

UF/IFAS Faculty Evaluation Form

Faculty Member: _____

Department/Center: _____

Position Title: _____

Years in Present Rank: _____

Evaluation Period: _____

Years in IFAS: _____

Current Rank: _____

Date Prepared: _____

	Appointment (%)	
	Budget	Effort
Teaching		
Research		
Extension		
Administration		

The performance level of the faculty member in each performance area and overall should be indicated in the appropriate boxes.

1 = Unacceptable; 2 = Improvement Required; 3 = Standard Professional Performance; 4 = Commendable; 5 = Exemplary.

Not all performance areas have equal weight in overall evaluation. Note: Ratings of 2 or below are less than satisfactory. Therefore, overall evaluation ratings of 2 or below in any one of the performance areas for ≥ 2 years within any given 6-year period will precipitate consultation between the supervisor and IFAS Human Resources.

Performance Areas	Comments
Attendant Responsibilities	Evaluation (1-5) _____
<ul style="list-style-type: none"> Contributes in constructive manner to unit's mission and goals Works cooperatively and harmoniously with colleagues, administrators & stakeholders Demonstrates professional conduct in assignments, duties, and responsibilities Complies with governing rules of UF/IFAS Participates in Unit/IFAS/UF governance Participates in professional societies Conducts interdisciplinary programming 	
Teaching/Academic Programs	Evaluation (1-5) _____
<ul style="list-style-type: none"> Supports achievement of unit and college goals for graduate and undergraduate academic programs. Develops innovative and effective instructional materials to support teaching. Pursues excellence in teaching and is effective as a teacher based on student and peer evaluations Mentors graduate students effectively Contributes to the scholarship of teaching through appropriate publications and presentations Participates in professional development. 	
Experiment Station Research	Evaluation (1-5) _____
<ul style="list-style-type: none"> Pursues disciplinary and interdisciplinary research of scientific importance that is relevant to IFAS/FAES and clientele Publishes in high-impact refereed journals as appropriate to the profession Seeks and procures external funds in support of research Maintains a current, active CRIS project. Participates in undergraduate, graduate, and post-doctoral research projects Receives university, national and international recognition Produces other creative output (e.g., licenses, patents, books) 	

Performance Areas	Comments				
Cooperative Extension	Evaluation (1-5) _____				
<ul style="list-style-type: none"> • Develops extension program relevant to mission of IFAS/FCES and needs of county faculty and/or clientele; and recognized at state and/or national level • Proactively participates in extension priorities and initiative teams • Establishes measureable goals for and documents impacts of extension programs • Documents scholarship and application of extension programs by publishing in appropriate venues and reporting impacts • Seeks and procures external funds to support and advance extension programs • Participates in development of and collaborates with county faculty 					
Overall Evaluation	Overall Rating (1-5) _____				
<p>The overall evaluation reflects the assigned duties and effort in teaching/instructional activities, Experiment Station Research, Cooperative Extension, UF/IFAS governance, and attendant responsibilities expected of and pertinent to employment as a UF/IFAS faculty member. This assessment will be reflected, to the extent possible, in salary decisions and other personnel matters (such as awards, tenure, promotion).</p>					
Progress Toward Tenure/Promotion					
■ Progress toward Promotion	Satisfactory	Needs Improvement	Unsatisfactory	N/A	
■ Progress toward Tenure	Satisfactory	Needs Improvement	Unsatisfactory	N/A	
■ Progress in Performance Plan (if appropriate)	Satisfactory	Needs Improvement	Unsatisfactory	N/A	

This Faculty Evaluation Form has been examined with the employee. Any comments by the faculty member should be addressed in a separate response letter to the evaluator(s) within fifteen (15) calendar days of receipt. Such a response letter becomes part of this evaluation record. The faculty member's signature below does not imply agreement.

Evaluator's Name (print) _____ Evaluator's Signature _____ Date _____

Evaluator's Name (print) _____ Evaluator's Signature _____ Date _____

Employee's Name (print) _____ Employee's Signature _____ Date _____

The evaluator(s) may choose to attach a letter in addition to the comments above.

Letter attached: YES NO

Faculty response letter to follow? YES NO

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Additional Considerations within each Performance Area

Section I. Attendant Responsibilities: In addition to the specific assigned duties and responsibilities of a faculty member, the established policy of the University continues to be that the faculty member must fulfill his/her responsibility to the welfare of the University, to society, and to his/her profession by manifesting academic competence, scholarly discretion and good citizenship. These expectations and those pertinent to employment with UF/IFAS and its mission shall be considered in the evaluation process as they affect the total evaluation of duties and responsibilities of a UF/IFAS faculty member. All items are applicable to each faculty member.

- a. Meets established UF/IFAS and/or unit deadlines.
- b. Actively and constructively participates in UF/IFAS activities such as department/center committees, search and screen committees, faculty advisory committees, etc.
- c. Routinely identifies his/her program as being a UF/IFAS program through the use of the UF/IFAS word mark on written, electronic, and visual communication mediums.

Section II. Teaching/Academic Programs

- a. Actively participates in graduate student education, postdoctoral education, supervision of undergraduate honors theses and/or undergraduate research projects.
- b. Course materials are up-to-date.
- c. Participates in out-of-class educational (co-curricular/extra-curricular) activities.
- d. Participates in interdisciplinary programs and international programs.
- e. Seeks outside funding to support the academic programs (Challenge Grants, Scholarships/Fellowships, Academic Programs Mini-grants, etc.).
- f. Actively and constructively participates in university, IFAS, school, center, and/or departmental committees pertaining to academic programs such as curriculum and student admissions.

Section III. Experiment Station Research

- a. Is invited to address major peer and/or industry groups.
- b. Cooperates with other scientists and/or extension faculty as part of teams to address important issues of science and society.
- d. Manages personnel and budgets effectively, including use of UF/IFAS standard policies and procedures.
- e. Regularly documents results of original research to a broader audience in addition to refereed journals (i.e., grower publications, trade publications).
- f. Regularly participates in, or leads interstate or regional research projects.
- g. Participates in disciplinary and professional activities and/or societies.

Section IV. Cooperative Extension (Florida Cooperative Extension Service)

- a. Involved in planning (needs assessment and setting measurable objectives), implementation (marketing and delivery), and evaluation of programs.
- b. Appropriate publishing venues include EDIS, trade journals, Journal of Extension, videos, and curricula. Program impacts include practice adoption and social, environmental, and/or economic condition change.
- c. Participation and collaboration with county faculty in the design and delivery of extension programs includes applied research and grant writing.
- d. Is current with the latest research and technology for transfer to extension programs.
- e. Participates in or leads intrastate or interstate extension programs.
- f. Participates in extension professional activities.

Additional Resources and Policy Information

UF Faculty Handbook: <http://handbook.aa.ufl.edu/home.aspx>

IFAS Program Development and Evaluation Center: <http://pdec.ifas.ufl.edu/>

IFAS Office of Human Resources: <http://personnel.ifas.ufl.edu/>