

UFCD Faculty Toolkit 2.0 Training

Office of Faculty Affairs and Human Resources
June 2018

Agenda

- ▶ Overview
- ▶ Workflow
- ▶ Faculty Toolkit System Tour
- ▶ Data Source Review
- ▶ Online Promotion and Tenure System Tour
- ▶ Next Steps
- ▶ Questions

Faculty Toolkit Overview

- ▶ Current Toolkit has been in use since 2000
- ▶ IT developed the Faculty Toolkit version 2.0 for the broader campus community
- ▶ Faculty Toolkit 2.0 will be used by:
 - ▶ College of Dentistry
 - ▶ Department of Anesthesiology, College of Medicine
 - ▶ Department of Surgery, College of Medicine
 - ▶ College of Veterinary Medicine

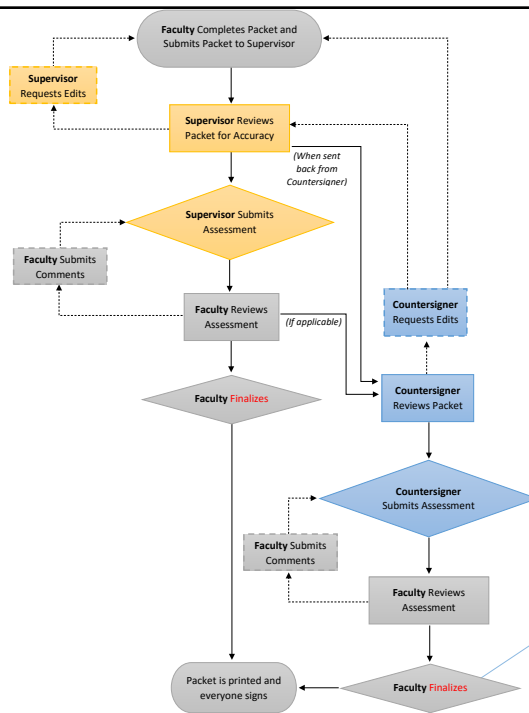
Importance of Annual Faculty Evaluation

- ▶ Required by UF, Regulation 7.010
- ▶ Required for Promotion and/or Tenure in addition to Mid-career review, and Sustained Performance Evaluation Program.
- ▶ Provides meaningful feedback and opportunity to meet regarding career development.

Faculty Toolkit 2.0 Overview

- ▶ Improved Functionality
 - ▶ Progress feature
 - ▶ Export feature
 - ▶ Additional auto import features
 - ▶ Not applicable feature
- ▶ IT rolled data over from 2016-2017 evaluation cycle
- ▶ Continued access to previous system for historical purposes
- ▶ Required data entry at source (myufl)
- ▶ Additional features are still under development

Faculty Toolkit Workflow



Faculty Toolkit 2.0 Tour

- ▶ Preferred Browsers: Firefox, Safari and Chrome
- ▶ Introduction Video
- ▶ Packet Progress
- ▶ Save and Next Section
- ▶ N/A Feature
- ▶ Data Imported from Campus Source(s)
- ▶ Required Fields
- ▶ All sections require action/entry to submit annual evaluation packet!

Data Source Guide

- ▶ Certain sections of the annual evaluation packet will import from various campus sources.
- ▶ This will require editing/data input at the source rather than in the Faculty Toolkit.
- ▶ See [Data Source Guide](#).

Data Entry Requirements

The following sections will import directly from myUFL using the self service “Faculty Activity” module of the Online Promotion and Tenure (OPT) system:

- ▶ Patent and Copyrights
- ▶ Publications
- ▶ Conference Presentations
- ▶ Honors

Online Promotion and Tenure (OPT) Guides

- ▶ **Publications**
 - ▶ Human Resources will work with each faculty member to assist in a bulk import of PubMed publications.
 - ▶ Faculty will need to review publications imported into OPT for accuracy and designate author role as well as the appropriate self/mentee relationship for each publication in the review period.
 - ▶ Faculty will also need to manually enter each publication that is not captured in PubMed for the review period.
 - ▶ Follow this [Instruction Guide](#) to edit publications imported and enter other publications for the annual evaluation period.

Online Promotion and Tenure (OPT) Guides

▶ Patent and Copyrights

- ▶ Follow this [Instruction Guide](#) to enter Patent and Copyrights for the annual evaluation review period.

▶ Conference Presentations

- ▶ Follow this [Instruction Guide](#) to enter Conference Presentations for the annual evaluation review period.

▶ Honors

- ▶ Follow this [Instruction Guide](#) to enter Honors for the annual evaluation review period.

Faculty Action Items

▶ Reminder to provide correct search name(s) for PubMed to HR

- ▶ Email Christina Perez (cperez@dental.ufl.edu)

▶ Manually input 2017-2018 data in myufl for:

- ▶ Publications not in PubMed
- ▶ Presentations
- ▶ Patent/Copyrights
- ▶ Honors

▶ Once Faculty Toolkit is available please review all data “Rolled Over” from previous Toolkit

- ▶ Some data is outdated
- ▶ IT manually completed this process

Office of Faculty Affairs/ Human Resources Action Items

- ▶ Review of Faculty Toolkit 2.0 with all departments
- ▶ Import of each faculty member's publications in PubMed
- ▶ Work with IT on final phase of development
- ▶ Rollout of the yearly annual evaluation process
 - ▶ Adjusted timeline/dates

Questions and Resources

- ▶ Resources
 - ▶ [Faculty Toolkit General Guide](#)
 - ▶ [Faculty Toolkit Supervisor's Guide](#)
 - ▶ [Faculty Toolkit Data Source Guide](#)