

FSEC Annual Employee Evaluation Process

The process for annual professional employee evaluation includes 3 components or “Parts” that to a certain degree overlap across evaluation years. They are as follows:

- 1) Part A is the expectations for the coming year. This section is completed jointly by the employee and their supervisor and is the point at which the current evaluation period and the next evaluation overlap. At the conclusion of the current evaluation process (the completion of Part C by the supervisor), the Part A for the next evaluation period is completed jointly by the employee and their supervisor. Part A can (and should) be modified by the employee and their supervisor at any time during the evaluation period if duties and responsibilities of the employee change.
- 2) Part B is the employee’s activities report for the evaluation period. It is expected to correlate reasonably well with Part A for the evaluation period. This part is completed by the employee at the end of the current evaluation period.
- 3) Part C is the supervisor’s evaluation of the employee’s performance during the current evaluation period. This part is filled out by the supervisor and reviewed and signed by the Center Director prior to review of the evaluation with the employee. As part of this evaluation review process, the Part A for the next evaluation period should be jointly completed by the employee and their supervisor.

In the event that there is disagreement between the employee and their supervisor regarding the evaluation, which can not be mutually resolved, the employee shall have 20 working days to submit a petition with documentation that supports the employee’s position in the matter to the Center Director. At that point, the employee’s petition shall be provided to the employee’s supervisor and the supervisor shall have 20 working days to provide any rebuttal deemed appropriate by the supervisor. Once the petition and any rebuttal have been received by the Center Director, the Center Director shall decide the matter and that decision shall be final.

Notwithstanding the above, the employee shall maintain the absolute right to submission of a formal grievance using normal University grievance procedures.

A copy of the FSEC annual Employee Expectation, Activity and Evaluation Report for the coming year (2007) form is included below as Attachment A.

FLORIDA SOLAR ENERGY CENTER
Annual Employee Expectation, Activity & Evaluation Report

January 1, 2007 through December 31, 2007

Name: _____ Title: _____

Division: _____ Date: _____

The following format is to be used to summarize work activities and evaluate progress. Please use the given format. Comments and statements in each category should be concise and brief. Employees are unlikely to have activities to report in every area. If no activity occurs in a given area, indicate by specifying no activity.

Instructions for completing this report:

Part A: Completed by employee and supervisor at the start of evaluation year.

Part B: Completed by employee at the conclusion of evaluation year.

Part C: Completed by supervisor after completion of **Part B** by employee.

Part A. Expectations and priorities for the coming year

1. Anticipated responsibilities and levels of effort for the coming year (required) – giving appropriate consideration to the evaluation categories in parts B & C. Simply meeting these expectations implies “Satisfactory” performance. (The employee and supervisor may request revision of Part A during the year if circumstances warrant):

2. Employee Comments (optional) – include Center or Division goals and objectives, assignments you would prefer, preferences for research and other FSEC responsibilities and activities you consider important to your personal and professional development:

Expectations and priorities
for coming year established:

Employee's Signature

Date

Supervisor/PI review

Supervisor's Signature

Date

Division Director:

Division Director

Date

FSEC Director:

FSEC Director

Date

I. FSEC Projects and Activities - Include in this section all major activities that you have performed that are not part of externally funded contracts. Include operations, internal committees, testing and all other activities here. Indicate approximate percentage time involvement.

Part A. Anticipated responsibilities and activities during 2007

Effort

Part B. Activities and accomplishments for this year:

Part C. Supervisor comments:

II. Externally Funded Projects/Programs - (From sources external to FSEC budget; grants or contracts) - Title, sponsoring agency, employee's involvement, contract funding. List percent of time spent on each project.

Part A. Anticipated responsibilities and activities during 2007

Effort

Part B. Activities and accomplishments for this year:

Part C. Supervisor comments:

III. Proposal Activities - List separately to indicate title, type of proposal (letter, formal), agency submitted to, status or result, employee's involvement and dollar amount involved.

Part A. Anticipated responsibilities and activities during 2007 Effort

Part B. Activities and accomplishments for this year:

Part C. Supervisor comments:

IV. Information Dissemination – List in this section all activities related to publications, presentations, short courses, workshops and other information dissemination.

- i. **Publications of books, papers and reports** - Author(s), Title, Publisher, Conference or Agency published by, location, date. Indicate if peer reviewed, or if invited publications. (Include FSEC documents also.)

Part A. Anticipated responsibilities and activities during 2007 Effort

Part B. Activities and accomplishments for this year:

Part C. Supervisor comments:

- ii. **Presentation of Professional Papers** - Author(s), Title, Conference or Agency where presented, location, date, regional, national or international.

Part A. Anticipated responsibilities and activities during 2007

Effort

Part B. Activities and accomplishments for this year:

Part C. Supervisor comments:

- iii. **Other Presentations** (no publications) - Include here summary on presentations in workshops, numbers of such presentations and total contact hours.

Part A. Anticipated responsibilities and activities during 2007

Effort

Part B. Activities and accomplishments for this year:

Part C. Supervisor comments:

V. Professional Development

- i. Educational Development - Courses taken as a learner, including college courses, short courses and workshops).
- ii. Conferences and Professional Meetings Attended (no presentations)
- iii. Other Professional Development and Service Activities - (Committees, professional society memberships, teaching, consulting, public service, etc.). Indicate level of active involvement.

Part A. Anticipated responsibilities and activities during 2007

Effort

Part B. Activities and accomplishments for this year:

Part C. Supervisor comments:

VI. Partnership

- i. Internal - Describe efforts on team building within FSEC. Indicate any steps taken to enhance collaboration on projects and between groups and divisions at FSEC and with departments and institutes at UCF.
- ii. External - List any new and continued relationship building efforts with parties external to FSEC/UCF. Include importance of the relationships to FSEC's mission and vision.

Part A. Anticipated responsibilities and activities during 2007

Effort

Part B. Activities and accomplishments for this year:

Part C. Supervisor comments:

VII. Overall**Part B. Employee's comments on this year's activities:****Part C. Supervisor's Overall Evaluation (Initial appropriate box)**

U (Unsatisfactory Performance)	C (Does Not Meet Expectations)	S (Meets All Expectations)	AS (Exceeds Expectations)	O (Greatly Exceeds Expectations)

Supervisor's Comments:

Evaluation completed by: _____
Supervisor's Signature Date

Reviewed and approved by: _____
FSEC Director's Signature Date

Employee's Comments:

Evaluation received: _____
Employee's Signature Date

Distribution:

Employee
Employee's Supervisor
Employee's Personnel File
Center Director