

# UNT Health Science Center Faculty Evaluation

Welcome to the UNT Health Science Center Faculty Evaluation online tool. This web application was created to assist Faculty with their yearly performance evaluation. It was designed to be intuitive and clear, so that each faculty member can login and know exactly what they need to do or see where they are in the overall process.

## Getting Started

To get started with your evaluation, you will need to verify that you have UNTHSC username/password, often called the “EUID”. If you have any questions or concerns about your account, please contact [helpdesk@unthsc.edu](mailto:helpdesk@unthsc.edu) and they can assist you.

Once you have a valid username and password, login at [www.unthsc.edu/evaluation](http://www.unthsc.edu/evaluation). You will be presented with one of the following:

- A dashboard that will show you the steps in the evaluation process and a clear step to begin.
- A message indicating the evaluation period is closed. You can access your prior evaluations and current goals.
- A message indicating that your evaluation is complete.

## What to Expect

There are five major sections to the faculty evaluation:

- 1. Values** - Our values at UNTHSC are a big deal, so this section provides a place where faculty and their evaluator can discuss strength and growth opportunities around our values. This section is not scored and is meant to provide another touch point for coaching and feedback.
- 2. Competencies** - Each Chair can choose a set of competencies that are applicable to each faculty member assigned to them. These were developed by the Provost’s office as a common set of academic competencies that faculty member should be expected to meet. The Evaluator will score this section; Faculty Members will provide comments.
- 3. Compliance** - In this section, the faculty member gets feedback on their efforts to stay in compliance. The Evaluator will score this section; Faculty Members will provide comments.
- 4. Goals** - If goals were defined the prior year, then these will appear in this section. Faculty Members will be asked to enter their actual percentage of effort for each of the categories (Research,

Clinical, Administration, Teaching, etc.) This is only for information only; faculty members are not scored on percent allocations. Faculty will also be asked to comment on each goal category and the goals contained within. The Evaluator will score this section; Faculty Members will provide comments only.

**5. Overall** - Instead of calculating an overall score, each evaluator will review the prior sections and then give a final overall score. Faculty will be asked to provide comments on their overall performance and contribution to UNTHSC. Evaluators will score and comment.

**6. Next Year's Goals** - This section will help the Faculty Member and the Evaluator/Chair to determine what goals will be on next year's evaluation. Goals can begin with the Faculty, the Chair, or a collaboration of the two. Faculty will also be asked to make an estimate of the time they will spend in each of the categories for the next year.

## Workflow and Notifications

The final page of the evaluation will be the Acknowledgement page which indicates a handoff of the evaluation between the Faculty and Evaluator. This action will send notifications to all parties with a clear call of action. This Acknowledgment page can be used to send from Faculty to Evaluator or Evaluator back to Faculty, either for corrections or a final signature.

Remember that Faculty have the option to ask their Dean to review and provide a final rating if they do not agree with their Evaluator assessment. This can be done by sending the evaluation to Adjudication during the final signature stage.

## What's New?

Based upon feedback, we have updated several features in the evaluation system (some have been explained in the prior section) and have added the following to the web app:

**No Self Ratings:** The biggest change to the evaluation system this year is that the Evaluator/Chair is now solely responsible for evaluation scores. Faculty members no longer score themselves, but instead are asked to provide comments to the Evaluator so that they have context to score the faculty member's performance.

**Comment Coaching:** Because of the increased importance of providing good comments within the evaluation system, the Provost has asked that faculty be reminded and coached to write complete and helpful comments. To that end, each evaluation will start with a message from the Provost that includes real examples of good (and bad) comments within faculty evaluations.

**Printing:** You can now print or save your evaluation (PDF) at any time during the evaluation period. We have drastically re-formatted the evaluation document for readability and layout.

**Externally Accessible:** You no longer have to be on campus or on VPN to access the evaluation system, it is now available to the outside, which means you can complete your evaluation from home, JPS, Starbucks, or anywhere there is an internet connection.

**Co-Evaluators:** Faculty peers can be asked to participate in the evaluation process and have their comments visible to the faculty member during the evaluation process as well as being a part of the final evaluation document. Co-Evaluators are also given context/instructions for their comments so that they know what is being asked of them.

**Goals:** Goals no longer have an alignment (institutional, school, department, personal), so they all are grouped under each category (Research, Teaching, Clinical, etc.). The Chair can now directly assign goals rather than waiting to have them created first by the faculty member.

**Goal Management:** Sometimes goals change after the evaluation period ends. To keep everyone on the same page (and for next year's evaluation), we have implemented a "Goal Management" page, which after the evaluation is closed, allows Chairs and Faculty members to view current goals, update them with progress or changes, and even (if you are the Chair) create new goals. This is all done with Email notifications so that both the Chairs and Faculty are kept up to date.

As you can tell, your comments and suggestions really do impact the evaluation process. **Please continue to submit your questions and concerns via the Question/Comments page at the bottom of the Faculty Evaluation web app.**

If you have any questions, please contact HSC Office of the Provost ([provost@unthsc.edu](mailto:provost@unthsc.edu)).