



APPENDIX C – PART 2

**DEPARTMENTS OF CLINICAL SCIENCES, INTERNAL MEDICINE
AND MEDICAL EDUCATION**

College of Medicine

University of Central Florida

ANNUAL WORK ASSIGNMENT FOR FACULTY

Name:		Assignment for calendar year:	
Date of Initial Appointment:		Department	
Academic Rank:		Years in Rank	
Selected mission of excellence (for promotion):			

This document is a part of the annual goal setting and evaluation process of COM. When you joined the faculty you signed a letter of offer that specified your rank, term, initial salary and your general responsibilities. This is a more specific document that describes your assignment and goals for this year with a focus on progress toward your promotion. It also allows you to list the progress you made during the last year. This document has three parts: your draft of goals, the supervisor's assignment in response to those goals, and end of the year progress report that includes a summary table.

All faculty will demonstrate proficiency in all areas (instruction, research, clinical service, service) of their involvement and this is required for contract renewal. For promotion you will need to demonstrate excellence in the area (instruction, research, clinical service, service) of your greatest assignment (highest percentage effort). You should familiarize yourself with the standards for demonstrating excellence and proficiency in the areas of instruction, research, clinical and community service so that you are clear on what you need to achieve to be promoted.

NAME _____	DRAFT GOALS FOR Calendar Year _____
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To be completed by **faculty member**. This is a draft of your proposed percentage effort and goals for the next calendar year.

Activity and percentage	Goals
1. Instructional activities	
____%	
2. Research/scholarship	
____%	
3. Clinical Service (if appropriate)	
____%	
4. Service (univ., community, professional)	
____%	
5. Other Assigned Duties	
____%	

I will need the following resources for professional development:

NAME _____	ASSIGNMENT for Calendar Year _____
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Final Assignment to be completed by **supervisor**.

Activity and percentage	General assignment and specific goals
1. Instructional activities	
____%	
2. Research/scholarship	
____%	
3. Clinical Service (if appropriate)	
____%	
4. Service (univ., community, professional)	
____%	
5. Other Assigned Duties	
____%	

I will provide the following resources for professional development:

Department Chair or Associate Dean

Date

I hereby accept these expectations as outlined.

Faculty

Date