

UConn School of Dental Medicine Faculty Evaluation System Instruction Manual

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For help, questions or comments about the online Faculty Evaluation System, please contact:

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1. Introduction

Faculty members whose FTE is equal or greater than 0.2 FTE are required to submit the online evaluation form.

The process has 3 steps as shown below:



2. Logging into the Faculty Evaluation System

Go to the following link from your web browser

<https://filemaker-applications.dentalmedicine.uconn.edu/evaluation/>

Click on "Sign in", Logs in with your regular UCHC username, the default password (for new faculty) is **sdmfaculty**

You will be prompted to immediately change your password.

Please be aware that the evaluation system has its own password which is independent with your email password.

[Forgot Password / Don't know username / password](#)

Click on "**[FORGOT USERNAME/PASSWORD](#)**" on the 1st page of website, then fill in your email address, an email with a temporary password will be sent to you.

Faculty Evaluation (*)

*Access within UConn Health Network only.

Faculty Evaluation application is for [School of Dental Medicine](#) faculty to submit and review their annual evaluation.

Faculty members whose FTE is equal or greater than 0.2 FTE are required to submit the online evaluation form.

SIGN IN



FORGOT USERNAME/PASSWORD? 

[Instruction Manual](#) 

Forgot password?

Email



Send me temporary password

Please contact Caibin Zhang at czhang@uchc.edu if there is any question or problem.

Browser Compatibility

The system has been tested with and shown to work on a PC or Mac with the following web browsers:

Safari 11.x & up
Chrome 65 & up
Internet Explorer 11.x & up
Microsoft Edge 41 & up

The system may or may not work well with other web browsers.
Cookies and JavaScript must be enabled and pop-up windows must not be blocked for all the functions of the system to work.

Secure Access to the online Faculty Evaluation System

There are 3 options for secure access to the system:

- A. Use a UConn Health computer within our firewall and directly go to <https://filemaker-applications.dentalmedicine.uconn.edu/evaluation/>
- B. If not within our firewall, use remote.uchc.edu or sign into Citrix Workspace OR
- C. Use VPN to securely connect to the UConn Health network

Option B:

Login to remote.uchc.edu or sign in to Citrix Workspace, choose SDM Faculty Evaluation System from APPS tab on top



Details

SDM Faculty Evaluation

Details

Click on  to open it or add it to your FAVORITES

Option C:

If VPN has been installed on your computer, please use VPN to connect to UCHC network, and then go to the link provided above.

To request VPN, please log into UAR (User Access Request) Application (<https://uar.uchc.edu>) to request.

Tips: Choose "Remote Access" under "User Access Requests" category

USERS (1)	REMOTE ACCESS	+	SUMMARY
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Remote Access - Citrix
 Remote Access - Pulse VPN

The type of remote access: Remote Access – Pulse VPN

The form can be filled out as shown below:

Remote Access - Pulse VPN

VPN client (UConn Health PCs only) or VPN Portal for Affiliates

ADD

REMOVE

User - VPN client (UConn Health PCs only) or VPN Portal for Affiliates

Alternate Approver

***Business Justification** - Enter the specific reason this user requires this level of access.

Need to access the UConn School of Dental Medicine Faculty Evaluation System to submit annual evaluation

Comment - Any additional information that would be helpful to process this request.

***Resources** - Access to what specific resources is needed such as:

<https://ucsci2.uhc.edu/Faculty/>

Please contact the help desk at 860-679-4400 or servicedesk@uchc.edu for more help.

3. Filling out Your Self-Evaluation

A. Main Page

After logging in, click on the following button to start the evaluation.



There are 4 status options for the evaluation, the status bar will be changed as the evaluation status changes:

- Pending – The faculty member has not yet submitted his/her evaluation
- Submitted – The faculty member has completed his/her evaluation and submitted it into the system.
The faculty member and division chair will receive an automated email after the evaluation is submitted by the faculty member.
- Evaluated – The division chair has completed his/her part of the faculty member's evaluation.
The faculty member and division chair will receive an automated email after the evaluation is completed by the division chair.
- Reviewed – The faculty member has reviewed the completed evaluation to document his/her agreement or disagreement.
The faculty member and division chair will receive an automated email after the evaluation is reviewed by the faculty member.

B. Faculty Profile

Faculty Profile is your faculty profile that appears in the online UConn faculty directory.

The link to faculty profile: <http://FacultyDirectory.uhc.edu>

Click on: [How to update profile](#) (on the website) to know how to update your profile.

C. Teaching

	Course No	CourseTitle	Category	Total Course Hours	Role	Teaching Type	Your Contact Hours
1	9161	Oral Histology and Physiology	PreDoc	36	Lecturer	Didactic	1

For SDM pre-doctoral and post-graduate courses, choose from the drop-down list under “Course No.” or click on button Search from Course Catalog to add the course to your teaching, then input your Role, Teaching Type, and your Contact Hours in the calendar year being evaluated (actual number of hours in direct contact with students). You can also manually type into any field.

For other courses, manually input the Course No, Course Title, Role, Teaching Type, and your Contact Hours in the calendar year being evaluated.

Data is automatically saved by the system as you enter it.

D. Service

Go to the 1st empty row, and fill out all the required details of your first service activity.

For Category, Role and Scope, you can choose from the drop-down list or directly type into the box. As you enter information, additional rows will be created as needed.

	Name & description	Category	Role	Scope	Start Year	End Year
1	Osteogenesis Imperfecta Foundation	Professional/Scientific Organization	Medical Advisory Committee	External	1980	Present
2	Connecticut Association for Research and Engineering (CASE)	Professional/Scientific Organization	Member	External	2002	Present
3	American Society of Bone and Mineral Research	Professional/Scientific Organization	Member	External	1978	Present

Data is automatically saved by the system as you enter it.

E. Funding

This tab has been pre-populated with extramural and intramural funding that was active in the last calendar year, for which you are a Principal Investigator or Co-Investigator.

Title	Type Agency	Fund	Org	Program	Total Grant Awards	Start Date	End Date	PI Name
SKELETAL PHENOTYPING OF HETEROZYGOTES FROM IMPC EMBRYONIC LETHAL LINES	New Natl Inst Child Hlth & Human Devel	500797	20144	20	\$606,269	04/02/2019	03/31/2024	Rowe, David

If any of your funding that was active in the past calendar year is missing, please click

Add Funding

on

F. Publications

This tab has been pre-populated with articles published since 7/1/2015 that are indexed in PubMed. The title of publications that were published in the past calendar year (i.e., evaluation year) is in **red color**. For this purpose, the publication date (shown on the right) is the date that the paper was first published online.

Add Publication		
1	Journal Article 31821178	Biodegradable nanofiber-based piezoelectric transducer. Curry, Eli J;Le, Thinh T;Das, Ritopa;Ke, Kai;Santorella, Elise M;Paul, Debayoni;Chorsi, Meysam T;Tran, Khanh T M;Baroody, Jeffrey;Borges, Emily R;Ko, Brian;Golabchi, Asiyeh;Xin, Xiaonan;Rowe, David;Yue, Lixia;Feno, Jianlin;Morales-Acosta, M Daniela;Wu, Olan;Chen, I-Ping;Cui, X Tracy;Pachter, Joel;Nauven, Thanh D Proceedings of the National Academy of Sciences of the United States of America 12/23/2019
2	Journal Article 31037444	Evaluation of an Engineered Hybrid Matrix for Bone Regeneration via Endochondral Ossification. Mikael, Palyz E;Golebiowska, Aleksandra A;Xin, Xiaonan;Rowe, David W;Nukavarapu, Syam P Annals of biomedical engineering 4/29/2019

If there is a publication listed that is not yours:

- Delete publication
Click on the button  which is on the right side.

To add book chapters or if a publication is missing:

- Add publication

Click on the button  which is on the top left.

Fill out information for the publication:

- If there is a PMID (the unique identifier number used in PubMed), please fill it out. Other information will be populated from PubMed automatically, please verify and correct as needed.
- If it is a book chapter or other publication, please fill out all the fields.
- Click on button:

Submit

to add the publication.

G. Evaluation

There are 3 tabs under "Evaluation". Please complete each tab.

Tab 1: Goals – Completed Year

In this tab, you are asked to conduct a self-evaluation for the year being evaluated.

There are 7 categories (A through G)

CategoryID...	Category_Name
A	Teaching / Education
B	Research / Scholarly Activity
C	Intramural Service
D	Extramural Service
E	Administrative Service
F	Faculty Practice
G	Other

For each category,

Under tab “Goals (Submitted Last Year)”,

Faculty hired on the evaluation calendar year - please enter the goals that were agreed between you and your Division Chair for the calendar year being.

Faculty hired on the current calendar year, no need to fill parts in tab “Goals – Completed Year” .

Other faculty - Goals will be shown from last year’s evaluation “Goals – Prospective” if you did evaluation before the evaluation year. It can’t be modified.

Under “Key Achievements Relative to Goals”, please list the key accomplishments relevant to each goal.

Current calendar year hires don’t need to fill this part.

Under “Faculty Self-Evaluation”: Check one among the 4 choices: **Achieved, Partly Achieved, Not Achieved, N/A**. If a category doesn’t pertain to your position, please select N/A in the self-evaluation column.

Tab 2: Goals- Prospective

Here you are asked to enter your goals for the present calendar year and how achievement of the goals will be measured.

Please fill out goals and measures for each category that is applicable to you.

Tip: Under Goals – Completed Year & Goals - Prospective, if you want to see all

information typed, select  , expand boxes page will show goals & measures for both the completed year and upcoming year.

Click on the “category” buttons on the top left side to go to different category.

DWRowe
A - Teaching / Education

Faculty Self Evaluation: Achieved Partly Achieved Not Achieved N/A

Review of Goals Described for Previous / Completed Year: Calendar Year: 2019
Percent Faculty Self - Evaluation

Prospective Goals: Calendar Year: 2020
Percent

Goals	Key Achievements Relative to Goals	Goals	Measures / Indicators of Attainment
Primarily mentorship	Measures for the completed year	Start honors course at Storrs in Skeletal Biology	Measures for the coming year

Tab 3 - Effort & Evaluation

There are 2 parts, the 1st part is **CALENDAR YEAR COMPLETED**, the 2nd part is **CALENDAR YEAR UPCOMING**.

CALENDAR YEAR COMPLETED

Here you are asked to document the percent effort of your time allocated to each activity and your self-evaluation for each type of activity.

The percent efforts that you enter here should be that agreed between you and your Division Chair at the last annual evaluation. The total effort is automatically calculated by adding effort for categories entered. It should add up to 100%, to be able to submit the evaluation.

For part-time faculty, the percentages should reflect the proportion of your time at UConn allocated to each category. For example, if you have a 0.8 FTE appointment (4 days/week) and you spend half of that time (2 days/week) on teaching, you should enter 50% as your teaching effort.

	% Effort (1 -100)	SELF - EVALUATION
A Teaching / Education	<input type="text" value="10%"/>	<input type="text" value="3"/> ▾
B Research / Scholarly Activity	<input type="text" value="90%"/>	<input type="text" value="3"/> ▾
C Intramural Service	<input type="text"/>	<input type="text"/> ▾
D Extramural Service	<input type="text"/>	<input type="text"/> ▾
E Administrative Service	<input type="text"/>	<input type="text"/> ▾
F Faculty Practice	<input type="text"/>	<input type="text"/> ▾
G Other <input type="text"/>	<input type="text"/>	<input type="text"/> ▾
TOTAL EFFORT	100%	

For the **SELF-EVALUATION column**: Choose from the drop-down list:

1. Fails to meet expectations
2. Marginally meets expectations
3. Meets or exceeds expectations

OVERALL EVALUATION: Choose from the drop-down list.

CALENDAR YEAR UPCOMING

Here you are asked to document the percent effort of your time you plan to allocate to each activity for the current calendar year. Any changes in effort allocation must be discussed with and agreed to by your Division Chair.

4. Submission



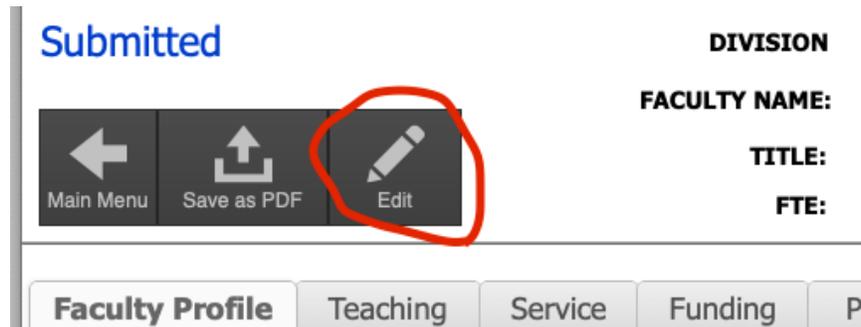
- Click on the button  to submit the evaluation.
- After you submit, you can still edit till the submission deadline, or save it as a PDF file for your records.

- Division chair and faculty member will get an email notice after the evaluation is submitted by the faculty member.
- Division chair signs into the system, and completes the evaluation after discussion with the faculty member.

5. Make changes after submission

Faculty is still able to make changes after submission and before chair reviews by doing the following.

Click on button: “My Evaluation” from the 1st page
Then click on button: “Edit”



Faculty doesn't require to resubmit the evaluation, status will be kept as “Submitted”.

6. Review

Faculty member receives an email from the system that the evaluation is completed by the division chair.

Please do the following to review the evaluation after receiving the email.

- Login to the Faculty Evaluation System
- Click on button: My Evaluation
- Click on tab: “Evaluation”
- Click on tab: “Effort & Evaluation”
- Scroll down, please check “I am in agreement” as “Y” or “N”
- Type your name and date
- Click on button: Submit Review
- After you submit, you can save a PDF file of the final version.

ment

Expand box

Signature and Attestation:
I have reviewed this evaluation of my efforts and accomplishments in the previous calendar year and efforts assigned for the upcoming year. Division Chair has discussed this evaluation with me.

Y I am in agreement

N I am not in agreement

FACULTY NAME (First Last)	<input type="text"/>	DATE	<input type="text"/>	<input type="button" value="Submit Review"/>
DIVISION CHAIR NAME (First Last):	Alan Lurie	DATE	2/26/2021	

Congratulations, your evaluation is done!