

**UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE**  
**Office of Graduate Medical Education**  
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 to direct curricular changes.

The Office of Graduate Medical Education administers the faculty evaluations through the New Innovations™ system to ensure trainee anonymity. Evaluations are released to trainees for completion every four months or at intervals requested by a specific program. Evaluation results are released to the program director at the end of the year if a minimum of four (4) evaluations have been completed for an individual faculty member. Faculty in smaller programs will be grouped with other programs to protect the trainee's anonymity. Faculty evaluation reports are distributed to individual faculty members by 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 New Innovations™, a web-based resident management system.

1. Trainees will receive communication and instructions from the Office of Graduate Medical Education 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 the 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. Neither the OGME 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.