

## **COPH Annual Faculty Assignment and Evaluation Guidelines**

### **Overview**

The Annual Faculty Assignment and Evaluation processes provide a structure for guiding communication between faculty members and their Chairs or supervisors regarding their assignments for the upcoming academic year and their performance during the previous academic year. They also play a major role in mapping out the faculty member's career track and corresponding goals, ensuring that they attain their professional aspirations.

### **Annual Assignments**

In accordance with the USF/UFF Collective Bargaining Agreement (Article 9) the College requires that all in-unit faculty be apprised in writing six weeks prior to the beginning of each academic year, if practicable, of the duties assigned in teaching, research and other creative activities, public service, and any other specific duties assigned for that year. The Assigned Faculty Duties Summary form which is to be provided to faculty members, along with a written explanation if appropriate, is available at

<http://health.usf.edu/publichealth/facultyaffairs/forms.htm>. Each year, Department Chairs and supervisors are asked to meet with each faculty member to discuss the proposed assignment and to complete the Assigned Faculty Duties Summary. A copy of the signed document is forwarded to the COPH Office of Faculty and Staff Affairs for the faculty member's evaluation file.

The Assigned Faculty Duties Summary form is also completed for out-of-unit faculty members. Prior to the beginning of the fall term every academic year, if practicable, Department Chairs and supervisors are asked to meet with out-of-unit faculty to discuss their proposed assignment for the upcoming year and performance evaluation for the previous year.

### **Annual Evaluations**

The annual evaluation process is designed to provide feedback to faculty regarding their performance, progress toward promotion and tenure, as well as their continued professional growth.

At the beginning of the summer term of each academic year, all COPH faculty are asked to complete the on-line **Annual Faculty Activity Report (AFAR)** reflecting their accomplishments for the previous assignment year. The AFAR provides a framework for faculty to report their activities in each assignment category that tracks back to the Assigned Faculty Duties Summary form and the Annual Faculty Review Form. The AFARs provide documentation for the Chairs and supervisors to use in evaluating each faculty members performance. The AFARs are available to faculty at <http://www.health.usf.edu/is/hart.html>.

The Copenhague Annual Faculty Review form is to be used by Chairs and supervisors in recording the performance ratings for their respective faculty. The Copenhague Annual Faculty Review form includes spaces for Chair/supervisor performance ratings in each of the areas described in Article 10 of the USF/UFF Collective Bargaining Agreement including teaching effectiveness, research and scholarly activities, public service, governance, advising, and other university duties. The Copenhague Annual Faculty Review Form also provides the option for the individual faculty member to rate him/herself in the assignment categories which encourages feedback and discussion before the evaluation is finalized. The form is available at <http://health.usf.edu/publichealth/facultyaffairs/forms.htm>.

Upon completion, The Copenhague Annual Faculty Review Summary Form and the written annual evaluation are forwarded to the Copenhague Office of Faculty and Staff Affairs for the faculty evaluation files. An electronic copy of the AFAR is maintained in the HART system which is the data warehouse for USF Health.

Effective August, 2010