

**University of Central Florida
Institute for Simulation and Training**

Faculty Evaluation Form

May 8, 2014 to May 7, 2015

Employee: _____

Job Title: _____

Internal Title: _____

Evaluation of an employee's job performance is based upon:

- 1) A review of the activities report submitted by the employee.
- 2) Extent to which the employee completed their assigned activities based on the expected level of performance for each category to the employee's position (High, Medium, Low, or Not Applicable).
- 3) The quality of work completed and assessed with a rating (Outstanding, Above Satisfactory, Satisfactory, Conditional, or Unsatisfactory). Comments are encouraged for all ratings, but required for any rating below satisfactory.
- 4) Other noteworthy contributions to the mission of IST.

Evaluation Ratings:

- Outstanding:** Performance exceeds the expected level of performance in assigned activities, based on the expected level of involvement, most of the time.
- Above Satisfactory:** Performance exceeds the expected level of performance in assigned activities, based on the expected level of involvement, some of the time.
- Satisfactory:** Performance meets the expected level of performance in assigned activities, based on the expected level of involvement.
- Conditional:** Performance fails to meet the expected level of performance in assigned activities, based on the expected level of involvement. Performance needs to improve.
- Unsatisfactory:** Performance fails to meet the expected level of performance in assigned activities, based on the expected level of involvement.

ACTIVITY CATEGORY	EXPECTED LEVEL OF INVOLVEMENT/ RATING
<p>Research, Development, & Support</p> <p>In accordance with the IST strategic plan project activities must be of the highest quality to meet sponsor expectations and to attract new sponsors. Thus, factors considered for research, development, and support include, but are not limited to: specific contributions to each project in terms of the quality, innovation and creative solutions, advancement of research area, timeliness and achieved results.</p>	
<p>Comments:</p> 	<p>Involvement: Choose an item.</p> <p>Rating: Choose an item.</p>

<p>Project Management</p> <p>Factors considered for project management include but are not limited to: performs within budget; meets milestones and customer expectations; demonstrates good leadership and management skills by establishing clear task assignments and communication with respect to the budget and milestones to the project team and stakeholders; efforts result in positive contribution to IST's reputation and goals of the strategic plan and cultivation of sponsor relationships. The ability to meet the above behavioral markers while supervising multiple projects that may vary in size is also a consideration.</p>	
<p>Comments:</p>	<p>Involvement: Choose an item.</p> <p>Rating: Choose an item.</p>
<p>Supervisory Duties/Team Management</p> <p>Factors considered for supervisory duties include but are not limited to: provides oversight, leadership and mentoring of subordinates; and supports IST's strategic plan by providing for professional growth, succession planning, and career development for supervised personnel (for example support for workshops, seminars, and conferences). Selecting appropriate mix of qualified staff and overall demonstrated management of the team will be considered.</p>	
<p>Comments:</p>	<p>Involvement: Choose an item.</p> <p>Rating: Choose an item.</p>
<p>Proposal Activities</p> <p>Factors considered for proposals include but are not limited to: Quality of contribution to proposal, significance of sponsor or monetary value, diversity in funding sponsors, and hit rate. Proposal activities may include research and identification of desirable proposal options, contributing authorship, assessing budgetary scope, or other supporting role in team proposals that lead to successful award. Although monetary value of proposals awarded is a criteria, merit will be given to individuals who are successful at small proposals in innovative or breakthrough areas.</p>	
<p>Comments:</p>	<p>Involvement: Choose an item.</p> <p>Rating: Choose an item.</p>

<p>Publications and Presentations: There are various types and forms of publications and presentations that contribute to forwarding IST's goals. This category measures various types and forms that represent dissemination of project results. These include journal articles, book chapters, archival publications, and conference publications. Additionally, reports for sponsors which get published by the sponsoring agency and web publications also count towards establishing ISTs reputation. The list above is not all inclusive, but dissemination of research results is critical to growing IST's reputation. In an effort to build IST's reputation, diversity in publication outlets is also important.</p>	
<p>Comments:</p>	<p>Involvement: Choose an item.</p> <p>Rating: Choose an item.</p>
<p>Teaching Activities: Factors considered for teaching include but are not limited to: effective in imparting knowledge, information and ideas through lecture, discussion, demonstration, workshops and invoking critical thinking and creative abilities as demonstrated by student evaluations, audience and/or sponsor feedback, or other indirectly provided input to supervisor. Teaching activities include participation in an academic committee for masters or doctorate dissertation and serving as a student advisor mentor.</p>	
<p>Comments:</p>	<p>Involvement: Choose an item.</p> <p>Rating: Choose an item.</p>
<p>Professional Development: Factors considered for professional development include but are not limited to: makes tangible efforts to improve technical, communication and supervisory skills and capabilities through reading, writing and managerial speaking engagements.</p>	
<p>Comments:</p>	<p>Rating: Choose an item.</p>
<p>Service Activities: Factors considered for service include but are not limited to: involved in departmental or university committees, active member of a professional organization, and/or civic and community involvement demonstrated by the number and complexity of activities reported.</p>	
<p>Comments:</p>	<p>Rating: Choose an item.</p>

