**University of Florida**

**Library Faculty Annual Evaluation Cover Sheet**

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| **Faculty Name** |  |
| **Department** |  |
| **Period of Evaluation** |  |

*Included in this annual evaluation packet are the following:*

*Check to indicate inclusion*

[ ]  Letter of evaluation

[ ]  Faculty response to letter of evaluation (if submitted)

[ ]  Annual Activity Report

[ ]  Progress on goals for last year

[ ]  Annual assignment and goals for coming year

[ ]  Annual assignment without goals for coming year

[ ]  Updated Curriculum Vitae

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| **All faculty must complete an annual outside activity disclosure:**An employee may not engage in any outside activity that interferes with the full performance of professional responsibilities or other institutional obligations in keeping with [UF Regulation 1.011](http://regulations.ufl.edu/regulations/uf-1-general/), which governs disclosure of outside activities and financial interests. Your disclosure through the [UFOLIO portfolio](https://ufolio.compliance.ufl.edu/) must be updated annually, to be timed to coincide with the annual evaluation. Note, you are required to obtain PRIOR approval for certain outside activities and interests; please submit disclosures for outside activities through the [UFOLIO portfolio](https://ufolio.compliance.ufl.edu/) at least 30 days before the anticipated start date. Please refer to the [Conflicts of Interest Program](https://coi.ufl.edu/) for further information. |

*If typing my name, I hereby certify that my typed name constitutes my official signature.*

**Assembled and Reviewed:**

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| --- | --- |
| Faculty Signature/Date |       |
| Primary Supervisor Signature/Date |       |

**Reviewed:**

|  |  |
| --- | --- |
| Second Level Supervisor Signature/Date |  |