

June 26, 2014

MEMORANDUM

TO: College of Medicine Department Chairs & Department Administrators

FROM: P. Jan Eller  
Associate Dean for Administrative Affairs

SUBJECT: Annual Faculty Evaluations

The following guidelines are to be used for completing the College of Medicine's annual faculty evaluations for Academic Year (AY) 2013-2014.

**COMPREHENSIVE NARRATIVE EVALUATION**

The comprehensive narrative evaluation provides an opportunity to assess the progress of a faculty member's performance during the past year, to identify specific accomplishments in each mission area of assigned effort, to delineate goals and objectives for the future, and to address areas that need improvement. The comprehensive narrative evaluation also establishes a continuous written record of expectations and performance that will encourage professional growth and provide support for promotion, tenure, and other recognition. The comprehensive narrative evaluation component is the chair's assessment of the faculty member that is included in tenure and promotion packets. Comments and evaluations regarding **revenue producing activities should not be presented** in the comprehensive narrative evaluation, but will be reported in the separately-filed compensation plan assessment. This year's annual evaluation covers the period July 1, 2013 through June 30, 2014, and **must be completed no later than August 15, 2014.**

Because the evaluation is narrative in format, the evaluator writes an appraisal of the faculty member's relevant activities associated with each mission area for which the faculty member had an assignment during AY 2013-2014 - patient care, teaching, research, administration and service, and, when appropriate, activities with the Veterans Health Administration.

Evaluative comments are required for each mission area being evaluated. **Numerical ratings should not be assigned to the individual mission areas or as an overall evaluation rating.** Instead, an overall evaluation rating should be stated in the letter of evaluation using one of the following categories that best describes the faculty member's overall performance during AY 2013-2014: outstanding performance, exceeds performance standard, achieves performance standard, below performance standard or unsatisfactory performance. The overall rating should be consistent with the evaluative

comments referenced in the narrative. An example of a statement that reflects the faculty member's overall rating is, "Your overall rating during this evaluation period exceeds performance standards."

The following chart should be inserted or attached to the comprehensive narrative evaluation to document the percent of effort assigned for each mission for the new Academic Year 2014-2015.

Mission		% of Assigned Effort 2014-2015
Non-Clinical Teaching	( ___ %)	
Clinical Teaching	( ___ %)	
<b>Total Teaching</b>		
<b>Research 1</b>		
<b>Research 2</b>		
<b>Administration and Service</b>		
<b>Patient Care</b>		
<b>Veterans Health Administration</b>		
VA Mission	% of Assigned Effort	
Teaching		
Research		
Administration and Service		
Patient Care		
Total VA		
<b>Total</b>		

A faculty member's assignment percentage must total 100% regardless of the faculty member's total FTE. Administrative positions within an educational role (e.g., course director, residency director, etc.) should be assigned within the relevant teaching mission. Likewise, an administrative position that relates to clinical activity (e.g., medical clinic director, clinical program director, etc.) should be assigned under

patient care. Administration and service mission assignments generally will be a small proportion of the total assigned effort and consistent with UF effort reporting category definitions, which are available at: <http://hr.ufl.edu/wp-content/uploads/instructionguides/EffortReportingActivityCategories.pdf>. Should a faculty member not have an assignment with the Veterans Health Administration (VA), that section of the assignment chart should be removed. If a faculty member's assignment changes during the year because of new or altered assignments, such changes must be reported via a revised on-line faculty assignment report and reported to the College of Medicine's Financial Services Division.

The teaching mission is divided into non-clinical teaching and clinical teaching. These two categories combined represent the total teaching assignment. Clinical teaching is defined as faculty time with residents, medical students and other learners in a clinical setting that results in patient billing. Non-clinical teaching is defined as teaching in which no patient care is provided such as lectures, courses, small group meeting, etc.

The patient care mission represents the percentage of working time allotted to clinical patient care. It does not equate to the percentage of salary generated by patient care revenue, which is utilized when determining a faculty member's compensation plan assessment.

Because base pay adjustments for research assignments as referenced in the College of Medicine's faculty compensation plan are based on "Research 1" and "Research 2" assignments, it is necessary that departments assign and track these two types of research assignments during fiscal year 2014-2015.

Research 1 assignments are for assignments where there is the expectation that the research activities performed are competitive for extramural funding, that there is an expectation that extramural funds will be applied for, and that ultimately extramural funds will be secured to support, wholly or in part, the research assignment. Research 2 assignments are for research assignments where there is no expectation that the activities performed under the assignment will be competitive for extramural funding and there is no expectation that applications for extramural funding will result from a Research 2 assignment.

Research 1 assignments are eligible for research incentive payments and negative salary adjustments as a function of levels of research salary recovery. Research 2 assignments are not eligible for research incentives or negative salary adjustments as a function of research salary recovery. An individual faculty member can only be assigned in one research area, either Research 1 or Research 2. An individual's assignment cannot be split between Research 1 and Research 2.

### **Required Statements**

The comprehensive narrative evaluation should include the following statements:

The faculty member's UF ID# must be included on the evaluation following his/her name at the beginning of the letter.

The following introductory sentence should be used for all faculty members: “Pursuant to University of Florida Regulation UF-7.010, this letter serves to evaluate your performance as (faculty title) for the period July 1, 2013 through June 30, 2014.”

“As a College of Medicine faculty member, you are expected to support efforts to improve the diversity of faculty, students, residents, and staff in the (department name) and the College of Medicine. You also are expected to participate and be supportive of the shared governance initiatives endorsed by the College of Medicine.”

“As a College of Medicine employee, you are required to annually complete the necessary privacy and compliance training programs.”

“As a University of Florida faculty member, you have an obligation to disclose all outside activities and/or financial interests using Form OAA-GA-L-267 Rev. 08/12 available at: [http://www.generalcounsel.ufl.edu/downloads/coi\\_appendices/AppendixB2.pdf](http://www.generalcounsel.ufl.edu/downloads/coi_appendices/AppendixB2.pdf) . You must obtain approval from the chair of your department, as well as from other appropriate college/university representatives before you engage in outside activities or acquire outside financial interests.”

“My signature below acknowledges that I have properly reported all outside activities and/or financial interests and obtained all necessary approvals, or that I have no outside activities and/or financial interests to report during the applicable reporting period.”

My signature below acknowledges that I received copies of the revised College of Medicine faculty compensation plan dated June 19, 2014.

For clinical faculty members: “As a clinical faculty member, you are expected to actively assist the (department name) and the College of Medicine in achieving established quality of care and patient safety goals, especially those included in the University HealthSystem Consortium (UHC) Quality and Accountability Performance score, the Physician Quality Reporting Initiative(PQRI) of the Centers for Medicare and Medicaid Services (CMS), quality and safety initiatives advocated by your professional and specialty societies, and actively participate in UF Health’s new hospitality and service initiative.”

**Acknowledged Receipt of Letter of Evaluation**

A faculty member should acknowledge receipt of the comprehensive narrative evaluation, which attests that he/she had an opportunity to discuss the evaluation and understands his/her assignment for Academic Year 2014-2015. A faculty member may add or attach comments to the evaluation before it is placed in his/her personnel file. If a department representative other than the department chair completes the comprehensive narrative evaluation, the department chair should co-sign the evaluation. When applicable, a copy of a faculty member's completed annual mentoring program assessment form should be submitted with the annual evaluation. The mentoring form is available at: <http://facultyaffairs.med.ufl.edu/faculty-resources/mentoring/>.

