June 30, 2016

MEMORANDUM

TO: College of Medicine Department Chairs & Department Administrators

FROM: Jeremy Sibiski

Executive Director, Finance and Administration

SUBJECT: Annual Faculty Evaluations

The following guidelines are to be used for completing the College of Medicine’s annual faculty evaluations for Academic Year 2016.

* The annual evaluation covers the period July 1, 2015 through June 30, 2016, and must be completed no later than August 31, 2016.
* The evaluation is narrative in format and assesses the faculty member’s performance over the past year in each mission area for which the faculty member had an assignment.
* A performance rating is not assigned to each mission area. Instead, an overall performance rating should be assigned to the faculty member using one of the following categories: outstanding, exceeds performance standards, achieves performance standards, below performance standards, or unsatisfactory.
* Numerical ratings are not to be included in the evaluation.
* The evaluation must include the following chart that documents the faculty member’s proposed assignment and the associated percent of effort for Academic Year 2016-2017. The proposed assignment must total 100% regardless of the faculty member’s FTE. Departments should complete the assignment chart through Hyperion as indicated in the Faculty Compensation Plan Time Line (attached) which can then be either copied into the individual’s evaluation, or printed and attached. To access the chart for printing/copying, use Hyperion and navigate to CompPlan Reports/Incentive Input/Mission Summary by Faculty. You can choose to access the entire department by using the appropriate department ID or access individually by entering: UFID XXXXXXXX. 

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| --- | --- | --- |
| **Mission** | **Assignment Percent** | |
| Education (non-clinical) | (\_\_\_ %) |  |
| Clinical Education | (\_\_\_ %) |  |
| Total Education |  |  |
| Research 1 |  |  |
| Research 2 |  |  |
| Administration |  |  |
| Clinical Services |  |  |
| Veterans Administration |  |  |
|  |  |  |
| **VA Mission** | **Assignment Percent** | |
| Education |  |  |
| Research |  |  |
| Administration |  |  |
| Clinical Services |  |  |

* The following introductory sentence should be used in the evaluation: “This letter serves to evaluate your performance as (faculty title) for the period July 1, 2015 through June 30, 2016.”
* The evaluation includes a signature line for the faculty member to acknowledge receipt of the evaluation.
* If a department representative other than the department chair completes the evaluation, the department chair should co-sign the evaluation.
* The faculty member’s UF ID# must be included after the employee name on each page of the evaluation.
* Faculty covered by the College of Medicine's faculty compensation plan receive a separate annual compensation plan assessment, which is not to be included as part of the written faculty evaluation. Information will be provided separately to departments regarding how to access the faculty compensation plan assessment system.

Completed and signed faculty evaluations should be scanned to Ms. Vicki Bordeaux at [vbordeaux@ufl.edu](mailto:vbordeaux@ufl.edu). Should you have any questions, please contact Ms. Nelda Loper or me.

cc: Michael L. Good, M.D. Guy W. Nicolette, M.D.

Patrick J. Concannon, Ph.D. Donna M. Parker, M.D.

Marvin A. Dewar, M.D., J.D. Stephen P. Sugrue, Ph.D

Joseph C. Fantone, M.D. Timothy C. Flynn, M.D.

Marian C. Limacher, M.D. Jonathan Licht, M.D.

David R. Nelson, M.D. Todd Golde, M.D., Ph.D.

Nelda Loper Victoria J. Bordeaux