***University of Nebraska Medical Center College of Nursing Faculty Annual Evaluation***

|  |  |
| --- | --- |
| **Name** |  |
| **Date** |  |
| **Year Being Evaluated** |  |
| **Year of Original Appointment** |  |

**See 4.2.7 Faculty Evaluation for specific information about faculty evaluations, including listing of related documents.**

**Before completing this form, please save using the following convention: F.Nightingale\_YEAR. (Use the evaluation year.)**

**Please complete the metrics & goals sections in the following pages based on your FTE allocation.**

**Send completed form, your updated and highlighted CV and other supporting documents to your designated supervisor.**

**Appointment Type**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Special (L1)** |  | **HPA (P1)** |  | **Tenured (K1)** |  | **Mgr/Prof (B1/B2)** |

**Appointment Term**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **9-month** |  | **12-month** |  | **Other** | **Explain:** |  |

**Track**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Academic** |  | **Clinical** |

**Rank**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Nurse Specialist** |  | **Instructor** |  | **Assistant** |  | **Associate** |  | **Professor** |

|  |  |
| --- | --- |
| **Mentor(s)** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Division** |  | **Supervisor~~/Assistant Dean~~** |

**If you are on a Health Professional Appointment (HPA) track or a Special Appointment contract and you are working towards Promotion & Tenure, please indicate your two primary focus areas (listed in the table below).**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Teaching** |  | **Scholarly Activity** |  | **Professional Service/Practice** |

**Teaching Metrics**

***Please complete this section if you have any FTE assigned to teaching.***

This mission focus area includes performance results for your FTE related to classroom and clinical teaching, student success support, continuing education, and/or new course learning objects.

* Highlight the rating for each metric that matches your contributions for the evaluation year.
* Attach summaries of student's evaluative ratings and comments.
* Attach completed UNMC Interprofessional Academy of Educators (IAE) Peer Feedback on Teaching Form from the current or past year, including actionable items to implement.
* In CV, highlight your courses taught for the evaluation year.
* In CV, highlight your education specific continuing education.
* Calculate your average self-assessment for this metric and add it to the bottom of the table.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | | **3** | **4** |
| **Unsatisfactory performance, seldom meets established standards** | **Needs improvement, sometimes meets established standards but lacks consistency** | | **Meets & occasionally exceeds established standards** | **Consistently meets & almost always exceeds expected levels of performance** |
| **Peer Feedback of Teaching1**  **Provide Year Completed:** | Does not provide required peer review feedback document as required every other year. | Provides required peer review feedback document but does not submit an actionable idea to implement in a course (e.g., teaching strategy, course activity) as required every other year. | | Provides required peer review feedback document and submits one actionable idea to implement in a course (e.g., teaching strategy, course activity) as required every other year. | Provides required peer review feedback document and submits two actionable idea to implement in a course (e.g., teaching strategy, course activity) as required every other year. |
| **Education Specific Continuing Education\***  ***(if teaching at least 1 course annually)***  **\*Topic of CE should be teaching/ education related.** | Obtains no education specific CE credit or contact hours for current annual evaluation related to teaching | Obtain 1-2 education specific CE credit or contact hours for professional development training hours based on individual educational needs related to teaching annually. | | Obtain 3-5 education specific CE credits or professional development training hours based on individual educational needs related to teaching annually. | Obtain more than 5 education specific CE credits or contact hours for professional development training hours based on individual educational needs related to teaching annually OR passes the CNE exam. |
| **Student Evaluation of Faculty in Courses2**  ***(if teaching at least 1 course annually)*** | Instructor mean of means scores are below 2.50 on all courses | Instructor mean of means scores are 2.51-3.00 on all courses | | Instructor mean of mean scores are 3.01 to 3.50 on all courses | Instructor mean of means scores are 3.51 and above on all courses |
| **Average rating for this mission area:** |  | |

1See Policy 4.2.9: Peer Feedback for Teaching Mission

2See Policy 5.1.8: Student Ratings of Instructors

# Teaching Goal(s): Identify Personal and/or Professional Calendar Year (CY) Goals for classroom and clinical teaching, student success support, continuing education, and/or new course learning objects and in context of Organizational Goals as appropriate. Indicate if you have accountability for specific CON Strategic Goals. Please also include goals related to teaching scholarship.

|  |  |  |  |
| --- | --- | --- | --- |
| CY Goals for Time period under review | Met/ Not met | Goals for Next CY | Timeline |
|  |  |  |  |
|  |  |  |  |

# *Please elaborate on the successes and challenges for last year’s goals:*

*Identify resources, collaborators, and time commitment needed to achieve next year’s goal(s):*

**Scholarly Activities Metrics**

***Please complete this section if you have any FTE assigned to scholarly activities.***

This mission focus area includes performance results for your FTE related to scholarly activity, including basic or clinical research as well as other types of scholarly activities. Scholarship is defined by the Association of American Colleges of Nursing (AACN) as: “Nursing scholarship is the generation, synthesis, translation, application, and dissemination of knowledge that aims to improve health and transform health care.” (AACN Document “Defining Scholarship in Academic Nursing (2018)

* Based on your FTE devoted to scholarly activity, highlight the rating for each metric that matches your contributions for the evaluation year.
  + For doctoral prepared faculty who have been employed at the CON for more than three years, complete Table 1.
  + For doctoral prepared faculty with post-doctoral training who have been employed at the CON for three years or less, complete Table 2.
  + For doctoral prepared faculty without post-doctoral training who have been employed at the CON for three years or less, complete Table 3.
* In CV, highlight your grants submitted, grants funded, presentations, and publications (journal articles, books, etc.) for the evaluation year.
* Calculate your average self-assessment for this metric and add it to the bottom of the appropriate table.

**Table 1. Scholarly Activity for doctoral prepared faculty who have been employed at the CON for more than three years1 (matching Table 1 in Appendix B1)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Scholarly Activities Metrics** | | **1** | **2** | **3** | **4** |
| **Unsatisfactory performance seldom meets established standards** | **Needs improvement, sometimes meets established standards but lacks consistency** | **Meets & occasionally exceeds established standards** | **Consistently meets and almost always exceeds expected levels of performance** |
| **Grants *(Number and type of Internal & external applications submitted and/or funded)*** | ***.10 - .19 FTE*** | N/A | No grant submitted | 1 grant application submitted as Co-I | > 1 grant application as Co-I |
| ***.20 - .29 FTE*** | No internal/ external grant applications submitted | 1 internal/ external grant application submitted but not as PI. | 1 internal/ external grant application as PI. Grants allowing for effort coverage preferred. | > 1 internal/ external grant application as PI |
| ***.30 - .39 FTE*** | No grant applications submitted or internal grant application(s) submitted that may not allow for effort coverage. | 1 small/medium external grant application ($50K – 250K). Grant must allow for effort coverage. | 2 small/medium ($50K-250K) external grant application as PI or Co-PI. Grant must allow for effort coverage.  If 1 small/medium grant already funded, 1 additional external grant application as PI or Co-PI. Grant must allow for effort coverage. | > 2 small/medium ($50K-250K) external grant applications as PI or Co-PI (one could be previously funded). |
| **.40 - .49 FTE** | No grant applications submitted | 1 external grant application > $250K/year or internal grant application. | 2 large (>$250K/year) external grant applications as PI or Co-PI. Grant must allow for effort coverage.  If 1 large grant already funded, 1 additional external grant application as PI or Co-PI. Grant must allow for effort coverage. | > 2 large (>$250K/year) external grant applications as PI or Co-PI (one could be previously funded). All grants must allow for effort coverage. |
| **> .50 FTE** | No grant applications submitted | 1 external grant application > $250K/year or internal grant application. | 2 large (>$250K/year) external grant applications as PI or Co-PI. Grant must allow for effort coverage.  If 1 large grant already funded, 1 additional external grant application as PI or Co-PI. Grant must allow for effort coverage. | > 2 large (>$250K/year) external grant applications as PI or Co-PI (one could be previously funded). All grants must allow for effort coverage. |
| **Publications**  ***(Number of 1st or co-author manuscripts and indicate if they are data-based and related to program of scholarship)*** | **.10 - .19 FTE** | N/A | No publications | 1 publication, preferably as first author, related to program of scholarship | > 1 publication |
| **.20 - .29 FTE** | N/A | No publications | 1 publication as first author, related to program of scholarship | > 1 publication, at least one as first author and related to program of scholarship |
| **.30 - .39 FTE** | 1 publication, not first author, not data-based, not related to program of scholarship | 1 publication as first author or data-based and related to program of scholarship | 2 publications, at least 1 as first author, at least 1 data-based, related to program of scholarship | > 2 publications, at least 1 as first author, at least 1 data-based, related to program of scholarship |
| **.40 - 49 FTE** | 1 publication, not first author, not data-based, not related to program of scholarship | 2 publications, at least 1 as first author, at least 1 data-based, related to program of scholarship | 3 publications, at least 1 as first author, at least 2 data-based, related to program of scholarship | > 3 publications, at least 1 as first author, at least 2 data-based, related to program of scholarship |
| **> .50 FTE** | 1 publication, not first author, not data-based, not related to program of scholarship | 2 publications, at least 1 as first author, at least 1 data-based, related to program of scholarship | 3 publications, at least 1 as first author, at least 2 data-based, related to program of scholarship | > 3 publications, at least 1 as first author, at least 2 data-based, related to program of scholarship |
| **Average rating for the scholarly activity mission area** | |  |

1See Appendix B1: Guidelines for Doctoral Prepared Faculty Role Differentiation

**Table 2. Scholarly Activity for doctoral prepared faculty who have post-doctoral training and have been employed at the CON for three years or less1 (matching Table 2 in Appendix B1)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Scholarly Activities Metrics** | | **1** | **2** | **3** | **4** |
| **Unsatisfactory performance seldom meets established standards** | **Needs improvement, sometimes meets established standards but lacks consistency** | **Meets & occasionally exceeds established standards** | **Consistently meets and almost always exceeds expected levels of performance** |
| **Grants *(Number and type of Internal & external applications submitted and/or funded)*** | ***Year 1***  ***.80 FTE*** | No internal/ external grant applications submitted | 1 pilot grant application/year, internal or external as PI | 2 pilot grant applications/ year, internal or external as PI | > 2 pilot grant applications/year, internal or external as PI |
| ***Year 2***  ***.70 FTE2*** | No internal/ external grant applications submitted | 1 grant application/year, internal or external as PI | 2 grant applications/ year, internal or external as PI | > 2 grant applications/year, internal or external as PI |
| ***Year 3***  ***.70 FTE2*** | No external grant applications submitted | 1 grant application/year, external as PI | 2 grant applications/ year, external as PI | > 2 grant applications/year, external as PI |
| **Publications**  ***(Number of 1st or co-author manuscripts and indicate if they are data-based and related to program of scholarship)*** | ***Year 1***  ***.80 FTE*** | 1 publication/ year, at least 1 as first author, at least 1 data-based, related to program of scholarship | 2 publications/ year, at least 1 as first author, at least 1 data-based, related to program of scholarship | 3 publications/ year, at least 2as first author, at least 2 data-based, related to program of scholarship | >3 publications/ year, at least 2as first author, at least 2 data-based, related to program of scholarship |
| ***Year 2***  ***.70 FTE2*** | 1 publication/ year, at least 1 as first author, at least 1 data-based, related to program of scholarship | 2 publications/ year, at least 1 as first author, at least 1 data-based, related to program of scholarship | 3 publications/ year, at least 2as first author, at least 2 data-based, related to program of scholarship | >3 publications/ year, at least 2as first author, at least 2 data-based, related to program of scholarship |
| ***Year 3***  ***.70 FTE2*** | 1 publication/ year, at least 1 as first author, at least 1 data-based, related to program of scholarship | 2 publications/ year, at least 1 as first author, at least 1 data-based, related to program of scholarship | 3 publications/ year, at least 2as first author, at least 2 data-based, related to program of scholarship | >3 publications/ year, at least 2as first author, at least 2 data-based, related to program of scholarship |
| **Average rating for the scholarly activity mission area** | |  |

1See Appendix B1: Guidelines for Doctoral Prepared Faculty Role Differentiation

2If metrics not met in previous year, scholarship FTE is reduced

**Table 3. Scholarly Activity for doctoral prepared faculty who do not have post-doctoral training and have been employed at the CON for three years or less1 (matching Table 3 in Appendix B1)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Scholarly Activities Metrics** | | **1** | **2** | **3** | **4** |
| **Unsatisfactory performance seldom meets established standards** | **Needs improvement, sometimes meets established standards but lacks consistency** | **Meets & occasionally exceeds established standards** | **Consistently meets and almost always exceeds expected levels of performance** |
| **Grants *(Number and type of Internal & external applications submitted and/or funded)*** | ***Year 1***  ***.70 FTE*** | No internal/ external grant applications submitted | 1 pilot grant application/year, internal or external as PI | 2 pilot grant applications/ year, internal or external as PI | > 2 pilot grant applications/year, internal or external as PI |
| ***Year 2***  ***.70 FTE2*** | No internal/ external grant applications submitted | 1 grant application/year, internal or external as PI | 2 grant applications/ year, internal or external as PI | > 2 grant applications/year, internal or external as PI |
| ***Year 3***  ***.70 FTE2*** | No external grant applications submitted | 1 grant application/year, external as PI | 2 grant applications/ year, external as PI | > 2 grant applications/year, external as PI |
| **Publications**  ***(Number of 1st or co-author manuscripts and indicate if they are data-based and related to program of scholarship)*** | ***Year 1***  ***.80 FTE*** | No publications submitted | 1 publication submitted/ year, at least 1 as first author, at least 1 data-based, related to program of scholarship | 2 publications submitted/ year, at least 1 as first author, at least 1 data-based, related to program of scholarship | 3 publications submitted/ year, at least 1 as first author, at least 1 data-based, related to program of scholarship |
| ***Year 2***  ***.70 FTE2*** | No publications submitted | 1 publication/ year, at least 1 as first author, at least 1 data-based, related to program of scholarship | 2 publications/ year, at least 1 as first author, at least 1 data-based, related to program of scholarship | 3 publications/ year, at least 1 as first author, at least 1 data-based, related to program of scholarship |
| ***Year 3***  ***.70 FTE2*** | No publications submitted | 1 publication/ year, at least 1 as first author, at least 1 data-based, related to program of scholarship | 2 publications/ year, at least 2 as first author, at least 1 data-based, related to program of scholarship | 3 publications/ year, at least 2 as first author, at least 1 data-based, related to program of scholarship |
| **Average rating for the scholarly activity mission area** | |  |

1See Appendix B1: Guidelines for Doctoral Prepared Faculty Role Differentiation

2If metrics not met in previous year, scholarship FTE is reduced

# Scholarly Activities Goal(s): Identify Personal and/or Professional Calendar Year (CY) Goals for completing scholarship as appropriate. Indicate if you have accountability for specific CON Strategic Goals.

|  |  |  |  |
| --- | --- | --- | --- |
| CY Goals for Time period under review | Met/ Not met | Goals for Next CY | Timeline |
|  |  |  |  |
|  |  |  |  |

# *Please elaborate on the successes and challenges for last year’s goals:*

*Identify resources, collaborators, and time commitment needed to achieve next year’s goal(s):*

**Professional Practice Metrics**

***Please complete this section if you have any FTE assigned to practice.***

This mission focus area includes performance results for your FTE related to practice roles and may include, but is not limited to, direct and indirect provision of nursing/clinical services, research, education, consultation, administration, and other collaborative agreements.

*(NOTE: Faculty with a practice contract through Morehead Center for Nursing practice will also complete the Annual Faculty Practice Review Worksheet).*

* Highlight the rating for each metric that matches your contributions for the evaluation year for the first three items and provide data within the box for the fourth item to demonstrate level of meeting standards.
* Attach summaries of practice hours, contracted agency satisfaction aggregate rating, and comments.
* In CV, highlight your practice continuing education hours and dissemination items for the evaluation year.
* Calculate your average self-assessment for this metric and add it to the bottom of the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Practice Metrics** | **1** | **2** | **3** | **4** |
| **Unsatisfactory performance seldom meets established standards** | **Needs improvement, sometimes meets established standards but lacks consistency** | **Meets & occasionally exceeds established standards** | **Consistently meets and almost always exceeds expected levels of performance** |
| **Practice Hours**  ***(Applies to faculty with a practice contract through MCNP & is based on 48 weeks/year)*** | Practice hours worked/billed are of contracted without sufficient justification (e.g., contract change or illness) <79% | Practice hours worked/billed within % of contracted. 80-89% | Practice hours worked/billed are consistently at hours contracted. 90-99% | Practice hours worked/billed are consistently at hours contracted. 100% |
| **Contracted Agency Satisfaction with Faculty**  ***(Applies to faculty with a practice contract through MCNP)*** | Average practice peer/employer evaluation is consistently less than 3.0 | Average practice peer/employer evaluation is 3.0-3.5 | Average practice/peer evaluation is consistently at 3.5-4.0 | Average practice/peer evaluation is consistently above 4.0 |
| **Continuing Clinical Education Attendance** | 0 hours | 2-4 credit hours | 6-8 credit hours | 10+ credit hours |
| **Dissemination of practice scholarship**  ***(Defined as QI/EBP in clinic, national practice committee member, creating new processes or service lines, presentations at conferences, lectures for graduate students, others as approved by Assistant Dean)*** | 0 examples | Provide 1 example in this box | Provide 2 examples in this box | Provide 3+ examples in this box |
| **Average rating for the professional practice mission area:** |  |

**Practice Goal(s):** Identify Personal and/or Professional Calendar Year (CY) Goals for practice**. Indicate if** you have accountability for specific CON Strategic Goals. **Please also include goals related to practice scholarship.**

|  |  |  |  |
| --- | --- | --- | --- |
| CY Goals for Time period under review | Met/ Not met | Goals for Next CY | Timeline |
|  |  |  |  |
|  |  |  |  |

# *Please elaborate on the successes and challenges for last year’s goals:*

*Identify resources, collaborators, and time commitment needed to achieve next year’s goal(s):*

**Professional Service Metrics**

***Please complete this section if you have any FTE assigned to service.***

# This mission focus area includes performance results for your FTE related to providing service at the college, university, professional (local, regional, national, international) or community level. Participation or leadership includes service in governance, committee membership, collegial activities; coalition and/or partnership development. Faculty receiving FTE for service will generally have an > 0.5 FTE faculty appointment.

* Highlight the rating for each metric that matches your contributions for the evaluation year.
* In CV, highlight your service efforts (organizational committee and professional organization involvement) for the evaluation year.
* Calculate your average self-assessment for this metric and add it to the bottom of the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Professional Service Metrics** | **1** | **2** | **3** | **4** |
| **Unsatisfactory performance seldom meets established standards** | **Needs improvement, sometimes meets established standards but lacks consistency** | **Meets & occasionally exceeds established standards** | **Consistently meets and almost always exceeds expected levels of performance** |
| **Organizational Committee Participation** | Does not attend scheduled GFO and/or CON committee meetings | Attends 50% to 74% of scheduled GFO and/or CON committee meetings | Attend and actively engages in1 > 75% of scheduled GFO and/or CON committee meeting(s) and/or task force(s) | Elected to CON committee leadership role and/or appointed to a task force or workgroup.  Attends and actively engages in1 > 75% of scheduled committee/ task force meetings |
| **Professional Organization Participation2** | No professional organization involvement | Member of a local/ state/ national professional organization | Actively participate in and/or serves as an expert for > 1 local / state / national professional organization1 | Actively participate and holds a leadership role in a local / state / national professional organization |
| **Average rating for the professional service mission area:** |  |

# Attendance at GFO and/or committee meetings is expected. If faculty have a scheduled conflict (classroom teaching) or is not scheduled to work that day, attendance can be documented by watching the meeting recording and reviewing the meeting minutes.

# 1Actively engages means faculty are participating in meaningful dialogue regarding issues, presenting viable questions for the issues being discussed, contributing background analysis of the issues, and/or suggesting solutions to issues that are presented.

# 2Professional Organization Participation includes items such as a) presenting or moderating a session at a conference, b) serving on professional organization committees, task forces, or boards, c) external reviewer for promotion and tenure decisions for a faculty member at another university, and/or d) serving as a journal reviewer or editor.

# Professional Service Goals: Identify Personal and/or Professional Calendar Year (CY) Goals for practice. Indicate if you have accountability for specific CON Strategic Goals. Please also include goals related to service scholarship.

|  |  |  |  |
| --- | --- | --- | --- |
| CY Goals for Time period under review | Met/ Not met | Goals for Next CY | Timeline |
|  |  |  |  |
|  |  |  |  |

# *Please elaborate on the successes and challenges for last year’s goals:*

*Identify resources, collaborators, and time commitment needed to achieve next year’s goal(s):*

**Promotion and Tenure:**

Evidence from last year to support progress toward promotion (please indicate which focus area criteria this evidence supports):

Specific activities for the coming year to support forward progress toward promotion:

**Title IX**:

I confirm that I completed in CANVAS the following compliance courses (please circle yes or no):

1. Title IX “Sexual Misconduct Awareness and Prevention” **Yes No**
2. Title IX “Reporting Sexual Misconduct” **Yes No**

**Reflection from faculty member on last year’s achievements:**

**Reflection from supervisor on last year’s achievements:**

**Overall Evaluation Rating Based on Focus Area Metric Results and Current Workload Allocation**

An example is shown for illustrative purposes.

|  |  |  |  |
| --- | --- | --- | --- |
| **Role Function** | **Current Workload Allocation (% of FTE)** | **Final Rating from Mission Areas**  **(completed by Supervisor)** | **Weighted**  **Rating1** |
| Teaching | 60% | 3.5 | 2.10 |
| Scholarly Activities | 30% | 3.0 | 0.90 |
| Professional Practice |  |  |  |
| Professional Service | 10% | 3.0 | 0.30 |
| Professional Administration |  |  |  |
| Final Rating (using Supervisor rating \* allocation weight for each category) | | | 3.3 |

**1The supervisor will review the average ratings for each mission area provided by faculty and then determine the final rating. All weighted ratings are summed to calculate the final rating.. The weighted rating is calculated by taking the supervisor rating for each role function times the corresponding workload allocation (if 60% FTE is allocated to teaching, and the supervisor rating is 3.5, the weighted rating would be .60 \* 3.5 = 2.10).**

# Distribution of Effort - Negotiated for the coming year

|  |  |
| --- | --- |
| **Focus Area** | **% of FTE**  **For Next CY** |
| Teaching |  |
| Scholarly Activities |  |
| Professional Practice |  |
| Professional Service |  |
| Professional Administration |  |

# We have met and discussed this Annual Review

* **Faculty** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Supervisor**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_