Annual Faculty Evaluation Format
Including Faculty Development & Productivity Planning
Refer to Frequently Asked Questions: Faculty Development and Evaluation.

UTHSCSA SOM Department (Center/Institute): _____________________

For Fiscal Year: September 1, 20________ through August 31, 20________

I. FACULTY INFORMATION
Faculty member name:

Faculty Title/Rank:

Track: NTT Tenure Track since: (date) Has Tenure since: (date)

Division, Center or Institute affiliation:

Primary Supervisor:

II. MENTORING: Document and evaluate using unit-specific process, or combine with Annual Evaluation process to serve both purposes.

As FACULTY PROTÉGÉ: List name and email of assigned ‘formal’ faculty mentor:

- __________________
  o I submitted (to the Department/Center) a written evaluation about the mentoring I received from this mentor this year. ___ Yes ___ No
  o I plan to continue this mentoring relationship another year. ___ Yes ___ No
  o My SMART goals that were targeted by this Mentor were:
  o Other questions or comments

List other mentors (optional):

- Mentor name(s) and email contact information:
- Department/Expertise:
- Specific mentoring focus:
- Evaluation process:

As FACULTY MENTOR: List name and email address of assigned ‘formal’ faculty protégé: (Optional: List other protégés.)

- __________________
  o This protégé and I use Continuous Quality Improvement strategies in our mentoring relationship. ___ Yes ___ No
  o I participated in this protégé’s annual departmental evaluation:
    ___ No ___ By discussion ___ In person ___ By written comment
  o I plan to continue this mentoring relationship another year. ___ Yes ___ No
III. EXCEPTIONAL ACCOMPLISHMENTS:
List any exceptional accomplishments (awards, honors, special recognition, etc.) since the last evaluation. Reference corresponding CV page(s).

   a. Teaching:
   b. Research:
   c. Service:
   d. Administration:
   e. Citizenship:
   f. Other:

IV. EVALUATION OF PRODUCTIVITY & GOAL ACHIEVEMENT
Coordinate with UT BOR- and UTHSCSA HOP-mandated faculty evaluations (including Post-Tenure Evaluation), by assigning one of the following RATINGS to evaluate each area of strength and related achievement: Exceeds expectations; Meets expectations; Fails to meet expectations; Unsatisfactory, which are HOP 3.7.5-defined as follows:

**Exceeds Expectations (EE)** – Performance exceeds supervisor’s/departamental expectations for goal achievement;

**Meets Expectations (ME)** – Performance meets expectations;

**Fails to Meet Expectations (F)** – Performance is below expectations, but improvement can be made and is expected;

**Unsatisfactory (U)** – Performance is not acceptable and significant corrective action is necessary.

- **ANALYZE and RATE previously determined GOALS:**
  - **TEACHING:** Responsibility = _________% effort
    - SHORT-TERM Goals (6-month – 1-year)
      - Goal 1 rating =
        - What facilitated this goal achievement? Can more of this happen?
        - What were key barriers to this goal achievement? Can these barriers be avoided in the future?
        - Related Strengths, Weaknesses, Opportunities, Threats (SWOT)
        - Was documentation of scholarship optimal?
    - Additional Goals: Rating & Analysis

    - LONG-TERM Goals (2 – 5 years)
      - Goal Rating & Analysis
        - What facilitated progress in goal achievement?
        - What was a barrier to progress on this goal?
        - SWOT
• Documenting effectively?
  o TEACHING: Is scholarship being documented?
    ▪ Overall Teaching Rating = __________

• RESEARCH: Responsibility = __________% effort
  o SHORT-TERM Goals (6-month – 1-year)
    ▪ Goal Rating & Analysis
  o LONG-TERM Goals (2 – 5 years)
    ▪ Goal Rating & Analysis
  o RESEARCH: Is scholarship being documented?
    ▪ Overall Research Rating = __________

• SERVICE: Responsibility = __________% effort
  o SHORT-TERM Goals (6-month – 1-year)
    ▪ Goal 1 & Analysis
  o LONG-TERM Goals (2 – 5 years)
    ▪ Goal 1 & Analysis
  o SERVICE: Is scholarship being documented?
    ▪ Overall Service Rating = __________

• ADMINISTRATION: Responsibility = __________% effort
  o SHORT-TERM Goals (6-month – 1-year)
    ▪ Goal 1 & Analysis
  o LONG-TERM Goals (2 – 5 years)
    ▪ Goal 1 & Analysis
  o ADMINISTRATION: Is quality improvement being documented?
    ▪ Overall Administration Rating = __________

• OTHER: (List) ______________________
  o SHORT-TERM Goals (6-month – 1-year)
    ▪ Goal 1
  o LONG-TERM Goals (2 – 5 years):
    ▪ Goal 1
  o OTHER: Is quality improvement being documented?
    ▪ Overall Other Rating = __________

V. CONFIRMATION OF TRACK: Annual evaluation, especially in Years 3-5, must confirm suitability of ‘track’ appointment. Faculty member is usually allowed a total of only one track change. HOP 3.4.1.
  • This review is for faculty appointment or tenure probationary Year ______.
  • Tenure track: (Change must occur before Year 6.)
Years 3-5: Faculty member and supervisor have discussed and agree that faculty member is staying on Tenure Track: Yes    NO

Years 5: Faculty member has received the required Tenure Track Mid-probationary Period Review: HOP 3.7.4. Yes    NO

Year 1-7: Eligible for Extension of Tenure Track Probationary Period: HOP 3.7.2: Yes    NO Extension requested this year: Yes    NO

Non-Tenure track: (Change must occur before Year 6.)

Years 3-5: Faculty member and supervisor have discussed and agree that faculty member is staying on Non-Tenure Track: Yes    NO

With TENURE: The Annual Productivity Evaluation is among the materials necessary to review in the periodic Comprehensive Post-Tenure Evaluation process, evaluating 5 years of accomplishment. (HOP 3.7.5)

This evaluation serves as the Annual Post-Tenure Evaluation. Yes    NO

VI. NEW SMART GOALS FOR THE UPCOMING FISCAL YEAR: (Write each GOAL with ‘Specific, Measurable, Attainable, Relevant, Time-bound’ details. Align with Department XYZ Compensation Plan & the PTAC Criteria Checklist.)

Declared Area(s) of Strength: Teaching, Research or Service (Select area(s) relative to Faculty track and XYZ Faculty Compensation Plan.)

For Non-Tenure Track: My declared strength is in this single area ___________________________, plus activity occurs in at least one other area, declared as ___________________________.

For Tenure Track or Tenured: My declared strength is in these two areas ___________________________ and ___________________________, plus activity occurs in the third area ___________________________.

SMART GOALS:

- TEACHING: Responsibility = __________% effort
  - SHORT-TERM Goals (6-month – 1-year)
    - Goal 1
  - LONG-TERM Goal (2 – 5 years)
    - Goal 1

- RESEARCH: Responsibility = __________% effort
  - SHORT-TERM (6-month – 1-year)
    - Goal 1
• SERVICE: Responsibility = __________% effort
  o SHORT-TERM (6-month – 1-year)
    ▪ Goal 1
  o LONG-TERM Goal (2 – 5 years)
    ▪ Goal 1

• ADMINISTRATION: Responsibility = __________% effort
  o SHORT-TERM (6-month – 1-year)
    ▪ Goal 1
  o LONG-TERM Goal (2 – 5 years)
    ▪ Goal 1

• OTHER: Responsibility = __________% effort
  o SHORT-TERM (6-month – 1-year)
    ▪ Goal 1
  o LONG-TERM Goal (2 – 5 years)
    ▪ Goal 1

VII. ADDITIONAL COMMENTS AND SIGNATURES OF AGREEMENT

FACULTY:
• DATE

SUPERVISOR/EVALUATOR:
• DATE

CHAIR:
• DATE