

# How to enter information from OKR worksheet into Interfolio

Faculty OKR Plan - Examples of Quality and Outstanding Performance in Teaching, Research, and Service									
Fiscal Year: 2021									
Faculty Member Name: Dr. John Smith		Primary Reviewer: Dr. Jane Doe, Chair		Secondary Reviewer:					
Department: Global Health Science									
Faculty Performance Objectives	Key Results know I have met this objective this year? <i>(Identify measurable outcomes for the year or indicate your role does not include the objective)</i>	How will I	December Targets	Met	April Targets	Met	July Targets	Met	Yearly Key Result met? Yes or No
Teaching: Prepare highly competent graduates for a career in _____	90% of students in my Fall Semester Neuroscience I course will successfully pass Neuroscience II in the subsequent Spring Semester		95% of Neuroscience I students passed the course				90% of the students passed Neuroscience II		Yes
	All 8 of my _____ students will successfully complete their 12-month internship at a community organization/agency				8 of my _____ students will graduate in May				Yes
	Revise course content for 18th Century Peruvian Poetry (MLIT 5345)		By Dec. 8, finalize syllabus for course I will teach for first time (MLIT 5345) and submit to Dean's Office for review and approval		Class Assignment and Assessment Practices in my MLIT 5345 Peer Review will have mean scores $\geq 3.5$		Can document evidence of meeting all 18 behavioral metrics for outstanding teaching in MLIT 5345		Yes
Research: Make a significant contribution to the scientific literature	Secure a patent on an anti-viral agent		Submit patent application to Office of Research Development and Commercialization				U.S. patent issued		Yes
	Publish 6 papers in peer-reviewed journals		3 papers published		1 paper published		2 papers published		Yes
	Cover 50% of salary through external research funding						50% of salary was covered in FY 2020		Yes
	Submit three NIH R01 applications as Co-PI		Final application submitted to FRST by Oct. 25		Final application submitted to FRST by Jan. 25		Final application submitted to FRST by June 25		Yes

Start Semester\* Spring 2020

End Semester\* Ongoing Ongoing

Objective Type\*
 

- Teaching
- Research
- Service
- Administration

Objective\* Prepare highly competent graduates for a career in \_\_\_\_\_

Key Result 1 (KR1)\*
 

90% of students in my Fall semester Neuroscience I course will successfully pass Neuroscience II in the subsequent Spring Semester.

 20 WORDS

Key Result 2 (KR2)\*
 

All 8 of my \_\_\_\_\_ students will successfully complete their 12 month internship at a community organization/agency

 18 WORDS

Key Result 3 (KR3)\*
 

Revise course content for 18th Century Peruvian Poetry (MLIT 5345)

December Target - note the corresponding Key Result (ex. KR1, KR2, KR3)\*
 

(KR1) 95% of Neuroscience I students passed the course  
(KR3) By Dec 8, finalize syllabus for course I will teach for first time (MLT 5345) and submit to Dean's Office for review and approval

 34 WORDS

April Target - note the corresponding Key Result (ex. KR1, KR2, KR3)\*
 

(KR2) 8 of my students will graduate in May  
(KR3) Class Assignment and Assessment Practices in my MLIT 5345 Peer Review will have mean scores >3.5

 26 WORDS

July Target - note the corresponding Key Result (ex. KR1, KR2, KR3)\*
 

(KR1) 90% of the students passed Neuroscience II  
(KR3) Can document evidence of meeting all 18 behavioral metrics for outstanding teaching i MLIT 5345

 24 WORDS

1. On your Home Page you will select Activities from the left menu

The screenshot shows the HSC Home Page. The left navigation menu includes: Home, Your Packets, Faculty180, Announcements & Help, Profile, **Activities** (highlighted in yellow), Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, and Administration. The main content area is titled "My Tasks" with a notification badge "2". It displays "1 Unread Tasks". A task card is visible with the title "Jackie Williams" and the description "Annual Tenure Application | The University of North Texas Health Science Center at Fort Worth | Te". Below this, there is a link "Your Files Are Ready to Download".

2. There will be sections for Individual and Team OKRs

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- The screenshot shows a list of activity categories, each preceded by a blue right-pointing triangle. The categories are: Teaching, Other Teaching Activity - (Self-Reported), Scholarly Contributions, Grants, Other Grant Activity (self-reported), Service to the Institution, Service to the Profession, Service to the Community, Professional Development, Activity Distribution (Faculty Workload), Administrative Service, Clinical Service/Clinical Care Delivery, Advising Load - Professional/Academic Advising, Research Advising, Media Coverage, **Individual Objectives and Key Results (OKRs)** (highlighted in yellow), and **Team Objectives and Key Result (OKR)** (highlighted in yellow).

# OKR Spreadsheet Template

Faculty Member Name: <b>Dr. John Smith</b> Department: <b>Global Health Science</b>	
Faculty Performance Objectives	Key Results <span style="float: right;">How will I know I have met this objective this year? <i>(Identify measurable outcomes for the year or indicate your role does not include the objective)</i></span>
Teaching: Prepare highly competent graduates for a career in _____	90% of students in my Fall Semester Neuroscience I course will successfully pass Neuroscience II in the subsequent Spring Semester <span style="float: right;">1</span>
	All 8 of my _____ students will successfully complete their 12-month internship at a community organization/agency <span style="float: right;">2</span>
	Revise course content for 18th Century Peruvian Poetry (MLIT 5345) <span style="float: right;">3</span>
Research: Make a significant contribution to the scientific literature	Secure a patent on an anti-viral agent
	Publish 6 papers in peer-reviewed journals
	Cover 50% of salary through external research funding
Service: Improve the health of the community and advance the missions of the University and the _____ profession	Submit three NIH R01 applications as Co-PI
	Complete successful term as President of UNTHSC Faculty Senate <i>(service to University)</i>

# Interfolio OKR Activity Section

**A** Objectives and Key Results

Enter your OKRs which have been approved by your Chair or designee.

Start Semester\* Fall 2020

End Semester\* Summer 2021

Objective Type\*   
 Teaching   
 Research   
 Service   
 Administration

Objective\*   
 Prepare highly competent graduates for a career in \_\_\_\_\_

Key Result 1 (KR1)\*   
 90% of students in my Fall semester Neuroscience I course will successfully pass Neuroscience II in the subsequent Spring Semester. 1

Key Result 2 (KR2)\*   
 All 8 of my \_\_\_\_\_ students will successfully complete their 12 month internship at a community organization/agency 2

Key Result 3 (KR3)\*   
 Revise course content for 18th Century Peruvian Poetry (MLIT 5345) 3

<b>December Targets</b> ____ Not met ____	<b>April Targets</b> Not met ____	<b>July Targets</b> Not met ____
95% of Neuroscience I students passed the course		90% of the students passed Neuroscience II
	8 of my students will graduate in May	
By Dec. 8, finalize syllabus for course I will teach for first time (MLIT 5345) and submit to Dean's Office for review and approval	Class Assignment and Assessment Practices in my MLIT 5345 Peer Review will have mean scores $\geq 3.5$	Can document evidence of meeting all 18 behavioral metrics for outstanding teaching in MLIT 5345

**December Target** - note the corresponding Key Result (ex. KR1, KR2, KR3)\*

(KR1) 95% of Neuroscience I students passed the course  
(KR3) By Dec 8, finalize syllabus for course I will teach for first time (MLT 5345) and submit to Dean's Office for review and approval

34 WORDS

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**April Target** - note the corresponding Key Result (ex. KR1, KR2, KR3)\*

(KR2) 8 of my students will graduate in May  
(KR3) Class Assignment and Assessment Practices in my MLIT 5345 Peer Review will have mean scores >3.5

26 WORDS

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**July Target** - note the corresponding Key Result (ex. KR1, KR2, KR3)\*

(KR1) 90% of the students passed Neuroscience II  
(KR3) Can document evidence of meeting all 18 behavioral metrics for outstanding teaching in MLIT 5345

24 WORDS

It is suggested you upload a copy of your OKR worksheet to the first OKR you enter.

December Target - note the corresponding Key Result (ex. KR1, KR2, KR3) - N/A if blank*	<p>11pt</p> <p>&lt;&gt;</p> <p>(KR3) Submitted nomination to election committee</p> <p>6 WORDS</p>
April Target - note the corresponding Key Result (ex. KR1, KR2, KR3) - N/A if blank*	<p>11pt</p> <p>&lt;&gt;</p> <p>(KR3) campaigned for the office</p> <p>5 WORDS</p>
July Target - note the corresponding Key Result (ex. KR1, KR2, KR3) - N/A if blank *	<p>11pt</p> <p>&lt;&gt;</p> <p>(KR1) Successfully completed term as President as indicated by peer and senior administration ratings; (KR2) Report submitted to United Way - Jan. 31, 2022; (KR3) Elected President</p> <p>26 WORDS</p>

Save and Add Another will allow you to enter additional OKRs

**B** Attachments ?

Attachment Type	Attachment
File ▾	Upload File no file uploaded

**Add Another**

**Save Save and Add Another Save and Go Back Cancel**

Click Save and Go Back when you have entered all your OKRs

Objectives and Key Results									Semester		Actions
Objective Type	Objective	Key Result 1 (KR1)	Key Result 2 (KR2) - N/A if blank	Key Result 3 (KR3) - N/A if blank	December Target - note the corresponding Key Result (ex. KR1, KR2, KR3) - N/A if blank	April Target - note the corresponding Key Result (ex. KR1, KR2, KR3) - N/A if blank	July Target - note the corresponding Key Result (ex. KR1, KR2, KR3) - N/A if blank	Start Semester	End Semester		
Teaching	Fake OKR #1	Fake KR 1	Test KR 2	Another Fake KR 3	KR1 - get it done KR2 - get it done well KR3 - get it done very well	More	More again	Fall 2020	Spring 2021		
Service	Improve the health of the community and advance the missions of the University and the _____ profession	Complete successful term as President of UNTHSC Faculty Senate (service to University)	Conduct needs assessment, and analyze, interpret, and report data to United Way of Tarrant County (service to community)	Win election to serve as President-Elect of the Association for the Advancement of Morbidity and Mortality (service to profession)	(KR3) Submitted nomination to election committee	(KR3) campaigned for the office	(KR1) Successfully completed term as President as indicated by peer and senior administration ratings; (KR2) Report submitted to United Way - Jan. 31, 2022; (KR3) Elected President	Fall 2021	Summer 2022		
Teaching	Testing	testing	testing	testing	testing	testing	testing	Fall 2021	Summer 2022		

Add

Newest OKRs are added to the bottom of the list.

Follow the same steps to enter your Team OKRs in the Team Objectives and Key Result (OKR) section

### ▼ Team Objectives and Key Result (OKR)

This section will be used to record your **One** Annual Team OKR which was developed in collaboration with your Department Chair or authorized designee. Academic terms will be Fall 2021 - Summer 2022.

You may develop your OKR Plan using the excel template/model. After approval, you will then enter that information below in this activity section.

You will complete and save the objective and other fields. Enter "N/A" for fields with no information to be entered.

Detailed OKR instructions can be found here: <https://www.unthsc.edu/administrative/human-resource-services/performance-evaluation-training/>