

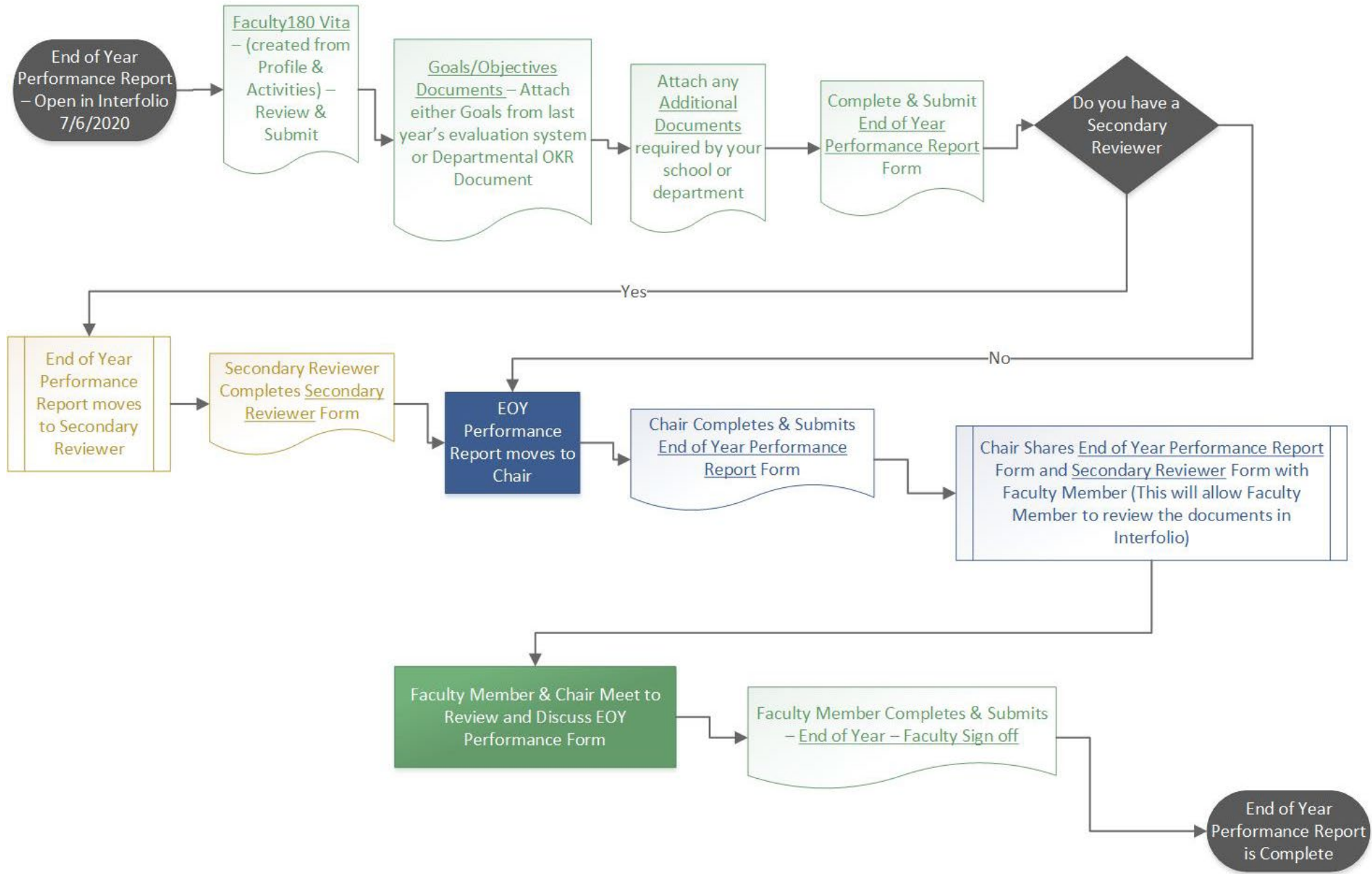
# Interfolio

# 2020 Faculty Annual Review



# Why Interfolio

- Interfolio collects faculty data in the Faculty180 Profile and Activity sections and integrates with the Faculty Review, Promotion & Tenure module.
- Interfolio will be used not only for Annual Reviews, but for scheduled quarterly OKR check-ins, Promotion, Tenure and Post Tenure Reviews.
- Using one system for all Faculty data and reviews is optimal.



# Annual Review opens July 6

Faculty will receive an email notification that the review period is open:

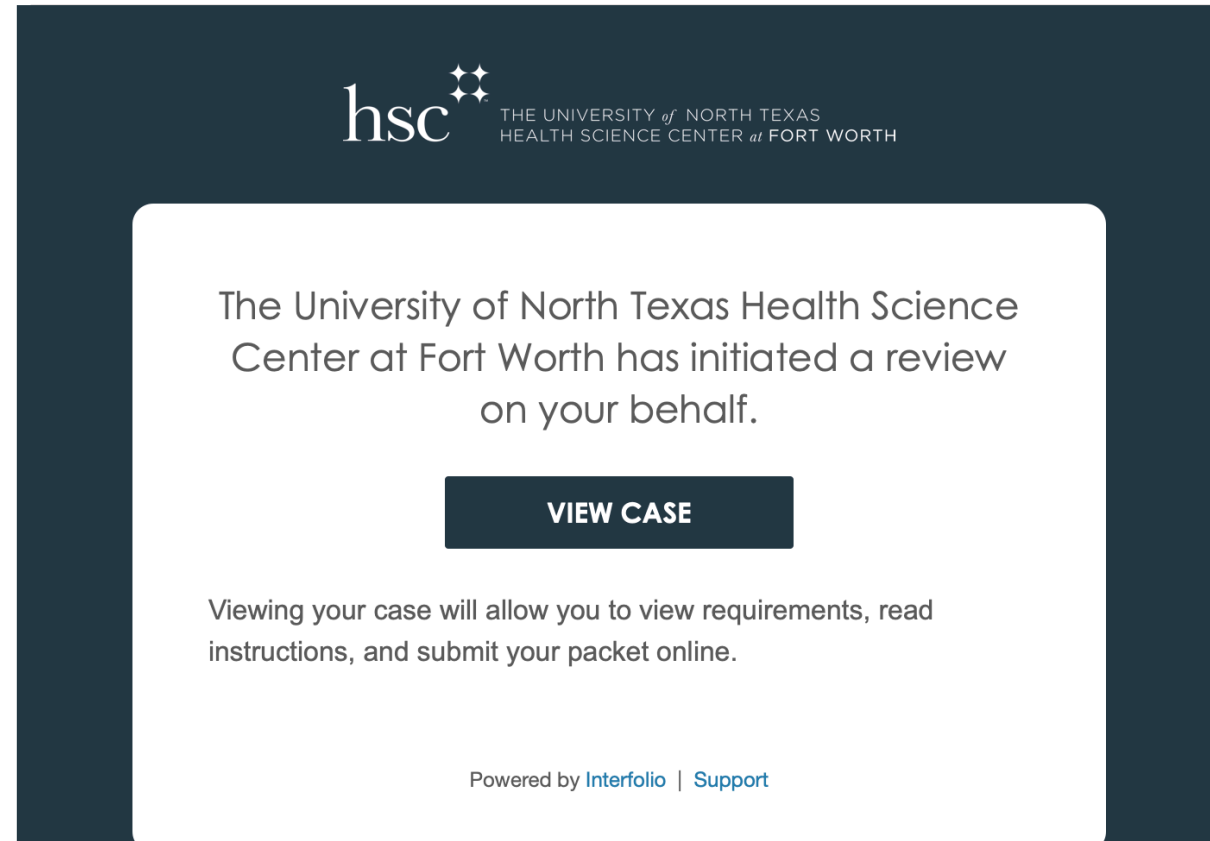


○ The University of North Texas Health Science Center at Fort Worth <noreply@interfoli...

Tuesday, May 19, 2020 at 8:26 AM

○ Williams, Jackie

[Show Details](#)

A dark blue rectangular frame containing the email content. At the top left is the HSC logo, which consists of the lowercase letters 'hsc' followed by three white stars. To the right of the logo is the text 'THE UNIVERSITY of NORTH TEXAS HEALTH SCIENCE CENTER at FORT WORTH'. The main body of the email is a white rounded rectangle with the text: 'The University of North Texas Health Science Center at Fort Worth has initiated a review on your behalf.' Below this text is a dark blue button with the white text 'VIEW CASE'. Underneath the button is the text: 'Viewing your case will allow you to view requirements, read instructions, and submit your packet online.' At the bottom of the white area is the text: 'Powered by [Interfolio](#) | [Support](#)'.

**hsc** THE UNIVERSITY of NORTH TEXAS  
HEALTH SCIENCE CENTER at FORT WORTH

The University of North Texas Health Science Center at Fort Worth has initiated a review on your behalf.

**VIEW CASE**

Viewing your case will allow you to view requirements, read instructions, and submit your packet online.

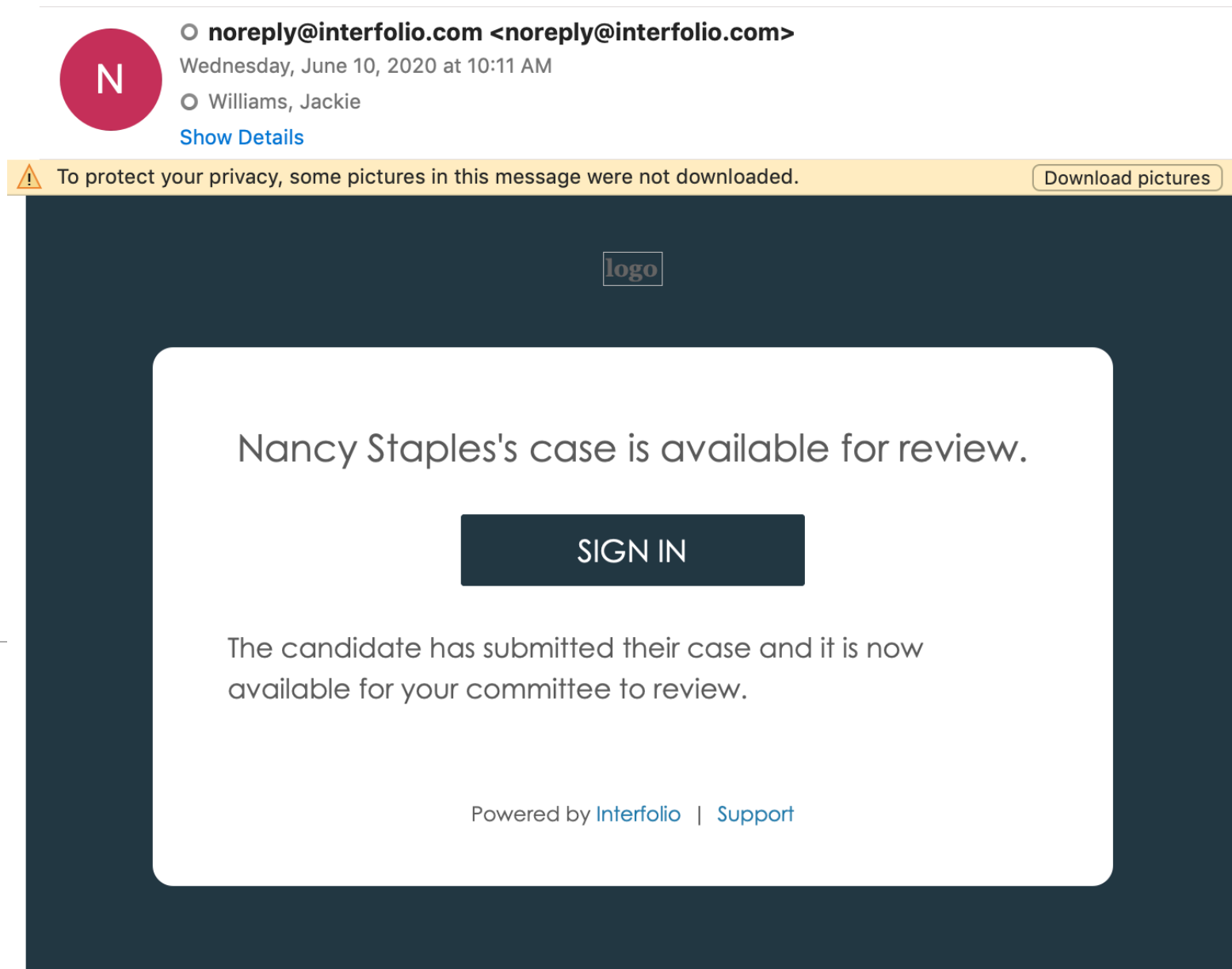
Powered by [Interfolio](#) | [Support](#)

# Your Review will be available July 6


Log into Interfolio to see your Action Items:


The screenshot displays the Interfolio user interface. At the top left, the logo for the University of North Texas Health Science Center at Fort Worth (hsc) is visible. The main header area says "Welcome back, Jackie Williams". Below this, the "Your Action Items" section is highlighted, containing a link for "Jackie Williams" and the text "End of Year Performance Report - Faculty | The University of North Texas Health Science Center at Fort Worth | Review". A red arrow points from the text "Click on your name to view your review" to the "Jackie Williams" link. The left navigation menu includes items such as Home, Your Packets, Faculty180, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, and Administration.


You will receive an email as notification as faculty members complete their cases and submit for your review.



The screenshot shows an email notification interface. At the top left is a red circular profile picture with a white letter 'N'. To its right, the sender is identified as 'noreply@interfolio.com <noreply@interfolio.com>' with a timestamp of 'Wednesday, June 10, 2020 at 10:11 AM'. Below this, the recipient is listed as 'Williams, Jackie' with a 'Show Details' link. A yellow warning banner spans the width of the email content, stating 'To protect your privacy, some pictures in this message were not downloaded.' and includes a 'Download pictures' button. The main content area has a dark blue background. At the top center is a small 'logo' placeholder. The primary message is 'Nancy Staples's case is available for review.' centered in a white rounded rectangle. Below this is a dark blue 'SIGN IN' button. Further down, a paragraph reads: 'The candidate has submitted their case and it is now available for your committee to review.' At the bottom of the white box, it says 'Powered by Interfolio | Support'.

 **noreply@interfolio.com** <noreply@interfolio.com>  
Wednesday, June 10, 2020 at 10:11 AM  
Williams, Jackie  
[Show Details](#)

 To protect your privacy, some pictures in this message were not downloaded. [Download pictures](#)



Nancy Staples's case is available for review.

**SIGN IN**

The candidate has submitted their case and it is now available for your committee to review.

Powered by [Interfolio](#) | [Support](#)

# Reviews Submitted to you

Log into Interfolio to see your Action Items:

Welcome back, Chair User

## Your Action Items

Chair User

End of Year Performance Report - Department Chair - SPH | Biostatistics and Epidemiology | Review

[Nancy Staples](#)

Biomedical Sciences | Review | End of Year Performance Report - Administrators\* | Review, Promotion and Tenure

Nancy Staples

Biomedical Sciences | Review | End of Year Performance Report - Administrators\* | Review, Promotion and Tenure

Faculty User

Physician Assistant Studies | Review | End of Year Performance Report - Faculty - Physician Assistant Studies | Review, Promotion and Tenure

Nancy Staples

Biomedical Sciences | Review | End of Year Performance Report - Administrators\* | Review, Promotion and Tenure

Click on the review you wish to work on



# Nancy Staples

Send Case ▾

Case Options ▾

**Unit**

Biomedical Sciences

**Template**

End of Year Performance Report - Faculty\*

**Status**

Select Status

Case Materials Case Details **1**

Search case materials by title



Read Case

Expand All Collapse All

Download

Share

Settings

Move

## Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

Faculty180 Vita **Locked**

View History

Unlock

Title	Details	Actions
<input type="checkbox"/> Annual Faculty Activity Report Summer 2019 - Spring 2020   1 attachment included	Generated Jun 10, 2020	Edit

Candidate Requirements **Locked**

Unlock

Goals/Objectives Document 1-2 required

Add File

Title	Details	Actions
<input type="checkbox"/> OKR Document	Submitted by Nancy Staples Jun 10, 2020	Edit

Optional Documents optional

Add File

No files have been submitted.

<input type="checkbox"/> FY20 End of Year Performance Report - Faculty Form   7 Questions, 5 responses	Submitted by Candidate, Jun 10, 2020 at 10:11 AM
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After reviewing the documents, select Return to Case



[Return to Case](#)

Nancy Staples



[Download](#)

Search PDF

[Search](#)

Packet Annotations

- > FACULTY180 VITAE
- > CANDIDATE REQUIREMENTS
- > FACULTY SIGN OFF
- ▼ COMMITTEE DOCUMENTS



Faculty submitted documents

[Secondary Reviewer | Secondary Reviewer](#)



End of Year Performance Report for Faculty - completed by Administrator (Chair/Designee) | Chair Review

Comments submitted by Secondary Reviewers are in Committee Documents

End of Year Performance Report for Faculty - completed by Administrator (Chair/Designee)

**Candidate Name**  
Nancy Staples

**Responses from:**  
Step 2: Chair Review

**1 Responses Submitted**

Name	Role	Details
<b>Devetra Patrick</b> Devetra.Patrick@unthsc.edu	Manager	Submitted Jun 8, 2020 at 12:02 PM



Increase magnification of documents

Previous Material < 1 / 2 > Next Material

After returning to the case, scroll to the bottom to Internal Section.

## Internal Sections

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.



You are asked to submit required items as part of this case. [View](#)




Click View

> [Committee Documents](#)

Edit

Add File

# Nancy Staples

Case Options 

Unit

Biomedical Sciences

Template

End of Year Performance Report - Administrators\*

Status

Select Status

Case Materials [Case Details](#) **1**

Reviewing as

Chair User

You are the only reviewer at this step. For details on best practices, read our [Guide to Reviewing Case Materials](#).

## Instructions

Rate the faculty member in alignment with University and College/School criteria and based on evidence from their OKR/goals.

## Required Items

**1 missing**

All required items must be completed before the case can advance to the next step. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

### Forms

Form Name	Assignee	Actions
End of Year Performance Report for Faculty - completed by Administrator (Chair/Designee) 5 required questions	Chair User	<a href="#">Manage Respondents</a>
End of Year Performance Report for Faculty - completed by Administrator (Chair/Designee) 5 required questions	Chair User (You)	<a href="#">Fill Out Form</a>



This is where you complete your review

# End of Year Performance Report for Faculty - completed by Administrator (Chair/Designee)

Rate the faculty member in alignment with University and College/School criteria and based on evidence from their OKR

## PART ONE: TEACHING OUTCOMES

### UNIVERSITY LEVEL EVALUATION CRITERIA

#### Deficient

Deficient performance is achieved by not meeting collegiate guidelines commensurate with academic rank including the following:

- Evidence of limited and/or inconsistent teaching effectiveness; including learning strategies
- Insufficient progress in achieving annual teaching-related goal
- Evidence of limited and/or inconsistent quality improvement

#### Quality

Quality performance is achieved by meeting collegiate guidelines commensurate with academic rank, including the following:

- Evidence of teaching effectiveness; including learning strategies
- Sufficient progress in achieving annual teaching-related goals
- Evidence of quality improvement strategies

#### Outstanding

Outstanding performance is achieved by meeting collegiate guidelines commensurate with academic rank, plus all of the following:

- Evidence of superior teaching effectiveness; including learning strategies
- Achievement in annual teaching-related goals with exemplary contribution to the college or HSC.
- Evidence of teaching innovations

## College of School Level Criteria

### COLLEGIATE GUIDELINES:

[Graduate School of Biomedical Sciences](#)

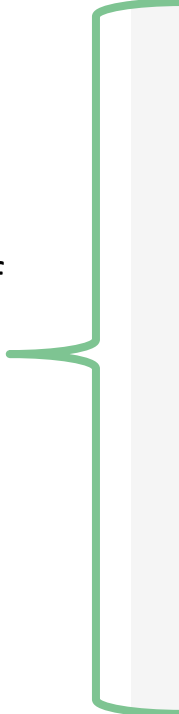
[School of Health Professions](#)

[School of Public Health](#)


[System College of Pharmacy](#)

[Texas College of Osteopathic Medicine](#)

Definitions of  
Evaluation  
Criteria



Hyperlinks  
to Collegiate  
Guidelines



For faculty without an administrative appointment, you must enter Critical and Positive comments in Part Four. For faculty with an Administrative Appointment, Part four is a review of the Administrative role.

## Part Four: Values, Professionalism, and Collegiality

*University Level Evaluation Criteria*

Behavior that is professional, cooperative and respectful in a manner consistent with UNTHSC values

- Demonstrates trustworthiness;
- Upholds the highest ethical standards;
- Communicates openly in a timely courteous, and relevant manner;
- Makes values-based decisions;
- Manages conflict effectively as part of shared decision-making process;
- Contributes to the maintenance of an inclusive, positive environment;
- Demonstrates good stewardship of people and resources;
- Demonstrates compassion, care, and humility;
- Exhibits transparency in actions;
- Works effectively in a team environment.

### Administrator Critical Comments (Values, Professionalism, and Collegiality) \*

100 word limit

### Administrator Positive Comments (Values, Professionalism and Collegiality) \*

100 word limit

After completing your review, you need to share your review and any Secondary Reviewer comments with the faculty member. You can initiate the email from Case Options or Share. Select With Candidate from the pop up box.

The University of North Texas Health Science Center at Fort Worth > Cases >

# Nancy Staples

**Case Options** ▾

Unit	Template	Status
Biomedical Sciences	End of Year Performance Report - Administrators*	Select Status

Case Materials Case Details

Search case materials by title

**Expand All** **Collapse All**

## Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

## Message to Candidate

To

Nancy Staples (Nancy.Staples@unthsc.edu)

Subject \*

Message Subject

Message \*

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### Share Files

Files shared with this message can be viewed by the candidate after logging into Interfolio.

+ Add



Click Add to see the files you can share with the Faculty Member. Remember you need to share your review and the Secondary Review comments.

# Next Step

- Meet with the faculty member.
- The faculty member will go back into Interfolio and complete the EOY – Faculty Sign off.
- Review is complete after the Sign Off.



# Timeline

- Monday, July 6 – EOY Performance Review is opened in Interfolio.
- Monday, July 20 - Deadline for faculty to complete their self-appraisal portion of the EOY Performance Report.
- Friday, July 31 - Deadline for Department Chairs to complete the EOY Performance Reports for their faculty.