

UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE
Office of Educational Affairs
RESIDENT MANUAL

Faculty Evaluations by Residents and Fellows

Residents and Fellows' Instructions for Submission

The ACGME and the University of Florida College of Medicine-Jacksonville (UFCOM-J) require that residents and fellows evaluate faculty at least annually. The evaluations are critical for the promotion and tenure process, as well as provide needed feedback to the faculty member to enhance their teaching skills and to the program director.

The Office of Educational Affairs administers faculty evaluations to ensure anonymity. Evaluations are released to trainees for completion every four months or at intervals requested by specific programs. The evaluation results are saved to the programs faculty evaluation folder and available to the program directors and department chairs at the end of the year if a minimum of four (4) evaluations have been completed for the individual faculty member. Faculty in smaller programs will be grouped with other programs to protect the trainee's anonymity. Faculty evaluation reports are available from the department chair, program director, or program administrator.

All residents and fellows are to evaluate the faculty members with whom they worked.:

UFCOM-J utilizes the web-based resident management software system, New Innovations™ for this purpose.

1. Trainees will receive communication and instructions from the Office of Educational Affairs and New Innovation when the evaluation(s) are available for completion.
2. New Innovations™ Login Page: <http://www.new-innov.com/Login/Login.aspx>
Institution: ufjax
Login: personalized and available from your program coordinator
Password: reset by the trainee during the onboarding process
3. Trainee will complete the evaluation or select not enough time, if they did not work with that faculty member. Once the trainee completes the evaluation and submits the form, the name of the trainee (evaluator) is completely removed. The OEA nor New Innovations can assign a completed evaluation to a specific trainee. Once the form is submitted, the evaluation result is final and cannot be changed.