

UF/IFAS Faculty Evaluation Form

Evaluation Year:	
Name:	Academic Rank:
UF ID#:	Years in Current Rank:
Dept/Center:	Position Title:

	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 UF/IFAS Human Resources.

Performance Areas	Comments
Attendant Responsibilities <ul style="list-style-type: none"> Contributes in constructive manner to unit's mission and goals. Works cooperatively and harmoniously with colleagues, administrators & stakeholders. Supports, promotes, and contributes to community-building initiatives in the unit, UF/IFAS and university. 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 innovative interdisciplinary programming. 	Evaluation (1-5) _____
Teaching/Academic Programs <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. 	Evaluation (1-5) _____

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 (and open access journals) as appropriate to the discipline. • Seeks and procures external funds in support of research. • Maintains a current, active CRIS project. • Mentors and participates in research projects of undergraduate and graduate students, and post-doctoral associates, including those traditionally underrepresented in research. • Receives university, national and international recognition. • Produces other creative output (e.g., licenses, patents, books). 	
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 that is recognized at state and/or national level; makes efforts to ensure underrepresented groups are included in extension programming. • Proactively participates in extension priorities and initiative teams. • Establishes measurable 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 Additional Comments	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>	

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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. All faculty are expected to contribute to a climate that is welcoming and supports everyone's success. 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](#)

[UF/IFAS Program Development and Evaluation Center](#)

[UF/IFAS Office of Human Resources](#)