**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:**

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

**Reviewed:**

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