

Name: \_\_\_\_\_  
 Dept./Center \_\_\_\_\_  
 Years in UF/IFAS: \_\_\_\_\_  
 Names(s) of Evaluator(s): \_\_\_\_\_  
 \_\_\_\_\_

Rank: \_\_\_\_\_  
 Yr. of Evaluation: \_\_\_\_\_  
 Total Yrs. In Present Rank: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Date: \_\_\_\_\_

Note: Ratings of 2 or below are less than satisfactory. Therefore, ratings of 2 or below in any one of the teaching, research, or extension categories for two or more years within any given 6-year period will precipitate a Sustained Performance review.

## 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.

**Numerical Assessment (1 – 5)**  
 (1 = unacceptable ... 5 = exemplary)

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- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1. Contributes in a constructive and positive manner to department/center/unit's mission and goals.   | _____                    |                          |
| 2. Works cooperatively and harmoniously with colleagues and administrators and stakeholders.  | _____                    |                          |
| 3. Demonstrates professional conduct in teaching, Experiment Station Research, or Cooperative Extension assignments and attendant duties and responsibilities.          | _____                    |                          |
|   | (Check One)              |                          |
|   | YES                      | NO                       |
| 4. Complies with the governing rules of UF/IFAS.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. As appointment or position dictates, the faculty member works cooperatively and effectively with stakeholders.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Meets established UF/IFAS and/or unit deadlines.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Represents UF/IFAS in a professional manner in all interactions with clientele.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Actively and constructively participates in UF/IFAS activities such as department/center committees, search and screen committees, faculty advisory committees, etc. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. 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.   | <input type="checkbox"/> | <input type="checkbox"/> |

Name: \_\_\_\_\_

**Annual Assessment of Attendant Responsibilities** (Check one)

|                          |                          |                                      |                          |                          |
|--------------------------|--------------------------|--------------------------------------|--------------------------|--------------------------|
| Unacceptable             | Improvement<br>Required  | Standard<br>Professional Performance | Commendable              | Exemplary                |
| (1)                      | (2)                      | (3)                                  | (4)                      | (5)                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>             | <input type="checkbox"/> | <input type="checkbox"/> |

**Section II. Duties, Responsibilities and Performance**

|                                    |         |
|------------------------------------|---------|
| <b>Teaching/Academic Programs</b>  | _____ % |
| <b>Experiment Station Research</b> | _____ % |
| <b>Cooperative Extension</b>       | _____ % |

University governance responsibilities are considered to be part of all three functions. For example, 100% Research appointment would still mean that the faculty member has governance duties.

**Teaching/Academic Programs**

**Numerical Assessment (1 – 5)**  
(1 = unacceptable ... 5 = exemplary)

- |   |       |
|---|-------|
| 1. Assists in meeting the needs of undergraduate and graduate programs.   | _____ |
| 2. Develops course instructional materials including software, video, multi-media and/or distance education materials to support teaching.                          | _____ |
| 3. Pursues excellence in teaching and is effective as a teacher as indicated by student evaluations, peer evaluations, and other indicators of performance.         | _____ |
| 4. Actively participates in graduate student education, post-doctoral education, supervision of undergraduate honors theses and/or undergraduate research projects. | _____ |

- |   |                          |                          |
|---|--------------------------|--------------------------|
|   | (Check One)              |                          |
|   | YES                      | NO                       |
| 5. Participates in achieving goals of undergraduate and graduate academic programs.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Course materials are up-to-date.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Participates in self-improvement programs.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Participates in out-of-class educations (co-curricula/extra-curricula) activities. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Participates in interdisciplinary programs.  | <input type="checkbox"/> | <input type="checkbox"/> |

Name: \_\_\_\_\_

**Teaching/Academic Programs** (continued)

|  | (Check One)              |                          |
|--|--------------------------|--------------------------|
|  | YES                      | NO                       |
| 10. Participates in international programs.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Involved with curriculum development activities at undergraduate/graduate levels.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Is effective as an academic advisor, graduate coordinator, undergraduate coordinator, placement coordinator, or recruitment coordinator.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Seeks outside funding to support the academic programs (Challenge Grants, Scholarships/Fellowships, Academic Programs Mini-grants, etc.).  | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Actively and constructively participates in university, IFAS, school, center, and/or departmental committees pertaining to academic programs such as curriculum and student admissions.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Publishes articles related to teaching, learning and mentoring.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Participates in discipline or professional activities and/or societies.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. The faculty member actively participates in graduate education by chairing graduate committees, serving on graduate committees, supervising thesis and dissertation research, and publishing the results with their graduate students. | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Other: _____   | <input type="checkbox"/> | <input type="checkbox"/> |

**Annual Assessment of Teaching/Academic Programs** (Check one)

| Unacceptable<br>(1)      | Improvement<br>Required<br>(2) | Standard<br>Professional Performance<br>(3) | Commendable<br>(4)       | Exemplary<br>(5)         |
|--------------------------|--------------------------------|---|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/>       | <input type="checkbox"/>                    | <input type="checkbox"/> | <input type="checkbox"/> |

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Name: \_\_\_\_\_

**Experiment Station Research  
(Florida Agricultural Experiment Station)**

**Numerical Assessment (1 – 5)**  
(1 = unacceptable ... 5 = exemplary)

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- 1. Scientific importance of research and its relevance to mission of IFAS/FAES and needs of the clientele. \_\_\_\_\_
- 2. Documentation of results of research by publishing in appropriate refereed journals. \_\_\_\_\_
- 3. Effort and success in procuring external funds in support of research. \_\_\_\_\_
- 4. Participation in graduate student education, post-doctoral education, supervision of undergraduate thesis and/or undergraduate research projects. \_\_\_\_\_
- 5. Extent of national or international recognition as an expert in his/her field or research. (Receives international, national awards, is invited to address major peer and/or industry groups.) \_\_\_\_\_

(Check One)

YES  NO

- 6. Maintains a current, active FAES (CRIS) project.
- 7. Cooperates with other scientists and/or extension faculty as part of teams to address important issues of science and society.
- 8. Manages personnel and budgets effectively, including use of UF/IFAS standard policies and procedures.
- 9. Regularly documents results of original research to a broader audience in addition to refereed journals (i.e. grower publications, trade publications).
- 10. Regularly participates in, or leads interstate or regional research projects.
- 11. Participates in disciplinary and professional activities and/or societies.
- 12. The faculty member actively participates in graduate education by chairing graduate committees, serving on graduate committees, supervising thesis and dissertation research, and publishing the results with their graduate students.

Name: \_\_\_\_\_

**Experiment Station Research (continued)**  
**(Florida Agricultural Experiment Station)**

(Check One)  
**YES** **NO**

13. Other: \_\_\_\_\_

**Annual Assessment of Experiment Station Research (Check one)**

|                          |                          |                                      |                          |                          |
|--------------------------|--------------------------|--------------------------------------|--------------------------|--------------------------|
| Unacceptable             | Improvement<br>Required  | Standard<br>Professional Performance | Commendable              | Exemplary                |
| (1)                      | (2)                      | (3)                                  | (4)                      | (5)                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>             | <input type="checkbox"/> | <input type="checkbox"/> |

**Cooperative Extension (Florida Cooperative Extension Service)**

**Numerical Assessment (1 – 5)**  
 (1 = unacceptable ... 5 = exemplary)

1. Actively participates in appropriate Extension major program teams including planning (needs assessment and setting measurable objectives), implementation (marketing and delivery) and evaluation of programs.
2. Develops educational materials (print, electronic, video, etc.) to support the efforts of Extension programs, particularly EDIS publications.
3. Conducts in-service training, workshops, short courses, demonstrations, etc., to address clientele and county faculty needs.
4. Seeks funding sources to supplement/complement existing and new extension programs.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Check One)  
**YES** **NO**

5. Establishes measurable goals for and documents impact of assigned personal extension program.
6. Is current with the latest research and technologies within field of expertise.
7. Provides leadership for the development, implementation and evaluation of new initiatives with clientele and county faculty.
8. Responds in a timely manner to county and state faculty and other state clientele (phone, e-mail, material review, individualized instruction, or other appropriate mechanisms).

Name: \_\_\_\_\_

**Cooperative Extension Service (continued)**  
**(Florida Cooperative Extension Service)**

|  | YES                      | (Check One) | NO                       |
|--|--------------------------|-------------|--------------------------|
| 9. Communicates with research and academic program faculty to address issues faced by industry/clientele.  | <input type="checkbox"/> |             | <input type="checkbox"/> |
| 10. Participates in discipline and professional activities and/or societies.   | <input type="checkbox"/> |             | <input type="checkbox"/> |
| 11. The faculty member actively participates in graduate education by chairing graduate committees, serving on graduate committees, supervising thesis and dissertation research, and publishing the results with their graduate students. | <input type="checkbox"/> |             | <input type="checkbox"/> |
| 12. Other: _____   | <input type="checkbox"/> |             | <input type="checkbox"/> |

**Annual Assessment of Cooperative Extension Responsibilities (Check one)**

| Unacceptable<br>(1)      | Improvement<br>Required<br>(2) | Standard<br>Professional Performance<br>(3) | Commendable<br>(4)       | Exemplary<br>(5)         |
|--------------------------|--------------------------------|---|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/>       | <input type="checkbox"/>                    | <input type="checkbox"/> | <input type="checkbox"/> |

**Section III. Overall Annual Evaluation (Range 1 - 5)**

The overall evaluation reflects the assigned duties 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, promotions). For application of the IFAS Sustained Performance Policy, ratings of 2 or below are less than satisfactory.

| Unacceptable<br>(1)      | Improvement<br>Required<br>(2) | Standard<br>Professional Performance<br>(3) | Commendable<br>(4)       | Exemplary<br>(5)         |
|--------------------------|--------------------------------|---|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/>       | <input type="checkbox"/>                    | <input type="checkbox"/> | <input type="checkbox"/> |

**Section IV. Progress Toward Tenure and Promotion (if applicable)**

The faculty member is proceeding toward PROMOTION as noted below. Comments should be included in Section VI.

Satisfactory                       Unsatisfactory

The faculty member is proceeding toward TENURE as noted below. Comments should be included in Section VI.

Satisfactory                       Unsatisfactory

Name: \_\_\_\_\_

**Section V. Performance Plan** (if appropriate)

The faculty member's progress through their improvement plan is noted below. Comments should be included in Section VI.

Satisfactory

Unsatisfactory

**Section VI. Faculty Evaluation Summary Comments** - The evaluator(s) may choose to attach a letter

instead of these comments. Letter attached: YES  NO

**Section VII. Authorizing Signatures**

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date Discussed

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date Discussed

**Section VIII. Faculty Signature and Response**

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 does not imply agreement.

\_\_\_\_\_  
Faculty Member's Signature

\_\_\_\_\_  
Date

Faculty response letter to follow? YES  NO

**Please forward four (4) copies of all pages to:**

**IFAS Human Resources  
PO Box 110281  
Gainesville, FL 32611-0281**

Name: \_\_\_\_\_