

**College of Medicine
2017 Mid-Cycle Review for Mission Track Faculty
Candidate's Self-Assessment**

NAME: _____

DEPARTMENT: _____

Please insert the following items completed from YOUR online promotion and tenure packet (OPT) accessed from myUFL

[Main Menu>My Self Service>UF Faculty Promotion & Tenure>Promotion & Tenure Packet]

*** Please FIRST enter your publications directly into the OPT system >>myUFL>Main Menu>My Self Service>UF Faculty Promotion & Tenure>Faculty Activity>Publications**

Follow instructions to “add a Publication”. You may designate an editor to enter all publications from your updated CV if you choose. After completing the entry of all published works and accepted publications, return to the main Promotion & Tenure page and open “Packet Template with Activity,” save the entire document as a Word document, and then complete the other items listed here.

Note - The numbers for the items in this document are the same as the numbered elements for the UF promotion and tenure packet.

You may delete all instructions from this document after completing your self-assessment, to provide a “clean” report.

If an item does not apply to you, enter “N/A” by the item number and delete any formatting that may follow (e.g. funding tables for item 18. If you do not have any items within item numbers, enter “none” by the item, e.g. 17. Lectures, a. international – none.

Educational and Clinical Portfolios should be included as appropriate (see template(s) at <http://facultyaffairs.med.ufl.edu>, faculty resources)

2. BRIEF DESCRIPTION OF JOB DUTIES

Briefly describe your assigned duties and responsibilities.

3. AREAS OF SPECIALIZATION

Briefly describe your area(s) of specialization.

4. ASSIGNMENT (over past six years)

	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12
Research						
Teaching						
Patient Care						
Service						

5. EDUCATIONAL BACKGROUND (auto-populated)

6. EMPLOYMENT

List your employment history, with UF employment appearing first. Please show employer,

ranks and administrative positions you held at each place of employment, effective dates of each title and whether or not the position was tenured, tenure-accruing, or non-tenure-accruing if employment was with an institution of higher education.

Institution	Position/rank	Dates

ITEMS #7-8 may be omitted.

9. TEACHING, ADVISING, AND INSTRUCTIONAL ACCOMPLISHMENTS

Briefly describe (in no more than 750 words) your teaching, advising, professional responsibilities (Librarians), and/or instructional accomplishments, including, as appropriate, curriculum and course development, service as a graduate or undergraduate coordinator, supervised research through credit courses, and the development of new courses, CD ROMs, educational software and multimedia materials. Include your role as a mentor/advisor for students and trainees with resulting publications and presentations.

Undergraduate instructional activities may include supervision of honors thesis and research projects.

Syllabi, course examinations and other materials used in classroom instruction should be made available at all levels for review as needed or requested. Do not include them in the packet (except for those cases covered in Section 11).

10. TEACHING EVALUATIONS

A. All of your UF teaching evaluations for the past 10 years will auto-populate in this section. In the box provided for each course, you must indicate whether or not the course was team-taught (and the percentage for which you were responsible) and whether the course was required.

Insert New Innovations evaluations for residents and fellows (which will not be auto-populated)

B. Peer teaching assessments (see suggested template at <http://facultyaffairs.med.ufl.edu>).

11. EDUCATIONAL PORTFOLIO (see suggested template at <http://facultyaffairs.med.ufl.edu>). Must be included if you have a significant teaching assignment.

12. GRADUATE COMMITTEE ACTIVITIES (include if any activities: delete if blank)
This section will auto-populate from Graduate Information Management System (GIMS) information; it is the candidate's responsibility to check for accuracy. If you find a discrepancy, contact the Graduate School at graddata@ufl.edu.

13. CONTRIBUTION TO DISCIPLINE/RESEARCH NARRATIVE

Briefly (in no more than 750 words) explain your research/creative contribution to your discipline.

14. CREATIVE WORKS OR ACTIVITIES (include only if pertinent – rarely the case for the College of Medicine). Do not duplicate teaching or clinical innovations.

15. PATENTS AND COPYRIGHTS (include only if pertinent)

Include date(s) with each item and give an indication of the significance of its (their) contribution to the profession/discipline

16. PUBLICATIONS – use the online entry for correct formatting.

17. LECTURES, SPEECHES, POSTERS, PRESENTED AT PROFESSIONAL CONFERENCES

List all presentations, and indicate if the presentation was invited. Use the online entry for correct formatting. Insert each into the appropriate category. In determining which sub-category to use, consider the **target audience**, location of the presentation, type of conference, etc. The location alone does not determine the designation; e.g. an international conference may be held in Orlando, FL and would be correctly classified as “international”, not “state”. Lectures, speeches, or posters presented by postdoctoral associates, graduate students, or others under your supervision should be summarized or discussed in Section 9.

- a. International
- b. National
- c. Regional
- d. State
- e. Local
- f. Other

18. CONTRACTS AND GRANTS

Use the format as specified (obtain this information from the division or department grants administrator if necessary):

a. Funded–

1. Provide a listing of each funded grant, including the title and effective dates of the contract/grant, whether it was internally or externally funded, the amount of the award, the percentage assigned to you, the name of the external funding agency, and your role, i.e., P.I., co-P.I. (including percentage responsibility), Senior Personnel, Investigator or Sponsor. **No other roles should be included in this list.** If applicable, the list should include funding received while employed by another institution.

List of Funding <Year> to <Year>

Role	Agency	Grant Title	Dates	Total Award	Candidate Allocation (Amount)	Int/ Ext
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2. Provide an overall Summary, by Role, of the information from the list in a.1. above:

Summary of Grant Funding, <Year> - <Year>

		Total Award		Candidate Allocation		
ROLE	TOTAL	Direct Costs	Indirect Costs	TOTAL	Direct Costs	Indirect Costs
Principal Investigator						
Co-Principal Investigator						
Investigator						
Sponsor of Junior Faculty						
Total						

3. A short narrative explanation of grant funding may be included.

c. Submitted – Pending Decision – Provide a list that includes the date of submission and other relevant information as in 18.a, including if a resubmission.

d. Submitted - But Not Funded – Provide a list that includes the date of submission, amount of proposal, name of agency, proposed role of nominee. Indicate any resubmissions.

19. UNIVERSITY GOVERNANCE AND SERVICE

This area should include information regarding the nominee’s service to the university such as membership on university, college, and department/center committees. **Put “None” under all subheadings where you have nothing to report.**

a. University

b. College

c. Department/Center

Item 20 is not needed for this document.

21. EDITOR OF SCHOLARLY JOURNALS, SERVICE ON EDITORIAL ADVISORY BOARDS, REVIEWER FOR SCHOLARLY JOURNALS

Indicate whether you were an editor, served on an editorial advisory board, or were a reviewer; the name of the journal or publication, the date(s) of service; and the approximate amount of reviewing/editing you did. **Put “None” in every category and subcategory for which you have no entries.**

- a. Editor
- b. Editorial Advisory Boards
- c. Reviewer for Scholarly Journals
- d. Book Manuscripts Reviewed

22. INTERNATIONAL ACTIVITIES

Briefly describe teaching, research, and service activities in light of their significance for your scholarly career.

Item 23 not needed for this document.

24. CLINICAL PORTFOLIO (see suggested template at <http://facultyaffairs.med.ufl.edu>). **Must be included if you have a clinical/patient care assignment.**

Item 25 is not needed for this document.

26. MEMBERSHIP AND ACTIVITIES IN THE PROFESSION

Use this area to communicate your contributions to your profession including memberships in professional societies and organizations. When listing memberships, be sure to include committee memberships and offices held. Examples of independent professional contributions would include giving testimony to a congressional committee or serving as a reviewer for grants. All listings must indicate dates of service.

A. MEMBERSHIPS

- a. International
- b. National
- c. Regional
- d. State
- e. Local
- f. Other

B. ACTIVITIES IN THE PROFESSION

- a. International
- b. National
- c. Regional
- d. State
- e. Local
- f. Other

27. HONORS

List those honors, awards and prizes received as part of your professional career.

You may use the online entry for correct formatting.

- a. International
- b. National
- c. Regional
- d. State
- e. Local
- f. Other

Items 28-32 are not needed for this document.

33. Include any other information you wish to be considered, including publications submitted (indicate submitted or not-accepted, do not list articles “in preparation”):

SUMMARY - SELF-ASSESSMENT. Provide a statement outlining the strengths and weaknesses of your portfolio and your plans for the coming year(s). Indicate when you are considering entering the tenure/promotion cycle.

Faculty Member Signature

Date