty member.

In each relevant category, faculty rate each other on a scale from 0-5 inclusive, with the following ranges specified:

- Excellent (4-5 points): Faculty rated excellent in teaching, service, and/or research perform at a very high level. Being rated at the higher end of the scale indicates the faculty member is considered a leader in the department in these areas and serves as a model to be emulated.
- Effective (3-4 points): Faculty members rated as effective in teaching, service and/or research are performing diligently and with success, but not viewed as performing at a level that can be considered excellent.
- Adequate (2-3 points): Faculty rated as adequate are doing what is required of them, but without distinction and with only limited success.
- Poor (< 2 points): Faculty rated as poor in any category are failing to perform at the minimum standard that is expected of them.

In lieu of being evaluated, those who have been at UNT for less than one year are awarded the departmental average in each relevant category. The ratings in each category are then weighted by each faculty member's workload time allocation and summed to generate a final peer evaluation score (see Section VI, Numerical Calculation and Ranking).

IV. Annual Written Evaluations

Annual evaluations of tenure system faculty and continuing lectures cover teaching, service and, where applicable, research. The PAC evaluates continuing lecturers and the chair of the department, and the P&T Committee evaluates tenure system faculty.³ These evaluations will cover faculty contributions over the previous three years, or since arriving at UNT if a faculty member has been at UNT for less than three years. These evaluations take the form of letters submitted to each faculty member and to the UNT Workflow by their respective evaluating committees. They will also serve to evaluate each faculty member's contribution to the

³ The PAC evaluates the chair of the department in his/her role as administrator in the Department of Economics and the P&T Committee evaluates the chair of the department in his/her role as tenure system faculty member.

department, provide feedback where applicable regarding progress towards promotion, and inform the chair's own evaluation of each faculty member.

The annual evaluations will include rating based on each faculty member's performance over the previous three calendar years in each applicable category. The same ratings are used here as used in the peer evaluation process. These ratings are submitted to the PAC for use in creating the final numerical ranking of faculty (See Section VI, Numerical Calculation and Ranking).

V. Evaluating Teaching, Service and Research

A. Evaluating Teaching

In evaluating teaching, the committees (PAC and P&T) and faculty participating in the peer review process rate faculty based on the following: teaching evaluation scores, courses taught, willingness to take on new courses as needed by the department, online teaching, teaching awards, syllabi and course materials provided, personal experience either through direct observation or other interaction with the faculty member, and the faculty member's teaching time allocation.

Faculty (tenure system and continuing lecturers) in their first year at UNT are rated as effective in teaching.

B. Evaluating Service

All faculty members are expected to fully participate at faculty meetings and contribute to a collegial and collaborative environment. In addition, all faculty members are expected to participate in more formal service tasks that contribute to the management and success of the department, college and university.

In evaluating service, it is important to recognize that service can take many forms. The PAC, P&T, and faculty participating in the peer review process rate faculty based on service activities including, but not limited to, the following: service on departmental, college and university committees and councils; undergraduate and graduate advising; other student advisory positions; program coordination; and less formal service activities such as full participation in faculty meetings, exit exam grading, attendance at graduation and honors day ceremonies, and community services that have professional implications, such as conducting media interviews. Faculty collegiality shall also be evaluated under the category of service whenever faculty members demonstrate behavior outside the norms of courteous professional conduct.

Of special note is service in the form of undergraduate and graduate advising. These advisor roles are so time intensive that service in one of these roles is typically accompanied with a 10%-20% adjustment to a faculty member's Workload Time Allocation.

There is no easy metric for measuring service effort and accomplishment as service roles vary significantly in their time commitment and effort required. The PAC, P&T, and those participating in the peer review process should carefully consider a faculty member's formal record as well as any personal experience they have with each faculty member when they rate their colleagues on service.

Faculty (tenure system and continuing lecturers) in their first year at UNT are rated as effective in service.

C. Evaluating Research

In evaluating research, the P&T and tenure system faculty participating in the peer evaluation process will rate faculty based on the following: academic publications (published journal articles, book chapters, and books), research grants and grant applications submitted, presentations and other active participation at academic conferences, journal editing, other research related activities within the department (presenting papers and other activities that contribute to the research output of the department) and the faculty member's research time allocation.

Tenure system faculty in their first year at UNT are rated as effective in research.

VI. Numerical Calculation and Ranking

a. Peer evaluations for lecturers and tenure system faculty

The PAC conducts the peer evaluations in February each year. In the peer evaluation process, faculty members rank each other in each relevant category⁴ on a scale of 0-5 (as specified above). Each faculty member's numerical peer score is a weighted average (weights based on each faculty member's WTA) of their scores in teaching, service and research.

b. Annual evaluations

i. Lecturers

Based on the annual evaluations of continuing lecturers, the PAC generates an evaluation score for each continuing lecturer in teaching and service. The PAC will assign the following values to each rating: excellent, 5 points; effective, 4 points; acceptable, 3 points; poor, 2 points. Each lecturer's numerical annual evaluation score is a weighted

⁴ Except continuing lecturers do not rate tenure system faculty on research.

average (weights based on each faculty member's WTA) of their scores in teaching and service.

ii. Tenure system faculty

The P&T committee will submit each tenure system faculty member's ratings in teaching, service and research to the PAC, which assigns the following values to each rating: excellent, 5 points; effective, 4 points; acceptable, 3 points; poor, 2 points. Each tenure system faculty member's numerical annual evaluation score is a weighted average (weights based on each faculty member's WTA) of their scores in teaching, service and research.

c. Overall evaluations for lecturers and tenure system faculty

Each faculty member's final numerical score is the sum of their peer score and their annual evaluation score (10 is the maximum score possible).

Allocation Guidelines

Teaching

- Each continuing (previously taught) class: 10%
- Each new class taught for the first time at UNT (can only be used once per each course taught): up to 15%
- Teaching overloads are treated as outside the employment contract. As with summer school classes taught, faculty with overloads receive additional compensation, but the workload is unaffected.

Service

- General departmental participation (faculty meetings, peer mentoring, etc.): 8% annually
- Undergraduate or graduate advising: 10%-20% annually
- PAC or P&T committee membership: 6% annually
- PAC or P&T committee chairperson: 9% annually
- Awards committee membership: 4% annually
- Awards committee chairperson: 7% annually
- Other service work as determined in consultation with the departmental chair (e.g. committee member or chair of college or university committee, involvement in the Faculty Senate, program coordinator, search committee member or chair, exit exam grader, commencement coordinator, job placement coordinator, advisor to the Economics Student Organization (ESO) or Omicron Delta Epsilon (ODA), etc.): 1%-20% annually

Research

- Varies by project