**College of Medicine**

**6-Year Mid-Cycle Review for Tenure-Accruing Faculty**

**Candidate’s Self-Assessment**

**(Format revised 2017)**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CURRENT RANK: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*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.*

**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 (auto-populated)**

**5. EDUCATIONAL BACKGROUND**

**This section will auto-populate from your record in the Academic Personnel Office database; it is the candidate’s responsibility to check for accuracy. – Be sure to include your residency/fellowship/post-doctoral positions, if applicable, by adding lines to the self-populated table. (If your populated information is incorrect, be sure to inform Academic Personnel at** [**opt@admin.ufl.edu**](mailto:opt@admin.ufl.edu) **so your online document will be accurate).**

**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** | **Dates** |
|  |  |  |
|  |  |  |

**Items #7-8 not needed for this document.**

**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 (will not be auto-populated)**

**B. Peer teaching assessments (see suggested template at** <http://facultyaffairs.med.ufl.edu/faculty-resources/tenure-promotion/2012-2013-com-guidelines-new/peer-evaluation-forms-2/>**).**

**11. EDUCATIONAL PORTFOLIO (see suggested template at at** <http://facultyaffairs.med.ufl.edu/faculty-resources/tenure-promotion/2012-2013-com-guidelines-new/portfolio-education/>**). *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)**

**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**–**(auto-populated)**

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** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

2. Provide an overall Summary, by Role, of the information from the list in a.1. above: (Use the table below instead of the table from the OPT packet.)

**Summary of grant Funding, <Year> - Present**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **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 internal funding may be included.

1. **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 packet.**

**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 packet.**

**24. CLINICAL PORTFOLIO (see suggested template at** <http://facultyaffairs.med.ufl.edu/faculty-resources/tenure-promotion/2012-2013-com-guidelines-new/portfolio-clinical/>**). Must be included if you have a clinical/patient care assignment.**

**Item 25 is not needed for this packet.**

**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 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**