

Annual Faculty Evaluation

May 15, 2023 – May 14, 2024

Ben Walker

Associate Dean, Faculty Affairs;

Access & Technical Services

Hello



**NAME/WHERE
YOU WORK**



**HOW LONG
YOU'VE WORKED
IN THE
LIBRARIES**



**WHAT YOU'RE
MOST WORRIED
ABOUT RIGHT
NOW**

**Importance
of the
process**

**UF &
Libraries
Process**

**Preparation
of materials**

**Supervisor
role**

Agenda

Importance of the process

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

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

Criterion I:

Professional Responsibility & Working Relationships

- **Mastery of job responsibilities**
- **Effectiveness at fulfilling responsibilities**
- **Commitment to University, Libraries, research librarianship**
- **Development of good working relationships**

Annual Faculty Evaluation Criteria

Criterion II:

Research, Scholarship and Creative Activity

- **Scholarly Achievement:
publications, presentations, etc.**
- **Creative Activities**
- **Research Funding**

Annual Faculty Evaluation Criteria

Criterion III:

Service

- **To the Libraries**
- **The University**
- **The State**
- **The Profession**

Annual Faculty Evaluation

Five Ratings

- **Exceptional**

- Performance at a very high level
- Consistently and substantially exceeds expectations
- Based on rank, annual goals and assignment
- Demonstrated unusual success in performing responsibilities
- Must be approved by the Dean and Associate Deans before sharing the evaluation

Annual Faculty Evaluation

Five Ratings

- **Excellent**

- Meet and frequently exceed expectations
- Based on rank, annual goals and assignment

- **Successful**

- Consistently meet expectations
- Based on rank, annual goals and assignment

- **Needs Improvement**

- Does not consistently meet expectations
- Based on rank, annual goals and assignment
- Supervisors must contact Libraries' HR Office if overall is 'Needs Improvement'

Annual Faculty Evaluation

Five Ratings

- **Unsatisfactory**

- Frequently fail to meet all or a significant portion of the expectations
- Based on rank, annual goals and assignments
- Supervisors must contact Libraries' HR Office if any criteria is unsatisfactory

Annual Faculty Evaluation

Five Ratings

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

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

Signatures on coversheet are submitted on FINAL submission

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 4/15 *	By 5/15*	By 7/1	By 7/15*	By 7/30	By 8/31*	By 8/31
* Required by Collective Bargaining Agreement						

Annual Faculty Evaluation

SMART GOALS

Performance Goals must be:

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

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 2023.

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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 2023 and have a fully implemented plan by August 2023.

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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
- Review Bylaws and Guidelines 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 5/15
- Have 2nd level supervisor review draft PRIOR to sharing with faculty
- Solicit feedback on mentoring relationship (if either mentor or mentee)
- Ready to share with faculty member

Thank you!

Questions?

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