

Computer Science Department  
University of Maine  
Faculty Evaluation Criteria

Approved: March 24, 1999

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1. EVALUATION FACTORS

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This section describes the primary factors to be considered in evaluating the faculty of the Computer Science Department. Three categories, scholarship, service, and teaching, are listed in alphabetical order and not necessarily in order of relative importance. Sections II and III contain specific information on their relative importance.

For each category, the criteria to be used in evaluating performance are listed, although not necessarily in order of importance. The categories are not mutually exclusive; therefore some activities can be counted in more than one category,

SCHOLARSHIP

Scholarship in the Computer Science Department means either advancing the state of the art by making new discoveries or by organizing knowledge so that it is usable by others. Faculty members engaged in research are expected to disseminate their research to faculty and students.

The following criteria will be used to evaluate a faculty member's scholarship. Those with release time for research will be expected to demonstrate activity in one or more of items 1 through 4.

1. Publications in journals, symposia proceedings, or conference proceedings. Refereed journals and proceedings will be given greater weight than non-refereed ones. Publications will be judged on the basis of their influence on the profession or education.
2. Published books, books that advance the state of the art, organize a field, or have a great influence on how courses are taught will be given greater weight than other books.

3. Research as part of scholarly grants. This includes actively seeking external funding from sources outside the University. These sources can include government agencies, foundations, and industry. Proposals that are successful in obtaining external funding will be given greater weight than those that are declined. Graduate faculty supervising thesis projects beyond the Masters level are expected to seek external support for their graduate students.
4. Book chapters or other publications. The weight given to these will correspond to the contribution each makes to the discipline or to education.
5. Computer software that advances the state of the art or is very useful for education in computer science, to be considered, software must be developed in a professional manner, be well-documented so the novel features in it can be understood and used by other programmers, and be generally available.
6. Participation in scholarly activities of professional societies and other organizations. Such activities will include reviewing, refereeing and editing.
7. Organizing, speaking at, and attendance at seminars and symposia. Speaking will carry greater weight than simple attendance, but the latter is considered important for maintaining ties with professionals outside the university and remaining current in the field.
8. Publishing letters in professional journals.
9. Publishing scholarly material on Web pages or by other electronic means.
10. Election to honor societies and prizes received from professional organizations.
11. Consulting at a level that enhances the individual's knowledge. Consulting may also be considered under the service category.

12. Anything else that shows that the faculty member is keeping abreast of developments in the field, adding to knowledge about computer science, or improving our ability to educate students and the public about computer science.

### SERVICE

Each faculty member is expected to devote a substantial amount of time to service on behalf of the Computer Science Department, the University, the University System, the State of Maine, and the profession. The following criteria will be used to evaluate a faculty member's service contribution.

1. Participation on Department committees.
2. Participation on University committees.
3. Participation on University of Maine System committees.
4. Participation on State of Maine committees.
5. Creating software for use by the Computer Science Department or some other part of the University community.
6. Participation in activities that further the aims of the University.
7. Participation in activities that improve the quality of life and instruction at the University.
8. Participation in activities of professional societies, including such things as holding office.
9. Consulting. Consulting may also be considered to be a method of keeping current in computer science.
10. Public service related to departmental activities. This includes participating in public forums, answering questions of prospective students, advising state or national agencies, and helping the news media interpret events in the computer field.
11. Serving as a reviewer of proposals for state, national, or international funding agencies.

12. Serving as a reviewer of articles submitted for publication in professional journals or conference proceedings.
13. Serving as adviser to student groups.
14. Serving as Chair of the Computer Science Department.
15. Any other activity that shows the faculty member making a substantial contribution to service on behalf of the Department, the College, or the University.

### TEACHING

Teaching is a major responsibility of every faculty member in the Department. It includes keeping abreast of recent developments in computer science and disseminating these to colleagues, students, and the public. It also includes informal and/or scheduled interactions with advisees that will broaden students' awareness of the latest career and research opportunities in computer science, and will fully support them in making well-informed choices during each year of their studies at the University. To this end, each faculty member is expected to devote a substantial amount of time to remaining current in the field.

Each faculty member is expected to be both an effective teacher and an effective advisor. The following criteria will be used to evaluate teaching and advising effectiveness.

1. Student evaluations. Signed letters from individual students will also be counted.
2. Preparation of class materials. Examples of handouts, Web-based presentations, homeworks, and examinations may be considered.
3. Written comments from peers or former students.
4. Evidence of successful innovation in teaching methods. This may include such items as the development of new courses, software that supports teaching, and Web-based class materials.
5. Directing thesis work or serving on thesis committees.

6. Directing Honors students.
7. The quality of student advising, accessibility to students, and the number of student advisees. This may include the use of any advising evaluation mechanisms developed by the University, the College, or the Department.
8. Seeking and/or obtaining external grants to support teaching projects or to purchase classroom or laboratory equipment.
9. Any other activity that shows the faculty member to be an effective teacher.
10. If necessary, classroom visits by the Chair of the Department and/or the peer committee will be used to judge teaching effectiveness.

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## II CRITERIA FOR YEARLY EVALUATIONS, PROMOTION AND TENURE

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The criteria described in Section I will be used in yearly evaluations of faculty, in decisions for re-appointment without tenure, and in decisions concerning tenure and promotion. Special requirements or exceptions to the above may be decided upon by the Department. These exemptions must be made in writing and approved by the Department in advance of the evaluation.

### Promotion to Associate Professor with Tenure from Non-Tenured Status

In order to be promoted to Associate Professor with Tenure in the Department of Computer Science, a faculty member must have demonstrated excellence in one category, either scholarship or teaching, and have demonstrated good performance in the other category and in service. The faculty member must also show promise for continued growth in these areas.

The faculty member must identify colleagues from outside the University in computer science and other relevant fields who can provide reviews of the member's standing in the field. The Department has the right to solicit

reviews from other persons in addition to the ones provided by the faculty member.

The guidelines for a performance rating of good or excellent in the area of scholarship are as follows, Good performance requires an average of one paper per year that is published in a quality, refereed journal, symposia proceedings, or conference proceedings, or is presented at a quality, refereed conference. Refereed conference proceedings are weighted similarly to journal publications for active researchers since the conferences are the arena where current work is presented. A high quality book may count as more than one paper. A successful peer reviewed grant may be considered as equivalent to a referred publication. Excellent performance requires an average of two quality publications per year. Papers and books of exceptional worth may be given more credit than noted above. For the purposes of evaluation, a paper accepted for publication is considered to be the same as a published one. Any judgment of good or excellent performance on scholarship must include evidence of independent (but not excluding collaborative) research.

All tenure-track faculty with release time for research are expected to seek external funding for support of their research. All forms of successful external support are viewed positively in the evaluation process.

### Promotion to Full Professor

In order to be promoted to Full Professor in the Department of Computer Science, the faculty member must have demonstrated sustained excellence and a national reputation in one category, either scholarship or teaching, and sustained good performance in the other category and in service. In addition, the performance in scholarship, service, or teaching must have influence beyond the immediate University environment.

The faculty member must also supply recommendations from colleagues outside the University who are in computer science or other relevant fields. The Department has the right to solicit recommendations in addition to the ones provided by the faculty member.

The guidelines for a performance rating of good or excellent in the area of scholarship are described above.

### III. CRITERIA FOR POST-TENURE EVALUATION

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Post-tenure evaluation will follow the guidelines established in the union contract. Specifically this states that Associate Professors with tenure shall be evaluated by the department every two years, or more frequently upon written request of the unit member, and that Professors with tenure shall be evaluated by the department every four years, or more frequently upon written request of the unit member. The department reserves the right to establish a policy requiring a more frequent evaluation,

The criteria used for evaluation will be the same criteria used for evaluation of promotion to the rank currently held.

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### IV. CRITERIA FOR RE-APPOINTMENT WITHOUT TENURE

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For instructors, the requirements for re-appointment will be stated in the contract they receive from the University.

For assistant professors, re-appointment requires a record that indicates it is probable that the candidate will be granted tenure at the end of the probationary appointment. Assistant professors hired before they have obtained a PhD, will be expected to obtain the degree before they can be re-appointed, unless an exception is made based on reasonable progress towards the degree. The degree requirement may be waived under exceptional circumstances based on experience in the field.