


Annual Faculty Evaluation  
May 15, 2021 – May 14, 2022

2022




Hello

- ▶ Name
  - ▶ Where you work
  - ▶ How long you've worked in the Libraries
- 

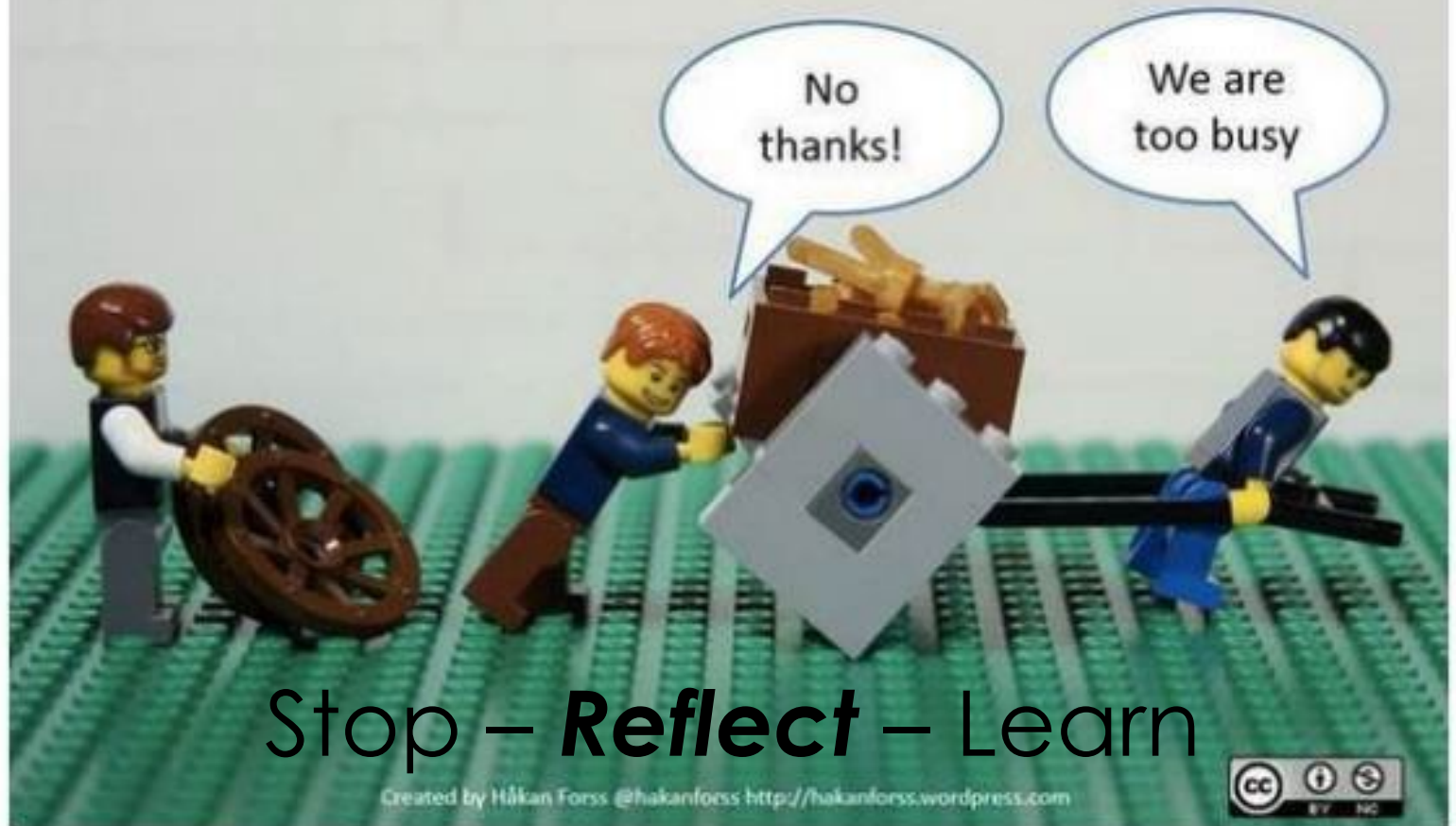


# Agenda

- ▶ Importance of the process
  - ▶ UF & Libraries Process
  - ▶ Preparation of materials
  - ▶ Supervisor role
  
  - ▶ One take-away
- 


# Importance of the process

Are you too busy to improve?





# Importance of the process

- ▶ What have I done all year – overview
  - ▶ What am I doing well?
  - ▶ How can I improve?
  - ▶ What are the
    - ▶ Skills,
    - ▶ Knowledge, and
    - ▶ Behaviors I need to be successful?
  - ▶ Two-way conversation - insights
  - ▶ Required
  - ▶ Part of Tenure and Promotion process
- 



# UF and Libraries Process





# Annual Faculty Evaluation

## Resources

- ▶ [United Faculty of Florida Contract](#) – Article 18
- ▶ [UF Regulations](#) – UF-7.010
- ▶ [Libraries Faculty Guidelines](#) – Section IV



# Annual Faculty Evaluation

Criteria

Evaluations are based on the 3 criteria  
used for Tenure & Promotion





# Annual Faculty Evaluation

## Criteria

### **Criteria I:**

#### Professional Responsibility and Working Relationships

1. Mastery of job responsibilities
2. Effectiveness at fulfilling responsibilities
3. Commitment to University, Libraries, research librarianship
4. Development of good working relationships



# Annual Faculty Evaluation

Criteria – new component this year

## ➤ 9. TEACHING, ADVISING, AND INSTRUCTIONAL ACCOMPLISHMENTS

In no more than 750 words, describe your teaching, advising, **professional responsibilities** (Librarians), and/or instructional accomplishments. Provide ... a brief statement of ... **how your activities promote inclusive excellence and opportunity in the classroom, in the lab, in the field, or any space** where we supervise and inspire students, and the primary educational goals and outcomes of your teaching program.

# Annual Faculty Evaluation

## Criteria

### **Criteria II:**

#### Research, Scholarship and Creative Activity

1. Scholarly Achievement (publications/presentations/etc.)
2. Creative Activities
3. Research Funding



# Annual Faculty Evaluation

Criteria – New component this year

## ➤ 13. CONTRIBUTION TO DISCIPLINE/RESEARCH NARRATIVE

In **no more than 750 words** explain your research/creative contribution to your discipline. ... If applicable, **describe how your research supports inclusive excellence or highlights or addresses inequalities.** There is no need to cite specific works or grants listed elsewhere in the packet.



# Annual Faculty Evaluation

## Criteria

### **Criteria III:**

Service to the Libraries, the University, the State  
and the Profession

1. Service to the Library
2. Service to the University
3. Service to the State
4. Service to the Profession



# Annual Faculty Evaluation

## Criteria

### ▶ 19. SERVICE NARRATIVE

In no more than 750 words explain your participation in the governance processes and service to your unit(s), college, UF or external constituencies. Describe briefly how your engagement has impacted the constituencies for which the service is performed **and contribute to inclusive excellence and opportunity.**





# Annual Faculty Evaluation

Ratings

Evaluations are based on 5 ratings





# Annual Faculty Evaluation

## Ratings

- ▶ **Exceptional**

Faculty whose performance is at a very high level and who consistently and substantially exceed expectations incumbent upon their rank and as reflected in their annual goals and assignment, or who demonstrate unusual success in carrying out these responsibilities, will receive a letter of evaluation that contains a statement rating the performance as **exceptional**.

Any rating of Exceptional must be reviewed and approved by the Dean and Associate Deans prior to providing the faculty member with their proposed written evaluation.



# Annual Faculty Evaluation

## Ratings

### ▶ **Excellent**

Faculty who meet and frequently exceed expectations incumbent upon their rank and as reflected in their annual goals and assignment will receive a letter of evaluation that contains a statement rating the performance as **excellent**.



# Annual Faculty Evaluation

## Ratings

### ▶ **Successful**

Faculty who consistently meet expectations incumbent upon their rank and as reflected in their annual goals and assignment will receive a letter of evaluation that contains a statement rating the performance as **successful**.



# Annual Faculty Evaluation

## Ratings

### ▶ **Difference between Successful and Excellent - Considerations**

- Meeting goals
- Sustaining existing or developing new services
- Effectiveness and impact
- Communication, collaboration and working relations



# Annual Faculty Evaluation

## Ratings

### ► **Needs Improvement**

Faculty who do not consistently meet expectations incumbent upon their rank and as reflected in their annual goals and assignment, will receive a letter of evaluation that contains a statement rating the performance as *needing improvement*.

Contact Libraries' HR Office if overall is 'Needs Improvement'



# Annual Faculty Evaluation

## Ratings

### ► **Unsatisfactory**

Faculty who frequently fail to meet all or a significant portion of the performance expectations incumbent upon their rank and as reflected in their annual goals and assignments will receive a letter of evaluation that contains a statement rating the performance as *unsatisfactory*. *Performance at this level warrants corrective actions.*

Contact Libraries' HR Office if any Criteria is unsatisfactory



# Annual Faculty Evaluation

## Ratings

The annual evaluation should include a statement at the end of **each "criterion entry"** that describes the overall performance of that criterion.



# Annual Faculty Evaluation

## Ratings

A summary statement of the overall performance **with an overall rating** and a statement of the faculty's progress towards tenure and/or promotion should conclude the annual letter of evaluation.







# Annual Faculty Evaluation


Review Period

- ▶ 12 month faculty
  - ▶ May 15 – May 14
- ▶ 9 month faculty
  - ▶ August 15 – May 14



# Annual Faculty Evaluation

## Documents

1. Updated Curriculum Vitae
  2. Annual activity report (outlines what was done)
  3. Progress on goals for last year
  4. Annual assignment (updated if necessary)
- 



# Annual Faculty Evaluation

## Documents

5. Goals for coming year
6. Letter of evaluation from supervisor
7. Annual evaluation coversheet – with 2<sup>nd</sup> level supervisor signature
8. Response by faculty (if submitted)

Signatures on coversheet are submitted on FINAL submission



# Annual Faculty Evaluation

Documents

**Keep a full copy!**

Electronic or Paper

It's helpful to refer to throughout the year and you will need it for tenure & promotion

# Annual Faculty Evaluation

## Timeline

Faculty submits Evaluation materials to supervisor	Other evaluative reviews (if any) obtained	Supervisor submits draft letter of evaluation for review by 2nd level supervisor	Supervisor provides Employee with proposed written Evaluation	Supervisor and employee meet to discuss Evaluation	Employee may submit a written response to any material used in the evaluation process	Complete Evaluation packet due to Library HR
By 3/30 *	By 4/15*	By 5/1	By 5/15	By 5/31		By 6/30

\* Required by Collective Bargaining Agreement





# Preparation of Materials







# Annual Faculty Evaluation

## Considerations:

- ▶ Support of mentor in preparing documents for evaluation and goal setting.
- ▶ Mid-career review will provide feedback relevant to performance objectives and goals

# Annual Faculty Evaluation

Looking back





# Annual Faculty Evaluation

Looking back

***Annual activity report***

**based on previous annual assignment**

- ▶ what have you accomplished?
- ▶ how have you done it?
- ▶ what was the impact?



# Annual Faculty Evaluation

Looking back

## *Progress on goals*

**based on goals written last year**

- what have you accomplished?
- how have you done it?
- what was the impact?
- what was not accomplished & why?

# Annual Faculty Evaluation

## Looking forward

The Annual Assignment





# Annual Faculty Evaluation

Looking forward

## *Update Annual Assignment*

The annual assignment outlines the duties and responsibilities of the position and provides a basis for planning and projecting activities for the coming year.

**It should clearly and comprehensively detail the duties and responsibilities in all three criteria.**



# Annual Faculty Evaluation

## Looking forward Annual Assignment

- 1. Job responsibilities** – can be by category (Collections; Initiatives; Supervision) – What is expected of you?
  - ▶ **Should reflect rank and level of responsibility** (role as an expert; supervises 4 faculty; participates in management decisions for the unit, department, library)



# Annual Faculty Evaluation

Looking forward Annual Assignment

- 2. *Scholarship*** – includes presentations, publications, grants, creative works

*Normally a general statement about responsibilities in this area*





# Annual Faculty Evaluation

## Looking forward Annual Assignment

- 3. Service** – can be by category (libraries; university; state; international; profession)

*Normally a general statement about responsibilities in this area*

# Annual Faculty Evaluation

## Looking forward

Setting Goals



review of last year is important  
but  
well written GOALS help predict future success

# GOALS

'a goal without a plan is just a wish'



# Annual Faculty Evaluation

## Goal Setting

### Performance Goals must be:

<b>S</b>	<b>Specific and Strategic</b> Outline exactly what you hope to accomplish and why it is important. Tie it to the Libraries Strategic Directions
<b>M</b>	<b>Measurable</b> There must be some way of measuring and verifying whether the objective has been achieved and to what level.
<b>A</b>	<b>Attainable</b> Not so lofty that you can't achieve them and not so simple that you won't be challenged.
<b>R</b>	<b>Relevant</b> The objectives must be relevant to the faculty rank, priorities and workload of the specific department and the Libraries
<b>T</b>	<b>Timely</b> Need to have clear time frames attached to them.

# Annual Faculty Evaluation

Looking forward – setting goals

Your goals should always include the WHY  
– what's the inspiration, what's the  
significance, what's the impact you  
want to make

# Annual Faculty Evaluation

Looking forward – setting goals

## **Goal**

- **Create greater collaboration** with the College of Dentistry faculty by working with two of their faculty to design an online library instruction module by July

# Annual Faculty Evaluation

Looking forward – setting goals

## *Goal*

- To **better serve the needs of UF's international students** work with the International Center to develop an outreach plan and create an annual schedule of library events.
- Schedule initial meeting by May 2022 and have a fully implemented plan by August 2022.







# Supervisor

Writing letter of evaluation



# Annual Faculty Evaluation

## Supervisor Role

Things to consider:

- ▶ Departmental/Unit priorities
- ▶ Libraries Strategic Directions
- ▶ The letter is important now but also in the future – for tenure and/or promotion



# Annual Faculty Evaluation

## Supervisor Role

### Writing letter of evaluation

- ▶ Review documents provided by faculty
- ▶ Last year's letter
- ▶ Discuss any concerns, clarifications or questions prior to writing letter



# Annual Faculty Evaluation

Supervisor Role

Writing letter of evaluation

- Review CDH section on performance evaluations
- Review the 5 tier evaluation ratings



# Annual Faculty Evaluation

## Supervisor Role

### Writing letter of evaluation

- ▶ Consider any input from other individuals received throughout the year
- ▶ Other evaluative reviews (if any) obtained by 4/15
- ▶ Have 2<sup>nd</sup> level supervisor review draft PRIOR to sharing with faculty



# Annual Faculty Evaluation

## Supervisor Role

### Writing letter of evaluation

- Date the letter
- Sign the letter
- Sign the cover sheet
- Have 2<sup>nd</sup> level supervisor sign cover sheet
- Attach all faculty documents
- Keep a copy!
- Provide the faculty member with full and signed copy
- Submit to Libraries HR Office electronically



# Annual Faculty Evaluation

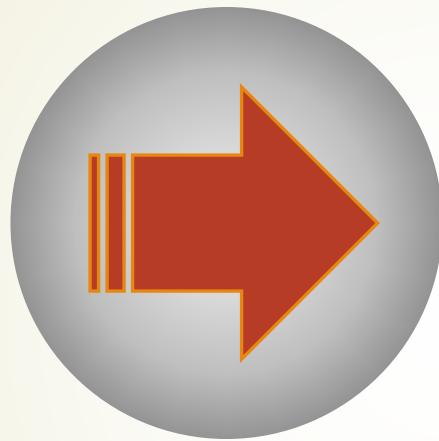
## Supervisor Role

- ▶ Solicit feedback on mentoring relationship (if either mentor or mentee)
- 



**Have we missed anything?**





**What is your 'take away'?**



# Thank you

Bonnie J. Smith