

TOP ADMINISTRATORS' EVALUATIONS

ATTACHMENT

T

Annual AP Evaluation

Manager Evaluation - View

Doris Denise Wallace

Job Title: VP, LEGAL AFFAIRS & GC
Document Type: Annual AP Evaluation
Template: A&P Annual Review 4 Step
Status: Shared with Employee

Manager: Larry Robinson
Period: 07/01/2020 - 06/30/2021
Document ID: 4393
Due Date: 10/07/2021

Employee Data		
Empl ID :	200003233	
Department :	330100	UNIVERSITY ATTORNEY
Location Code :	LEEH	Lee Hall
Years of Service :	2 Years 1 Months	
Years of Job :	2 Years 1 Months	

Section 1 - Behavioral Expectations

Compliance and Ethics

Description :

Employee establishes, demonstrates and maintains a productive, ethical work style that is compliant with University and department policies and procedures.

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Template 08/18/2021 9:15AM
Last Modified By : Larry Robinson 07/11/2022 10:47AM

Customer Satisfaction and Engagement

Description :

Demonstrates a commitment to service excellence in addressing the needs of his/her customers and stakeholders whether they be faculty, students, fellow employees, parents or citizens.

Manager Rating: 2-Above Satisfactory

Avg Rating: 1-Exemplary 3.50
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Template 08/18/2021 9:15AM
Last Modified By : Larry Robinson 07/11/2022 10:47AM

Diversity and Inclusion

Description :

Seeks to recognize, understand, and respond effectively to similarities and differences in people and uses this understanding to improve working relationships, productivity, and stakeholder/customer satisfaction.

Narrowly defined as leveraging and utilizing those individual similarities and differences to maximize the performance of the organization.

A practice of ensuring that people within an organization feel they belong, are engaged, and are connected through their work to the goals and objectives of the organization.

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Template 08/18/2021 9:15AM
Last Modified By : Larry Robinson 07/11/2022 10:47AM

Teamwork

Description :

Establishes and maintains respectful, cooperative, and productive working relationships with co-workers, team members, supervisors, and other members of the University community.

Manager Rating: 2-Above Satisfactory
Avg Rating: 1-Exemplary 3.50
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Template 08/18/2021 9:15AM

Last Modified By : Larry Robinson 07/11/2022 10:47AM

Safe, Secure Work Environment

Description :

Committed to maintaining a safe and secure work environment.

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Template 08/18/2021 9:15AM

Last Modified By : Larry Robinson 07/11/2022 10:47AM

Non-Hostile Work Environment

Description :

Committed to maintaining a respectful, non-threatening work environment and a zero tolerance for sexual harassment.

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Template 08/18/2021 9:15AM

Last Modified By : Larry Robinson 07/11/2022 10:47AM

Attendance

Description :

Consistently at work during scheduled work hours.

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Template 08/18/2021 9:15AM

Last Modified By : Larry Robinson 07/11/2022 10:47AM

Behavioral Expectations Summary	
Manager Rating: 1-Exemplary	
Avg Rating: 1-Exemplary	4.00
Manager Comments:	
Employee Rating: 1-Exemplary	
Employee Comments:	

Section 2 - Responsibilities

Responsibility 1: Responsibility 1

Description :

The Vice President for Legal Affairs and General Counsel serves as the Chief Legal Officer of Florida A&M University (FAMU). This position reports both functionally and administratively to the President. This position also reports functionally to the Chair of the Board of Trustees and to the Chair of the Governance Committee. In this capacity, the Vice President and General Counsel duties include, but are not limited to:

Manager Rating: 2-Above Satisfactory

Avg Rating: 1-Exemplary 3.50

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Sandi M Anderson 10/18/2021 5:08PM

Last Modified By : Larry Robinson 07/11/2022 10:49AM

Responsibility 2: Responsibility 2

Description :

Providing legal advice, guidance on and Interpretation of policy issues to the FAMU Board of Trustees and the President, members of the Senior Leadership Team, and other senior level administrators as appropriate; Supervising and managing all legal matters affecting FAMU including, but not limited to, interpreting laws and regulations, and conducting investigations; Supervising regulation and policy development on behalf of the FAMU Board of Trustees and the Corporate Secretary in accordance with the Florida Board of Governors Regulation Development Procedure; Drafting and promulgating the FAMU Board of Trustees regulations, policies, and procedures as appropriate; Assisting with the preparation of the FAMU Board of Trustees meeting agenda and any necessary legal documents for the meeting; Preparing, reviewing, negotiating and approving legal

instruments for the University for form and legal sufficiency; Interacting with and representing the University's interests in external agencies of state and federal government as needed.

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Sandi M Anderson 10/18/2021 5:08PM
Last Modified By : Larry Robinson 07/11/2022 10:49AM

Responsibility 3: Responsibility 3

Description :

The Vice President and General Counsel also performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of the Division; Managing outside counsel retained by FAMU and the Division of Risk Management to provide representation in legal proceedings; Overseeing and managing directly the Office of the General Counsel, including attorneys and support staff, regarding various legal, administrative, operational, and audit related issues impacting FAMU; Managing financial transactions including approvals for travel, payroll, purchasing and personnel for the Office of the General Counsel. Equal Opportunity Programs and Labor Relations and Risk Management; Identifying and investigating legal issues and conducting research and studies to provide recommendations and proposals relating to all areas of expanded responsibility reporting directly to the Division of Legal Affairs; Coordinates and implements the University's Title IX compliance efforts; Equal Opportunity Programs, Affirmative Action, American with Disabilities Act and Risk Management administration; Providing leadership and direction for negotiated agreements between collective bargaining units and FAMU Board of Trustees; Serving as legal liaison to the State University System and the State of Florida as appropriate; and performs other duties as assigned in furtherance of the mission, strategic priorities and core values of the University.

Manager Rating: 2-Above Satisfactory
Avg Rating: 2-Above Satisfactory 3.00
Manager Comments:
Employee Rating:

Employee Comments: This academic year has been one of transition. Due to turnover in the EOP office, I had to assign EOP duties and responsibilities to attorneys in Legal Affairs to ensure that ADA and Title IX matters were being handled. I also had to consult with outside counsel on ADA and equal opportunity matters where potential conflicts existed.

Created By : Sandi M Anderson 10/18/2021 5:08PM

Last Modified By : Larry Robinson

07/11/2022 10:49AM

Responsibility 4: Responsibility 4

Description :

Responsible for directing the Office of the General Counsel; Equal Opportunity and Labor Relations and Risk Management; Conducts management seminars; Assess and documents the ability of attorneys, direct reports and support staff to comply with all relevant regulations, policies, and procedures; and conducts and documents performance evaluations in a timely manner for each attorney, direct report or support staff, in accordance with all relevant regulations, policies, and procedures.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 3.50

Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments: Organized and facilitated in-person Management Training Seminar to advise managers of Title IX, Title VII and ADA issues to ensure compliance with same.

Created By : Sandi M Anderson

10/18/2021 5:08PM

Last Modified By : Larry Robinson

07/11/2022 10:49AM

<p>Responsibilities Summary</p> <p>Manager Rating: 1-Exemplary</p> <p>Avg Rating: 1-Exemplary 4.00</p> <p>Manager Comments:</p> <p>Employee Rating: 1-Exemplary</p> <p>Employee Comments:</p>
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Section 3 - Employee Goals

Reduce reliance

Description :

To save the University money by reducing reliance, whenever possible, on outside counsel and promoting greater utilization of in-house services. This will be done by filling vacant Asst. General Counsel position by January 2021.

Filled vacant Asst. General Counsel position (Labor & Employment Attorney) in April 2021. Current collective bargaining matters had been assigned to outside counsel prior to hire of new attorney. Four (4) new arbitration matters received since hire. Three of the arbitrations

involved the former police officers. Due to complexity and historical background of these matters, outside counsel was retained. The other arbitration was assigned to outside counsel due to the historical background of the matter and outside counsel had worked on other aspects of a related matter.

Measurement :

- Due Date :
- Status: Not Applicable
- Percent Complete: 0

Manager Rating: 3-Solid Performer
Avg Rating: 2-Above Satisfactory 2.50
Manager Comments:
Employee Rating: 2-Above Satisfactory
Employee Comments:

Created By : Cynthia E Henry 10/25/2021 10:27AM

Last Modified By : Larry Robinson 07/11/2022 10:53AM

Reduce outside counsel fees

Description :

To reduce outside counsel fees and cost by twenty percent (20%) by handling more collective bargaining matters and FHCR complaints in-house.

Only two (2) FHCR complaints have been received since new hire of Asst. General Counsel. One was assigned to outside counsel due to internal conflict of interest with Office of Legal Affairs. The other FHCR complaint assigned to outside counsel due to complexity of complaint.

Measurement :

- Due Date :
- Status: Not Applicable
- Percent Complete: 0

Manager Rating: 2-Above Satisfactory
Avg Rating: 2-Above Satisfactory 3.00
Manager Comments:
Employee Rating: 2-Above Satisfactory
Employee Comments:

Created By : Cynthia E Henry 10/25/2021 10:28AM

Last Modified By : Larry Robinson

07/11/2022 10:53AM

Continue to work with SLT members

Description :

To continue to work with SLT members in guiding them through sensitive matters and maintain the confidentiality of sensitive matters that can affect the University if disclosed prematurely.

Measurement :

- Due Date :
- Status: Complete
- Percent Complete: 100

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary

4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Cynthia E Henry

10/25/2021 10:29AM

Last Modified By : Larry Robinson

07/11/2022 10:53AM

Provide legal support to FAMU Foundation

Description :

To provide legal support to FAMU Foundation until Foundation hires its own General Counsel.

David Self and I have assisted the Foundation with its legal needs. The Foundation is scheduled to hire its own General Counsel in November 2021.

Measurement :

- Due Date :
- Status: Complete
- Percent Complete: 100

Manager Rating: 2-Above Satisfactory

Avg Rating: 1-Exemplary

3.50

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Cynthia E Henry

10/25/2021 10:30AM

Last Modified By : Larry Robinson 07/11/2022 10:53AM

Review of policies, procedures and regulations

Description :

To organize University-wide review of policies, procedures and regulations to be completed by end of 20-21 academic year.

Measurement :

- Due Date :
- Status: In Progress
- Percent Complete: 45

Manager Rating: 3-Solid Performer
Avg Rating: 3-Solid Performer 2.00
Manager Comments:
Employee Rating: 3-Solid Performer
Employee Comments:

Created By : Cynthia E Henry 10/25/2021 10:31AM

Last Modified By : Larry Robinson 07/11/2022 10:53AM

Hire new Title IX Coordinator/EOP Director

Description :

To hire new Title IX Coordinator/EOP Director by March 2021.

Targeted goal met. However, newly hired EOP Director resigned in July 2021. New EOP Director is scheduled to start on November 29, 2021.

Measurement :

- Due Date :
- Status: Complete
- Percent Complete: 100

Manager Rating: 2-Above Satisfactory
Avg Rating: 1-Exemplary 3.50
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Cynthia E Henry 10/25/2021 10:33AM

Last Modified By : Larry Robinson 07/11/2022 10:53AM

Work with Title IX Coordinator

Description :

Working with Title IX Coordinator to ensure appropriate staff are trained pursuant to new Title IX regulations.

Targeted goal not met due to resignation of newly hired EOP Director. However, faculty, staff and students did receive ongoing Title IX training by attorneys from the Office of the General Counsel.

Measurement :

- Due Date :
- Status: In Progress
- Percent Complete: 90

Manager Rating: 2-Above Satisfactory
Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Rating: 2-Above Satisfactory
Employee Comments:

Created By : Cynthia E Henry 10/25/2021 10:34AM
Last Modified By : Larry Robinson 07/11/2022 10:53AM

Working with Athletic Director

Description :

Working with Athletic Director to ensure a student handbook is written for the Athletic Department and individual handbooks are written for each sport to avoid potential litigation issues.

This is an ongoing project. Staff attorneys have reviewed and suggested revisions to handbooks and are still waiting on response from Athletic Department to finalize the review process.

Measurement :

- Due Date :
- Status: In Progress
- Percent Complete: 50

Manager Rating: 3-Solid Performer
Avg Rating: 2-Above Satisfactory 2.50
Manager Comments:

Employee Rating: 2-Above Satisfactory
Employee Comments:

Created By : Cynthia E Henry 10/25/2021 10:36AM
Last Modified By : Larry Robinson 07/11/2022 10:53AM

Collective bargaining matters

Description :

Continue working with administration on collective bargaining matters to reduce the need for outside counsel and impact bargaining issues.

Unanticipated issues surrounding Covid-19 and bonuses to be distributed to union employees resulted in increased concerns by the Union reps for which outside counsel was retained. DRS Faculty also had an issue regarding lunch duty which had to be brought to the BOT for resolution. These matters were in addition to standard collective matters. There was also an issue with ASFCME surrounding wage increases and bonuses that resulted in extensive meetings and ultimately bringing the matter to the BOT for approval.

Measurement :

- Due Date :
- Status: In Progress
- Percent Complete: 85

Manager Rating: 2-Above Satisfactory
Avg Rating: 2-Above Satisfactory 3.00
Manager Comments:
Employee Rating: 2-Above Satisfactory
Employee Comments:

Created By : Cynthia E Henry 10/25/2021 10:36AM
Last Modified By : Larry Robinson 07/11/2022 10:53AM

Federal Civil Rights and Employment claims

Description :

Reduce number of Federal Civil Rights and Employment claims requiring payments from 27 to 15. (This goal was not articulated correctly. At the time I wrote this goal, the Office of Legal Affairs had 27 active cases in state and/or federal court.) Of the 27 active cases, 3 summary judgments were entered in favor of FAMU; 3 cases were settled; 1 case was dismissed; 1 case was closed by the Court; and 1 case is inactive.

There has been a total of nine (9) new cases filed and two (2) cases appealing the summary judgments granted in favor of FAMU: Royster & Janvier.

Measurement :

- Due Date :
- Status: In Progress
- Percent Complete: 0

Manager Rating: 2-Above Satisfactory
Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Rating: 2-Above Satisfactory
Employee Comments:

Created By : Cynthia E Henry 10/25/2021 10:38AM
Last Modified By : Larry Robinson 07/11/2022 10:53AM

Reduce number of Collective Bargaining Arbitrations

Description :

Reduce number of Collective Bargaining Arbitrations from 2 to 0.

Goal would still be pending. However, four (4) new arbitration matters were filed. Three (3) involved former police officers who were terminated for Title IX violations. One (1) involves

Measurement :

- Due Date :
- Status: In Progress
- Percent Complete: 0

Manager Rating: 2-Above Satisfactory
Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Rating: 2-Above Satisfactory
Employee Comments:

Created By : Cynthia E Henry 10/25/2021 10:40AM
Last Modified By : Larry Robinson 07/11/2022 10:55AM

Employee Goals Summary

Manager Comments:
Employee Comments:

Section 4 - Special Accomplishments

Special Accomplishments Summary

Manager Comments:
Employee Comments:

I was able to maintain ongoing operations in the EOP office by shifting responsibilities to attorneys due to staffing shortage in EOP office. Title IX and ADA trainings were still offered and provided to students, faculty and staff. By filling the Labor & Employment Attorney position, collective bargaining matters that usually involved the Director of EOP still continued on a timely matter. Additionally, collective bargaining grievances were still handled in a timely manner. I had to complete the Equity Report, which is done by the Director of EOP. However, because the new EOP resigned before the report was due, this mandatory task was completed by me and the other attorneys in my office. The other Vice Presidents were extremely helpful in providing the necessary materials to produce a quality Equity Report, which was submitted to the BOT on time and submitted to the BOG on time.

Section 5 - Overall

Overall Summary

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary

4.00

Manager Comments:
Employee Comments:

Section 6 - Employee Comments

Employee Comments Summary

Employee Comments:

Section 7 - Manager Comments

Manager Comments:

Section 8 - eSignature

Attachments

No Attachments have been added to this document

Audit History

Created By :	Tia Shae Lloyd	08/18/2021 9:15:39AM
Transferred From :	Cynthia E Henry	01/14/2022 4:26:27PM
Transferred To :	Larry Robinson	01/14/2022 4:26:27PM
Transferred By :	Tia Shae Lloyd	01/14/2022 4:26:27PM
Last Modified By :	Larry Robinson	07/11/2022 10:55:50AM

Annual AP Evaluation

Define Criteria - View

Kortne F Gosha

Job Title: VP, ATHLETICS
Document Type: Annual AP Evaluation
Template: A&P Annual Review 4 Step
Status: In Progress

Manager: Larry Robinson
Period: 07/01/2020 - 06/30/2021
Document ID: 4412
Due Date: 08/30/2021

Section 1 - Behavioral Expectations

Behavioral Expectations will be evaluated by: Employee, Nominee, Manager

Compliance and Ethics

Description :

Employee establishes, demonstrates and maintains a productive, ethical work style that is compliant with University and department policies and procedures.

Created By : Template

08/18/2021 9:15AM

Customer Satisfaction and Engagement

Description :

Demonstrates a commitment to service excellence in addressing the needs of his/her customers and stakeholders whether they be faculty, students, fellow employees, parents or citizens.

Created By : Template

08/18/2021 9:15AM

Diversity and Inclusion

Description :

Seeks to recognize, understand, and respond effectively to similarities and differences in people and uses this understanding to improve working relationships, productivity, and stakeholder/customer satisfaction.

Narrowly defined as leveraging and utilizing those individual similarities and differences to maximize the performance of the organization.

A practice of ensuring that people within an organization feel they belong, are engaged, and are connected through their work to the goals and objectives of the organization.

Created By : Template

08/18/2021 9:15AM

Teamwork

Description :

Establishes and maintains respectful, cooperative, and productive working relationships with co-workers, team members, supervisors, and other members of the University community.

Created By : Template

08/18/2021 9:15AM

Safe, secure Work Environment

Description :

Committed to maintaining a safe and secure work environment.

Created By : Template

08/18/2021 9:15AM

Non-Hostile Work Environment

Description :

Committed to maintaining a respectful, non-threatening work environment and a zero tolerance for sexual harassment.

Created By : Template

08/18/2021 9:15AM

Attendance

Description :

Consistently at work during scheduled work hours.

Created By : Template

08/18/2021 9:15AM

Section 2 - Responsibilities

Responsibilities will be evaluated by: Employee, Nominee, Manager

Responsibility 1: Responsibility 1

Description :

Reports directly to the University President and is responsible for the overall administration and management of the University intercollegiate athletic program to include but not limited to: Directs and coordinates all intercollegiate sports activities at the University within the framework of the National Collegiate Athletic Association (NCAA), Mid-Eastern Athletic Conference (MEAC), Board of Trustees (BOT) and University policies. Performs other duties as assigned by the University President.

Created By : Sandi M Anderson

10/18/2021 5:15PM

Responsibility 2: Responsibility 2

Description :

Supervises the personnel of the athletic programs to ensure the goals and objectives of the programs are consistent with University policy; Works directly with the Head Coaches in the coordination and supervision of the department's major and minor sports programs to include football, men and women basketball, baseball, softball, men and women track , volleyball, bowling, men and women tennis, and men's golf.

Created By : Sandi M Anderson 10/18/2021 5:15PM

Responsibility 3: Responsibility 3

Description :

Responsible for establishing and implementing the University's policies and procedures for the overall Intercollegiate Athletic Department; Responsible for all applicable University rules, NCAA and MEAC rules and interpretations and the implementation of all compliance's that govern the University'S Sports Program; and remains in compliance with NCAA, University, and MEAC rules; Determines student athletes' eligibility to participate in athletics as determined by the NCAA Clearinghouse; and ensures the timely completion and submission of reports, and adherent to specified deadlines; Develops schedules for all athletic teams; Ensures student athletics receive appropriate awards/scholarships through the Office of Financial Aid; Provides oversight and guidance to the Booster Club and its adherence to University and State requirements; Represents the University as its primary spokesperson for the Intercollegiate athletic programs; Represents the University at alumni, civic, and educational meetings, to provide information relative to the program; Guides and directs Athletic marketing and fundraising programs.

Created By : Sandi M Anderson 10/18/2021 5:15PM

Responsibility 4: Responsibility 4

Description :

Informs subordinates of all relevant University regulations and internal operating procedures; Implements measures of accountability with rules and regulations and internal operating procedures; and conducts and document evaluations for each employee in accordance with University Regulations and Operating Procedures.

Created By : Sandi M Anderson 10/18/2021 5:15PM

Section 3 - Employee Goals

Employee Goals will be evaluated by: Employee, Nominee, Manager

Section 4 - Special Accomplishments

Special Accomplishments will be evaluated by: Employee, Nominee, Manager

Audit History

Created By : Tia Shae Lloyd

08/18/2021 9:15:41AM

Transferred From :	Cynthia E Henry	01/14/2022 4:26:27PM
Transferred To :	Larry Robinson	01/14/2022 4:26:27PM
Transferred By :	Tia Shae Lloyd	01/14/2022 4:26:27PM
Last Modified By :	Sandi M Anderson	10/18/2021 5:15:52PM

Annual AP Evaluation

Manager Evaluation - View

Charles A Weatherford

Job Title: FACULTY ADMINISTRATOR
Document Type: Annual AP Evaluation
Template: A&P Annual Review 4 Step
Status: Evaluation in Progress

Manager: Larry Robinson
Period: 07/01/2020 - 06/30/2021
Document ID: 4521
Due Date: 10/07/2021

Employee Data

Empl ID :	100182570	
Department :	402210	Vice President for Research
Location Code :	FHAC	Foote-Hilyer Admin Center
Years of Service :	46 Years 9 Months	
Years of Job :	1 Years 9 Months	

Enter ratings and comments for each section in this evaluation, if applicable. At any point in time you can save this evaluation by selecting the Save button.

Section 1 - Behavioral Expectations

Compliance and Ethics

Description :

Employee establishes, demonstrates and maintains a productive, ethical work style that is compliant with University and department policies and procedures.

Manager Rating:

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Template

10/20/2021 12:56PM

Customer Satisfaction and Engagement

Description :

Demonstrates a commitment to service excellence in addressing the needs of his/her customers and stakeholders whether they be faculty, students, fellow employees, parents or citizens.

Manager Rating:

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Template 10/20/2021 12:56PM

Diversity and Inclusion

Description :

Seeks to recognize, understand, and respond effectively to similarities and differences in people and uses this understanding to improve working relationships, productivity, and stakeholder/customer satisfaction.

Narrowly defined as leveraging and utilizing those individual similarities and differences to maximize the performance of the organization.

A practice of ensuring that people within an organization feel they belong, are engaged, and are connected through their work to the goals and objectives of the organization.

Manager Rating:

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Template 10/20/2021 12:56PM

Teamwork

Description :

Establishes and maintains respectful, cooperative, and productive working relationships with co-workers, team members, supervisors, and other members of the University community.

Manager Rating:

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Template 10/20/2021 12:56PM

Safe, Secure Work Environment

Description :

Committed to maintaining a safe and secure work environment.

Manager Rating:

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Template

10/20/2021 12:56PM

Non-Hostile Work Environment

Description :

Committed to maintaining a respectful, non-threatening work environment and a zero tolerance for sexual harassment.

Manager Rating:

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Template

10/20/2021 12:56PM

Attendance

Description :

Consistently at work during scheduled work hours.

Manager Rating:

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Template

10/20/2021 12:56PM

Behavioral Expectations Summary

Manager Rating:

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Section 2 - Responsibilities

Responsibility 1: Responsibility 1

Description :

Reports to the Provost and President of the University and shall serve as the Institutional Representative and Liaison for all research activities and sponsored programs.

Manager Rating:

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Tia Shae Lloyd

10/20/2021 4:19PM

Responsibility 2: Responsibility 2

Description :

Serve as an active participant on the President's Leadership Team and will be responsible for supporting the University's academic mission and programs through the following institutional functions: Sponsored Programs, Contracts and Grants, Technology Transfer, Animal Welfare and Research Integrity, Sustainability Institute, and Export Control.

Manager Rating:

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Tia Shae Lloyd

10/20/2021 4:20PM

Responsibility 3: Responsibility 3

Description :

Leads in the formulation and updating of the Strategic Plan and/or statements of purpose, goals, mission and vision as it relates to research and other sponsored activities.

Manager Rating:

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Tia Shae Lloyd 10/20/2021 4:21PM

Responsibility 4: Responsibility 4

Description :

Works to increase the number of sponsored research, education and training opportunities for faculty, students and staff at the University.

Manager Rating:

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Tia Shae Lloyd 10/20/2021 4:21PM

Responsibility 5: Responsibility 5

Description :

Works closely with faculty and academic administrators to develop relevant relationships with appropriate agencies and to facilitate collaborations when appropriate to secure funding opportunities.

Manager Rating:

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Tia Shae Lloyd 10/20/2021 4:22PM

Last Modified By : Tia Shae Lloyd 10/20/2021 4:22PM

Responsibility 6: Responsibility 6

Description :

Responsible for creating, updating and interpreting relevant policies and procedures to ensure compliant sponsored programs at the University.

Manager Rating:

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Tia Shae Lloyd 10/20/2021 4:23PM

Responsibility 7: Responsibility 7

Description :

Facilitates appropriate technology transfer from university activities by providing patent protection, promoting commercialization and protecting the intellectual property of the university.

Manager Rating:

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Tia Shae Lloyd 10/20/2021 4:24PM

Responsibility 8: Responsibility 8

Description :

Oversees all relevant research related committees to ensure compliance.

Manager Rating:
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Tia Shae Lloyd 10/20/2021 4:24PM

Responsibility 9: Responsibility 9

Description :

Prepare, adopt and effectively manage the Division of Research budget each year through the appropriate university processes.

Manager Rating:
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Tia Shae Lloyd 10/20/2021 4:25PM

Last Modified By : Tia Shae Lloyd 10/20/2021 4:25PM

Responsibility 10: Responsibility 10

Description :

Represents the university on federal, state and local committees on research related issues.

Manager Rating:
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Tia Shae Lloyd 10/20/2021 4:26PM

Responsibility 11: Responsibility 11

Description :

Informs subordinates of all relevant University Regulations and Internal Operating procedures and provides access to all related document.

Manager Rating:
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Tia Shae Lloyd 10/20/2021 4:26PM

Responsibility 12: Responsibility 12

Description :

Assesses and documents subordinates' ability to comply with aU relevant University Regulations and Internal Operating procedures.

Manager Rating:
Avg Rating: 2-Above Satisfactory 3.00
Manager Comments:
Employee Rating: 2-Above Satisfactory
Employee Comments:

Created By : Tia Shae Lloyd 10/20/2021 4:27PM

Responsibility 13: Responsibility 13

Description :

Employs measures of accountability for compliance with University Regulations and Internal Operating procedures.

Manager Rating:
Avg Rating: 2-Above Satisfactory 3.00
Manager Comments:
Employee Rating: 2-Above Satisfactory
Employee Comments:

Created By : Tia Shae Lloyd 10/20/2021 4:27PM

Responsibility 14: Responsibility 14

Description :

Conducts and documents performance evaluations in a timely manner for each subordinate, in accordance with University Regulations and Internal Operating procedures.

Manager Rating:
Avg Rating: 3-Solid Performer 2.00
Manager Comments:
Employee Rating: 3-Solid Performer
Employee Comments:

Created By : Tia Shae Lloyd 10/20/2021 4:27PM

<p>Responsibilities Summary</p> <p>Manager Rating: Avg Rating: 1-Exemplary 4.00</p> <p>Manager Comments: Employee Rating: 1-Exemplary Employee Comments:</p>

Section 3 - Employee Goals

Market FAMU Research Activities

Description :

Establish and Implement a plan to Market FAMU Research Activities.

- ? Tech Transfer and Export Control have taught two courses each in Intellectual Property and Export Control.
- ? Established regular communications and outreach to FAMU research community. Coordinated and launched survey to 275+ researchers to gauge interest and increase faculty participation in research. Survey provided feedback and insights into researcher opportunities and challenges.
- ? Provided regular updates to research community to share goals, status and information relative to enterprise research portfolio. Conducted exploratory discussions with Deans and associate deans of research active units (COE, CS&T, CAFS, COPPS, SOE) to gather feedback useful for growing and sustaining faculty research.

Used feedback gained relative to FAMU's strengths, capabilities and interests to directly market and promote FAMU research activities with federal government customers including DOD, DOE, NIH, NSF

Measurement :

- Due Date :
- Status: Complete
- Percent Complete: 100

Manager Rating:

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Cynthia E Henry 11/02/2021 2:32PM

Engage Non-Stem components of FAMU

Description :

Engage Non-Stem components of FAMU (humanities, social science, education) to encourage and facilitate research participation.

Engaged Deans of SSAH & Education and others to explore ways to increase research activity of non-STEM units via appointment on University Strategic Planning Committee. Named co-chair of Academic Success sub-committee and currently leading efforts to define goals and strategies related to research

Measurement :

- Due Date :
- Status: In Progress
- Percent Complete: 50

Manager Rating:

Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments:

Created By: Cynthia E Henry 11/02/2021 2:33PM

Provide continuing education opportunities

Description :

Provide continuing education opportunities for the Division of Research (DoR) Staff. Due to Covid-19, DoR staff travel and opportunity were reduced. However, staff were able to participate in continuing educational opportunities via virtual meetings and webinars. This included but not limited to attending and participating in professional development meetings/trainings/webinars for federal, state and institutional.

- ? ? Federal Demonstration Partnership
- ? ? FAMU's Enterprise Compliance and Safety Committee Meetings
- ? ? NOAA CSC RFA Informational Webinars
- ? ? NOAA Grants Management Training
- ? ? NOAA Financial Assistance Workshop
- ? ? FAMU's Mandatory Department of Audit, Internal Controls Training
- ? ? NIH PEI Whitehouse HBCU C-CAP
- ? ? USD DOE Grants Management Trainings

AUECO 2020 Conference

Measurement :

- Due Date :
- Status: Complete
- Percent Complete: 100

Manager Rating:
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Cynthia E Henry 11/02/2021 2:35PM

Establish a plan for external assessment of the DoR

Description :
Measurement :
- Due Date :
- Status: In Progress
- Percent Complete: 0

Manager Rating:
Avg Rating: 4-Below Satisfactory 1.00
Manager Comments:
Employee Rating: 4-Below Satisfactory
Employee Comments:

Created By : Cynthia E Henry 11/02/2021 2:36PM

Establish a plan for FAMU Research Security

Description :

- ? FAMU DoR staff (G. Brown and D. Teek) have been meeting monthly with IT Staff, Robert Stoner to discuss and implement processes that address research security
- ? Discussion for testing of potential research projects for the initial wave of NIST compliant Azure Research Enclaves are in the process of being planned for Fall 2021
- ? Continued compliance with Lockheed Martin NIST

Measurement :
- Due Date :
- Status: In Progress
- Percent Complete: 75

Manager Rating:
Avg Rating: 2-Above Satisfactory 3.00
Manager Comments:
Employee Rating: 2-Above Satisfactory

Employee Comments:

Created By : Cynthia E Henry

11/02/2021 2:36PM

Appoint the FAMU Research Foundation Board

Description :

- ? We have solicited nominations to the Research Foundation Board multiple times from all across campus with no feedback whatsoever.
- ? We just found out that the Research Foundation does not have tax exempt status?we are applying for tax exempt status.

Dr. Weatherford will meet with President Robinson to determine a path forward

Measurement :

- Due Date :
- Status: In Progress
- Percent Complete: 10

Manager Rating:

Avg Rating: 3-Solid Performer 2.00

Manager Comments:

Employee Rating: 3-Solid Performer

Employee Comments:

Created By : Cynthia E Henry

11/02/2021 2:38PM

Plant hemp on a test site on the FAMU property in Quincy

Description :

We have prepared the Quincy site for hemp and are acquiring seeds

Measurement :

- Due Date :
- Status: In Progress
- Percent Complete: 25

Manager Rating:

Avg Rating: 3-Solid Performer 2.00

Manager Comments:

Employee Rating: 3-Solid Performer

Employee Comments:

Created By : Cynthia E Henry

11/02/2021 2:39PM

Create a workshop series on animal models for research proje

Description :

Measurement :

- Due Date :
- Status: In Progress
- Percent Complete: 0

Manager Rating:

Avg Rating: 4-Below Satisfactory 1.00

Manager Comments:

Employee Rating: 4-Below Satisfactory

Employee Comments:

Created By : Cynthia E Henry

11/02/2021 2:40PM

Provide three grant proposal training activities

Description :

Provide three grant proposal training activities to increase the number of new FAMU faculty engaged in research.

- ? Implementation of on-line Proposal Development Training Modules through CITI
- ? Environmental Health and safety and Animal Welfare and Research Integrity, Mandatory Safety Training for Principal Investigators, February 8th, 10th, and 11th, 2021
- ? FY21 DoN HBCU/MI visit to FAMU to promote research opportunities for faculty
- ? Division of Research VP and Associate VP Virtual Meeting with Researchers to promote proposal submissions
- ? Conducted "How to Win Your First DOD Award" seminars for FAMU researchers. Seminars generated faculty interest which created additional/follow-on opportunities for small group and/or individual consultations

Measurement :

- Due Date :
- Status: Complete
- Percent Complete: 100

Manager Rating:

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Cynthia E Henry 11/02/2021 2:42PM

Provide quarterly grants management training

Description :

Provide quarterly grants management training to increase compliance with monitoring and managing awards.

- ? SAMHSA 2020 Grantee Webinars, Financial Management, Post Award Amendments Requiring Prior Approval, and Continuation Application
- ? ezFedGrants External User Training; SCI/FAMU Demo for Retro Pay with Information Technology; and NoAA Grants Management Training
- ? HCM training for electronic ePAF, 2021
- ? Student Stipend Workshop, 2021;
- ? Budget Amendment Training, July 21, 2021
- ? FAMU DOR OSP Grants Management Proposal Submission Modules, August 11, 2021
- ? DoR Sponsored Project Closeout, August 3, 2021
- ? FAMU DoR OSP Grants Management Salaries and Wages Compensation supported by Contracts and Grants Funds, July 28, 2021
- ? PeopleSoft Commitment Control Presentation, 2021
- ? Capturing Faculty Release Time, April 13, 2021
- ? Procurement Service, June 8, 2021

Measurement :

- Due Date :
- Status: Complete
- Percent Complete: 100

Manager Rating:

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Cynthia E Henry 11/02/2021 2:43PM

Employee Goals Summary

Manager Comments:
Employee Comments:

Section 4 - Special Accomplishments

Quantitative Accomplishments

Description :

1. Research and Development spending \$49.8 M (New Record): **100% complete**
2. Awards received \$66.4 M (New Record): **100% complete**
3. Proposals submitted \$201.5 M (New Record): **100% complete**
4. F&A collected \$4.2 M (New Record): **100% complete**
5. Patents granted 4: **100% complete**

Manager Rating:

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments: I just got an update on the 2020-21 R&D spending--it jumped a little to \$51.8 Million, which of course is a new record.

Created By : Cynthia E Henry

11/02/2021 2:46PM

Special Accomplishments Summary

Manager Comments:
Employee Comments:

Section 5 - Overall

Overall Summary

Manager Rating:	
Avg Rating:	0.00
Manager Comments:	
Employee Comments:	

Section 6 - Employee Comments

Employee Comments Summary

Employee Comments:

Section 7 - Manager Comments

Manager Comments:

Section 8 - eSignature

Attachments
No Attachments have been added to this document

Audit History		
Created By :	Tia Shae Lloyd	10/20/2021 12:56:07PM
Transferred From :	Cynthia E Henry	01/14/2022 4:26:27PM
Transferred To :	Larry Robinson	01/14/2022 4:26:27PM
Transferred By :	Tia Shae Lloyd	01/14/2022 4:26:27PM
Last Modified By :	Tia Shae Lloyd	01/14/2022 4:26:27PM

Annual AP Evaluation

Manager Evaluation - View

Linda F Barge-Miles

Job Title: EXECUTIVE ASSOCIATE
Document Type: Annual AP Evaluation
Template: A&P Annual Review 4 Step
Status: Shared with Employee

Manager: Larry Robinson
Period: 07/01/2020 - 06/30/2021
Document ID: 4168
Due Date: 10/07/2021

Employee Data	
Empl ID :	100085622
Department :	010100 President
Location Code :	LEEH Lee Hall
Years of Service :	18 Years 3 Months
Years of Job :	4 Years 9 Months

Section 1 - Behavioral Expectations

Compliance and Ethics

Description :

Employee establishes, demonstrates and maintains a productive, ethical work style that is compliant with University and department policies and procedures.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Template 08/18/2021 9:15AM

Last Modified By : Larry Robinson 07/11/2022 10:12AM

Customer Satisfaction and Engagement

Description :

Demonstrates a commitment to service excellence in addressing the needs of his/her customers and stakeholders whether they be faculty, students, fellow employees, parents or citizens.

Manager Rating: 2-Above Satisfactory

Avg Rating: 2-Above Satisfactory 3.00
Manager Comments:
Employee Rating:
Employee Comments:

Created By : Template 08/18/2021 9:15AM
Last Modified By : Larry Robinson 07/11/2022 10:12AM

Diversity and Inclusion

Description :

Seeks to recognize, understand, and respond effectively to similarities and differences in people and uses this understanding to improve working relationships, productivity, and stakeholder/customer satisfaction.

Narrowly defined as leveraging and utilizing those individual similarities and differences to maximize the performance of the organization.

A practice of ensuring that people within an organization feel they belong, are engaged, and are connected through their work to the goals and objectives of the organization.

Manager Rating: 2-Above Satisfactory
Avg Rating: 2-Above Satisfactory 3.00
Manager Comments:
Employee Rating: 2-Above Satisfactory
Employee Comments:

Created By : Template 08/18/2021 9:15AM
Last Modified By : Larry Robinson 07/11/2022 10:12AM

Teamwork

Description :

Establishes and maintains respectful, cooperative, and productive working relationships with co-workers, team members, supervisors, and other members of the University community.

Manager Rating: 2-Above Satisfactory
Avg Rating: 2-Above Satisfactory 3.00
Manager Comments:
Employee Rating: 2-Above Satisfactory
Employee Comments:

Created By : Template 08/18/2021 9:15AM

Last Modified By : Larry Robinson

07/11/2022 10:12AM

Safe, Secure Work Environment

Description :

Committed to maintaining a safe and secure work environment.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary

3.50

Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments:

Created By : Template

08/18/2021 9:15AM

Last Modified By : Larry Robinson

07/11/2022 10:12AM

Non-Hostile Work Environment

Description :

Committed to maintaining a respectful, non-threatening work environment and a zero tolerance for sexual harassment.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary

4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Template

08/18/2021 9:15AM

Last Modified By : Larry Robinson

07/11/2022 10:12AM

Attendance

Description :

Consistently at work during scheduled work hours.

Manager Rating: 2-Above Satisfactory

Avg Rating: 1-Exemplary

3.50

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Template 08/18/2021 9:15AM

Last Modified By : Larry Robinson 07/11/2022 10:12AM

Behavioral Expectations Summary	
Manager Rating: 2-Above Satisfactory	
Avg Rating: 1-Exemplary	3.50
Manager Comments:	
Employee Rating: 1-Exemplary	
Employee Comments:	

Section 2 - Responsibilities

Responsibility 1: Responsibility 1

Description :

Senior Executive level (President); Responsible for activities that include but are not limited to keeping the President abreast of campus issues and concerns and makes recommendations for resolution; commencing campus-wide operational initiatives requiring specific professional expertise; Professional consultation on matters such as advice and counsel on legal public policy issues, public and government relations.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Sandi M Anderson 10/18/2021 4:52PM

Last Modified By : Larry Robinson 07/11/2022 10:14AM

Responsibility 2: Responsibility 2

Description :

Assists the President in managing operations. Performs complex administrative duties including researching issues, provides support to the President in various constituent meetings; Ensures appropriate and timely follow-up and resolution; Oversees and direct a broad range of activities initiated at the discretion of the President; Tracks and monitors the progress of projects, as directed by the President; Coordinates and organizes special events for the President; Assists the President in the creation of agendas for leadership team meetings; Assists the President in providing timely communication to the leadership team; Works closely with the President and the leadership team to advance the mission of the University.

Manager Rating: 2-Above Satisfactory
Avg Rating: 2-Above Satisfactory 3.00
Manager Comments:
Employee Rating: 2-Above Satisfactory
Employee Comments:

Created By: Sandi M Anderson 10/18/2021 4:52PM
Last Modified By: Larry Robinson 07/11/2022 10:14AM

Responsibility 3: Responsibility 3

Description :

Liaison to the Florida A&M University Board of Trustees (BOT); Plans, organizes and coordinates Board meetings and retreats, prepares agendas and trainings in consultation with the chair of the board; Official records custodian for the Board. Serves as point-of-contact for the BOT. Maintains a clear line of communication with Board meetings regarding University; SUS committee and board matters. Liaison between the Board of Governors (BOG) and the BOT; and tracks BOG meetings and pertinent follow-up.

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By: Sandi M Anderson 10/18/2021 4:52PM
Last Modified By: Larry Robinson 07/11/2022 10:14AM

Responsibility 4: Responsibility 4

Description :

Carries out special projects assigned by the President and/or BOT.

Manager Rating: 2-Above Satisfactory
Avg Rating: 2-Above Satisfactory 3.00
Manager Comments:
Employee Rating: 2-Above Satisfactory
Employee Comments:

Created By : Sandi M Anderson 10/18/2021 4:52PM

Last Modified By : Larry Robinson 07/11/2022 10:14AM

Responsibilities Summary	
Manager Rating: 1-Exemplary	
Avg Rating: 1-Exemplary	4.00
Manager Comments:	
Employee Rating: 1-Exemplary	
Employee Comments:	

Section 3 - Employee Goals

BOT online orientation

Description :

Establish an online orientation and onboarding platform for new members of the FAMU Board of Trustees

Measurement :

- Due Date :
- Status: In Progress
- Percent Complete: 80

Manager Rating: 2-Above Satisfactory
Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Rating: 2-Above Satisfactory
Employee Comments:

Created By : Cynthia E Henry 10/22/2021 12:45PM

Last Modified By : Larry Robinson 07/11/2022 10:16AM

On-going continuing education

Description :

Provide on-going continuing education opportunities for the BOT through workshops, conferences and the annual retreat

Measurement :

- Due Date :
- Status: In Progress
- Percent Complete: 95

Manager Rating: 2-Above Satisfactory

Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments:

Created By : Cynthia E Henry 10/22/2021 12:46PM

Last Modified By : Larry Robinson 07/11/2022 10:16AM

Continue regular training sessions

Description :

Continue regular training sessions for the Board of Trustees committee liaisons regarding meeting preparations and protocols.

Measurement :

- Due Date :
- Status: In Progress
- Percent Complete: 80

Manager Rating: 3-Solid Performer

Avg Rating: 3-Solid Performer 2.00

Manager Comments:

Employee Rating: 3-Solid Performer

Employee Comments:

Created By : Cynthia E Henry 10/22/2021 12:48PM

Last Modified By : Larry Robinson 07/11/2022 10:16AM

Foster positive working relationships

Description :

Continue to foster positive working relationships between the Trustees and the University's administration.

Measurement :

- Due Date :
- Status: In Progress
- Percent Complete: 95

Manager Rating: 2-Above Satisfactory

Avg Rating: 1-Exemplary 3.50

Manager Comments:

Employee Rating: 1-Exemplary
Employee Comments:

Created By : Cynthia E Henry 10/22/2021 12:50PM
Last Modified By : Larry Robinson 07/11/2022 10:16AM

Create on-going training and team-building

Description :

Work with Presidnet Robinson in creating on-going training and team-building exercises for the senior leadership team and univeristy administrators.

Measurement :

- Due Date :
- Status: In Progress
- Percent Complete: 90

Manager Rating: 2-Above Satisfactory
Avg Rating: 2-Above Satisfactory 3.00
Manager Comments:
Employee Rating: 2-Above Satisfactory
Employee Comments:

Created By : Cynthia E Henry 10/22/2021 12:51PM
Last Modified By : Larry Robinson 07/11/2022 10:16AM

Create a user-friendly website

Description :

Create a more user-friendly Board of Trustees website.

Measurement :

- Due Date :
- Status: In Progress
- Percent Complete: 80

Manager Rating: 3-Solid Performer
Avg Rating: 3-Solid Performer 2.00
Manager Comments:
Employee Rating:
Employee Comments:

Created By : Cynthia E Henry 10/22/2021 12:55PM

Employee Goals Summary

Manager Comments:
Employee Comments:

Section 4 - Special Accomplishments

Special Accomplishments Summary

Manager Comments:
Employee Comments:

Section 5 - Overall

Overall Summary

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:
Employee Comments:

Section 6 - Employee Comments

Employee Comments Summary

Employee Comments:

Section 7 - Manager Comments

Manager Comments:

Section 8 - eSignature

Attachments

No Attachments have been added to this document

Audit History

Created By :	Tia Shae Lloyd	08/18/2021 9:15:18AM
Transferred From :	Cynthia E Henry	01/14/2022 4:26:27PM
Transferred To :	Larry Robinson	01/14/2022 4:26:27PM
Transferred By :	Tia Shae Lloyd	01/14/2022 4:26:27PM
Last Modified By :	Larry Robinson	07/11/2022 10:17:15AM

Annual AP Evaluation

Manager Evaluation - Completed

Joseph K Maleszewski

Job Title: VP, AUDIT
Document Type: Annual AP Evaluation
Template: A&P Annual Review 4 Step
Status: Completed

Manager: Larry Robinson
Period: 07/01/2020 - 06/30/2021
Document ID: 4390
Due Date: 10/07/2021

Employee Data

Empl ID :	200003205	
Department :	320100	Audit and Compliance
Location Code :	FHAC	Foote-Hilyer Admin Center
Years of Service :	2 Years 3 Months	
Years of Job :	2 Years 3 Months	

The document status is Completed.

Section 1 - Behavioral Expectations

Compliance and Ethics

Description :

Employee establishes, demonstrates and maintains a productive, ethical work style that is compliant with University and department policies and procedures.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

As the Vice President for Audit and Chief Audit Executive it is very important that I personally exhibit and propagate the values of compliance and ethical conduct to my staff and the campus community. I believe that I demonstrate and maintain a productive, ethical work style that is compliant with University and department policies and procedures.

Last Modified By : Larry Robinson

02/10/2022 11:29AM

Customer Satisfaction and Engagement

Description :

Demonstrates a commitment to service excellence in addressing the needs of his/her customers and stakeholders whether they be faculty, students, fellow employees, parents or citizens.

Manager Rating: 2-Above Satisfactory

Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments:

I am committed to service excellence in addressing the needs of our customers and stockholders. Not all stockholders who are audited or investigated will be happy with the result, but we work hard to foster an environment of accountability, transparency and continual improvement to add and preserve value for our stockholders - primarily President Robinson and the Board of Trustees.

Created By : Template

08/18/2021 9:15AM

Last Modified By : Larry Robinson

02/10/2022 11:29AM

Diversity and Inclusion

Description :

Seeks to recognize, understand, and respond effectively to similarities and differences in people and uses this understanding to improve working relationships, productivity, and stakeholder/customer satisfaction.

Narrowly defined as leveraging and utilizing those individual similarities and differences to maximize the performance of the organization.

A practice of ensuring that people within an organization feel they belong, are engaged, and are connected through their work to the goals and objectives of the organization.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments: The Division of Audit has fostered a work environment that leverages the unique skills and ability brought to the workplace by a diverse group of professionals. This year I earned a certificate from the USF's Muma College of Business in Diversity Equity, and Inclusion in the Workplace.

Created By : Template 08/18/2021 9:15AM

Last Modified By : Larry Robinson 02/10/2022 11:29AM

Teamwork

Description :

Establishes and maintains respectful, cooperative, and productive working relationships with co-workers, team members, supervisors, and other members of the University community.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments: One of the Division of Audit's chief values is teamwork. We seek to establish and maintain respectful, cooperative, and productive working relationships with co-workers, team members, supervisors, and other members of the University community. Through this teamwork, we add significant value to Florida Agricultural and Mechanical University.

Created By : Template

08/18/2021 9:15AM

Last Modified By : Larry Robinson

02/10/2022 11:29AM

Safe, Secure Work Environment

Description :

Committed to maintaining a safe and secure work environment.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary

3.50

Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments: The Division of Audit is committed to maintaining a safe and secure work environment. As part of our staff meetings we have had training on such matters.

Created By : Template

08/18/2021 9:15AM

Last Modified By : Larry Robinson

02/10/2022 11:29AM

Non-Hostile Work Environment

Description :

Committed to maintaining a respectful, non-threatening work environment and a zero tolerance for sexual harassment.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary

4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments: The Division of Audit is committed to maintaining a respectful, non-threatening work environment and a zero tolerance for sexual harassment.

Created By : Template

08/18/2021 9:15AM

Last Modified By : Larry Robinson

02/10/2022 11:29AM

Attendance

Description :

Consistently at work during scheduled work hours.

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary

Employee Comments: I am consistently at work during scheduled work hours and other time as necessary to accomplish the work of the University.

Created By : Template 08/18/2021 9:15AM
Last Modified By : Larry Robinson 02/10/2022 11:29AM

Behavioral Expectations Summary

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Joe Maleszewski has performed exceptionally well with regards to the behavioral attributes listed in this section.
Employee Rating: 1-Exemplary
Employee Comments:

Section 2 - Responsibilities

Responsibility 1: Responsibility 1

Description :

The Vice President for Audit will serve as the Chief Audit Executive. The Vice president is responsible for ensuring that the Division of Audit (Division) operates in accordance with its charter and assessing the various functions and control systems of the University and for advising management of their status. The fulfillment of these responsibilities includes the following activities;

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:

Employee Rating: 1-Exemplary
Employee Comments:

Created By : Sandi M Anderson 10/18/2021 5:20PM
Last Modified By : Larry Robinson 02/10/2022 11:35AM

Responsibility 2: Responsibility 2

Description :

Periodically report on the Division's purpose, authority, and responsibility. as well as performance relative to its audit plan, identifying any significant deviations from the approved audit plan;

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Sandi M Anderson 10/18/2021 5:20PM
Last Modified By : Larry Robinson 02/10/2022 11:35AM

Responsibility 3: Responsibility 3

Description :

Confirm to the BOT, at least annually, the organizational independence of the internal audit activity;

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Sandi M Anderson 10/18/2021 5:20PM
Last Modified By : Larry Robinson 02/10/2022 11:35AM

Responsibility 4: Responsibility 4

Description :

Report allegations of significant wrongdoing. including that for personal financial gain, that if substantiated, could cause significant harm or damage to the reputation of the University;

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Sandi M Anderson 10/18/2021 5:20PM
Last Modified By : Larry Robinson 02/10/2022 11:35AM

Responsibility 5: Responsibility 5

Description :

Communicate the Division's quality assurance and improvement program, including results of ongoing internal assessments and external assessments conducted at least every five years;

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Sandi M Anderson 10/18/2021 5:20PM
Last Modified By : Larry Robinson 02/10/2022 11:35AM

Responsibility 6: Responsibility 6

Description :

Provide an annual report on the activities and accomplishments of the Division.

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary

Employee Comments: More details about the Division of Audit and our

accomplishments are contained in our Annual Report for FY 2020-2021. https://www.famu.edu/administration/audit/reports2020_2021/Division%20of%20Audit%20Annual%20Report%20FY2020_2021.pdf

Created By : Sandi M Anderson 10/18/2021 5:20PM

Last Modified By : Larry Robinson 02/10/2022 11:35AM

Responsibility 7: Responsibility 7

Description :

Perform an annual risk assessment of the University's auditable areas to establish risk rankings relative to the adequacy and effectiveness of the processes/programs for controlling activities and managing risk;

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Sandi M Anderson 10/18/2021 5:20PM

Last Modified By : Larry Robinson 02/10/2022 11:35AM

Responsibility 8: Responsibility 8

Description :

Develop and submit to the BOT for approval an annual audit plan that utilizes an appropriate risk-based methodology, including any risks or control concerns identified by management and the BOT;

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Sandi M Anderson 10/18/2021 5:20PM

Last Modified By : Larry Robinson 02/10/2022 11:35AM

Responsibility 9: Responsibility 9

Description :

Perform audits, investigations, and consulting activities in accordance with the audit plan, including any special tasks or projects requested by University management and the BOT audit committee;

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Sandi M Anderson 10/18/2021 5:20PM
Last Modified By : Larry Robinson 02/10/2022 11:35AM

Responsibility 10: Responsibility 10

Description :

Prepare and distribute a written report following the conclusion of each assurance engagement; (include management's response and proposed corrective actions)

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Sandi M Anderson 10/18/2021 5:20PM
Last Modified By : Larry Robinson 02/10/2022 11:35AM

Responsibility 11: Responsibility 11

Description :

Monitor the disposition of planned corrective actions that result from observations or recommendations of the Division or external regulatory agencies and periodically provide status updates to the President, senior management, and the BOT audit committee;

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Sandi M Anderson 10/18/2021 5:20PM

Last Modified By : Larry Robinson 02/10/2022 11:35AM

Responsibility 12: Responsibility 12

Description :

Implement programs that are designed to prevent, detect, and deter fraudulent activities;

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Developed FAMU Fraud Policy 2020-01, which was adopted by the Board of Trustees in December 2020. Developed new FAMU Fraud Prevention and Detection Regulation, (1.023) that establishes risk management strategies to prevent and detect fraud. The Fraud Regulation was approved by the Board of Trustees in June 2021.

Created By : Sandi M Anderson 10/18/2021 5:20PM

Last Modified By : Larry Robinson 02/10/2022 11:35AM

Responsibility 13: Responsibility 13

Description :

Hire and retain professional staff with sufficient knowledge, skills, experience, and professional certifications to fulfill the responsibilities of the Division, and ensure appropriate training and education is provided to staff in accordance with applicable professional education standards;

Manager Rating: 2-Above Satisfactory

Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments:

Created By : Sandi M Anderson 10/18/2021 5:20PM

Last Modified By : Larry Robinson 02/10/2022 11:35AM

Responsibility 14: Responsibility 14

Description :

Establish a quality assurance program by which the Vice President of the Division assures the operations of internal audit activities;

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Sandi M Anderson 10/18/2021 5:20PM

Last Modified By : Larry Robinson 02/10/2022 11:35AM

Responsibility 15: Responsibility 15

Description :

Investigate allegations of suspected fraudulent activities within the University and notify University management of the results;

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Sandi M Anderson 10/18/2021 5:20PM

Last Modified By : Larry Robinson 02/10/2022 11:35AM

Responsibility 16: Responsibility 16

Description :

Report allegations of suspected fraudulent activities to the BOT chair, audit committee chair, or BOG, when appropriate;

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Sandi M Anderson 10/18/2021 5:20PM
Last Modified By : Larry Robinson 02/10/2022 11:35AM

Responsibility 17: Responsibility 17

Description :

In collaboration with the Chief Compliance Officer and General Counsel, ensure that complaints are reviewed and reported in conformity with the whistle-blower's Act (Sections 112.3187-112.31895, Florida Statutes:

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Sandi M Anderson 10/18/2021 5:20PM
Last Modified By : Larry Robinson 02/10/2022 11:35AM

Responsibility 18: Responsibility 18

Description :

Ensure effective coordination and cooperation with external auditors and regulators, and consider the scope of their work for the purpose of providing optimal audit coverage to the University at a reasonable overall cost; and

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00
Manager Comments:

Employee Rating: 1-Exemplary
Employee Comments:

Created By : Sandi M Anderson 10/18/2021 5:20PM
Last Modified By : Larry Robinson 02/10/2022 11:35AM

Responsibility 19: Responsibility 19

Description :

Support the University President and senior management, as requested, in any manner that improves the overall performance of the University. including providing analyses, appraisals, recommendations, counsel, and information concerning the activities and organizations reviewed.

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:

Employee Rating: 1-Exemplary
Employee Comments:

Created By : Sandi M Anderson 10/18/2021 5:20PM
Last Modified By : Larry Robinson 02/10/2022 11:35AM

Responsibilities Summary

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00

Manager Comments:

Joe Maleszewski has executed the responsibilities listed in this section with the upmost in professionalism. His attention to detail while mainting awareness of the "big picture" is commendable.

Employee Rating: 1-Exemplary
Employee Comments:

Section 3 - Employee Goals

Fraud Policy

Description :

Recommend a BOT Fraud Policy for consideration and adoption.

Measurement :

Approved Fraud Policy

- Due Date : 06/30/2021
- Status: Complete
- Percent Complete: 100

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments: Developed FAMU Fraud Policy 2020-01, which was adopted by the Board of Trustees in December 2020. Developed new FAMU Fraud Prevention and Detection Regulation, (1.023) that establishes risk management strategies to prevent and detect fraud. The Fraud Regulation was approved by the Board of Trustees in June 2021.

Created By : Tia Shae Lloyd 10/20/2021 2:33PM

Last Modified By : Larry Robinson 02/10/2022 11:43AM

Mandatory Training

Description :

Provide Governance and Fraud Training as part of the annual University-wide Mandatory Training

Measurement :

- Due Date : 04/30/2021
- Status: Complete
- Percent Complete: 100

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Provided various training sessions to the University community. Primary training sessions included: 1) Board of Trustees Governance Primer; 2) Internal Controls; 3) Internal Controls Assessment; 4) FAMU Management Seminar - Enterprise Risk Management; 5) FAMU Management Seminar - Preparing for

Employee Comments: Audit; and 6) FAMU Fundamentals - Fraud Awareness.

Created By : Tia Shae Lloyd 10/20/2021 2:33PM

Last Modified By : Larry Robinson 02/10/2022 11:43AM

Data Analytics

Description :

More fully implement the DoA's data analytics program to enhance the efficiency and effectiveness of the Division's services.

Measurement :

Data Analytics Program Implemented

- Due Date : 06/30/2021
- Status: In Progress
- Percent Complete: 45

Manager Rating: 3-Solid Performer

Avg Rating: 3-Solid Performer 2.00

Manager Comments:

Employee Rating: 3-Solid Performer

Launched the Division's data analytics program that aims at building an effective data analytics function to carry out projects that will add value to the University community.

Employee Comments:

We will continue to train and develop skills in this area as well as use available analytical tools and data in our audit and investigative work.

Created By : Tia Shae Lloyd

10/20/2021 2:35PM

Last Modified By : Larry Robinson

02/10/2022 11:43AM

Internal Controls Training and Assessment

Description :

Implement mandatory Internal Controls Training program and assessment process to support the President's assessment of Internal Controls and required annual assurance statement to the Board.

Measurement :

Training and Assessment complete and required Assurance Statement provided to Board

- Due Date : 06/30/2021
- Status: Complete
- Percent Complete: 100

Manager Rating: 2-Above Satisfactory

Avg Rating: 1-Exemplary

3.50

Manager Comments:

Employee Rating: 1-Exemplary

Provided various training sessions to the University community. Primary training sessions included: 1) Board of Trustees Governance Primer; 2) Internal Controls; 3) Internal Controls Assessment; 4) FAMU Management Seminar - Enterprise Risk Management; 5) FAMU Management Seminar - Preparing for Audit; and 6) FAMU Fundamentals - Fraud Awareness.

I facilitated the President's first Internal Controls Assurance Statement based upon a review of the University's internal controls environment. This process included:

Employee Comments:

- ? Provided internal controls training to all management, faculty, and staff;
- ? Developed an internal control self-assessment tool for use by divisions, colleges, and schools; and
- ? Evaluated the University's overall internal control system based on the five components of the COSO Framework.

Created By : Tia Shae Lloyd 10/20/2021 2:36PM
Last Modified By : Larry Robinson 02/10/2022 11:43AM

CARES Act

Description :

Audit CARES Act funds and their use to assist management in complying with all requirements in advance of expected federal audits.

Measurement :

CARES Act audits complete

- Due Date : 12/30/2020
- Status: Complete
- Percent Complete: 100

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating:
Employee Comments:

Created By : Tia Shae Lloyd 10/20/2021 2:38PM
Last Modified By : Larry Robinson 02/10/2022 11:43AM

Employee Goals Summary

Manager Comments:

The goals listed above have been effectively achieved. Joe's engagement with senior management on the CARES Act and HEERF funds was critical to our ability to address resource allocation needs related to the impacts of the COVID-19 pandemic at FAMU.

Employee Comments:

Over this period, I completed and or facilitated completion of the following CARES Act related engagements:

? CARES Act HEERF ? Institutional Portion

- ? CARES Act HEERF ? Student Aid Portion

- ? CARES Act HEERF ? HBCU/HBGI

- ? Review of HEERF II Institutional Funds for Student Financial Support

Section 4 - Special Accomplishments

Special Accomplishments Summary

Manager Comments:

Joe's work during this period as evidenced by the accomplishments listed below has been an essential element of the university's overall success.

Employee Comments:

From July 1, 2019 through June 30, 2020, VP Maleszewski led the Division of Audit which achieved the following:

- ? Provided Assurance Services related to Performance Based Funding Data Integrity, Coronavirus Aid, Relief, and Economic Security (CARES) Act's Higher Education Emergency Relief Fund (HEERF), Active Directory Security and Management, Federal Contracts and Grants Disclosure, and Review of HEERF II Institutional Funds for Student Financial Support.

- ? Conducted various projects in addition to assurance services. These projects included investigations, advisory and consulting services, management requests, and continuous monitoring projects.

- ? Worked with University management to validate and close 16 audit and investigation findings. Provided timely finding status updates to the Board of Trustees and the President.

- ? Developed FAMU Fraud Policy 2020-01, which was adopted by the Board of Trustees in December 2020. Developed new FAMU Fraud Prevention and Detection Regulation, (1.023) that establishes risk management strategies to prevent and detect fraud. The Fraud Regulation was approved by the Board of Trustees in June 2021.
- ? Launched the Division's data analytics program that aims at building an effective data analytics function to carry out projects that will add value to the University community.
- ? Provided various training sessions to the University community. Primary training sessions included: 1) Board of Trustees Governance Primer; 2) Internal Controls; 3) Internal Controls Assessment; 4) FAMU Management Seminar - Enterprise Risk Management; 5) FAMU Management Seminar - Preparing for Audit; and 6) FAMU Fundamentals - Fraud Awareness.
- ? Celebrated International Internal Audit Awareness Month in May 2021 by holding a Fraud, Risk, and Controls Virtual Town Hall; hosting a Virtual Audit Awareness Scavenger Hunt; releasing the inaugural newsletter edition of "The Audit Report; and conducting a University-wide Phishing Campaign in partnership with FAMU Information Technology Services.
- ? Participated in FAMU's Relay for Life fund raiser in April 2021. Our team surpassed our goal and raised over \$1,000 to help the American Cancer Society sustain critical research and patient services in this difficult time.

During this period, VP Maleszewski actively assisted management and the Board of Trustees in reporting to the Board of Governors on issues surrounding Athletics. VP Maleszewski served as an integral member of the Athletics Assessment team where he served in an advisory capacity.

Over this period, he has completed and or facilitated completion of the following engagements:

- ? Active Directory Security and Management
CONFIDENTIAL
- ? Performance-Based Funding Data Integrity Audit
- ? CARES Act HEERF ? Institutional Portion
- ? CARES Act HEERF ? Student Aid Portion
- ? CARES Act HEERF ? HBCU/HBGI
- ? Federal Contracts and Grants Disclosure
- ? Review of HEERF II Institutional Funds for Student Financial Support

During this Fiscal Year I lead the Division of Audit's continuous monitoring efforts which provide management timely identification of new issues; transaction errors; abuse, fraud, and non-compliance; and ongoing assurance over risk management and internal controls, as well as the ability to assess and prioritize resources. During FY 2020-2021, the Division performed four (4) continuous monitoring projects including:

- ? Auxiliary Transfers
- ? The Knight Foundation
- ? Purchasing Card

? Textbook Affordability

During the Fiscal Year I also obtained certificates from the Institute of Internal Auditors in the COSO Internal Controls Framework and COSO Enterprise Risk Management. I also earned a certificate from the USF's Muma College of Business in Diversity Equity, and Inclusion in the Workplace.

I facilitated the President's first Internal Controls Assurance Statement based upon a review of the University's internal controls environment. This process included:

- ? Provided internal controls training to all management, faculty, and staff;
- ? Developed an internal control self-assessment tool for use by divisions, colleges, and schools; and
- ? Evaluated the University's overall internal control system based on the five components of the COSO Framework.

During fiscal year 2020-2021, the Division received 16 cases. The following summarizes each case.

Case #	Topic
20-08-0003	Improper Approval and Reimbursement of Travel Expenses
2020-10-04	Outside Employment and Conflict of Interest
2020-11-05	CAFS Land Grants Administrative Position Funding
2021-02-19	Outside Employment and Conflict of Interest
2021-05-28	Investigation Interference

2020-01-27	FAMU PD Records, Staffing, and Accreditation
2020-11-11	Unauthorized Teaching, Outside Employment and Conflict of Interest
2021-11-12	Unauthorized Adjustment of Employee Timesheet
2021-01-15	Student/Faculty Dispute
2020-11-08	Student Loan Dispute
2020-11-09	Student Loan Dispute
2021-03-22	Loan Fraud
2021-05-25	Faculty/Dean Dispute
2021-05-26	Unauthorized Scholarship Offer
2021-05-27	Forgery and Plagiarism Case Review
CAFS Farms Property	Unauthorized Sale of University Property

More details about the Division of Audit and our accomplishments are contained in our Annual Report for FY 2020-2021. https://www.famu.edu/administration/audit/reports2020_2021/Division%20of%20Audit%20Annual%20Report%20FY2020_2021.pdf

Overall Summary

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Comments:

It has been my pleasure to service as Chief Audit Executive for FAMU and I am deeply grateful for this opportunity.

Section 6 - Employee Comments

Employee Comments Summary

Employee Comments:

It has been a pleasure to serve and I deeply appreciate the leadership I receive from President Robinson.

Section 7 - Manager Comments

Manager Comments:

Joe Maleszewski continues to be an incredible asset to Florida A&M University.

Section 8 - eSignature

Joseph K Maleszewski

02/11/2022 10:10:20AM

Employee Signature

Date

Larry Robinson

02/11/2022 10:25:08AM

Manager Signature

Date

Attachments

No Attachments have been added to this document

Audit History

Created By :	Tia Shae Lloyd	08/18/2021 9:15:39AM
Transferred From :	Cynthia E Henry	01/14/2022 4:26:27PM
Transferred To :	Larry Robinson	01/14/2022 4:26:27PM

Transferred By :	Tia Shae Lloyd	01/14/2022 4:26:27PM
Acknowledged By :	Joseph K Maleszewski	02/11/2022 10:10:20AM
Manager Signed By :	Larry Robinson	02/11/2022 10:25:08AM
Completed By :	System	02/11/2022 1:38:09PM
Last Modified By :	System	02/11/2022 1:38:09PM

Annual AP Evaluation

Manager Evaluation - View

Keith A Miles

Job Title: EXECUTIVE ASSOCIATE
Document Type: Annual AP Evaluation
Template: A&P Annual Review 4 Step
Status: Shared with Employee

Manager: Larry Robinson
Period: 07/01/2020 - 06/30/2021
Document ID: 4522
Due Date: 10/07/2021

Employee Data		
Empl ID :	100045899	
Department :	010151	Office of Media Relations
Location Code :	LEEH	Lee Hall
Years of Service :	19 Years 10 Months	
Years of Job :	0 Years 5 Months	

Section 1 - Behavioral Expectations

Compliance and Ethics

Description :

Employee establishes, demonstrates and maintains a productive, ethical work style that is compliant with University and department policies and procedures.

Manager Rating: 2-Above Satisfactory

Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments: It is my responsibility and obligation to lead the Office of Communications as a productive unit that contributes a high level of excellence, with ethical compliance to the University and office policies and procedures.

Created By : Template 10/25/2021 11:00AM

Last Modified By : Larry Robinson 02/28/2022 3:54PM

Customer Satisfaction and Engagement

Description :

Demonstrates a commitment to service excellence in addressing the needs of his/her customers and stakeholders whether they be faculty, students, fellow employees, parents or citizens.

Manager Rating: 2-Above Satisfactory
Avg Rating: 2-Above Satisfactory 3.00
Manager Comments:
Employee Rating: 2-Above Satisfactory

Employee Comments: The Office of Communications is committed to service excellence in our interaction and engagement with stakeholders and customers who seek our assistance. We have done well in this area, however there is room for improvement.

Created By : Template 10/25/2021 11:00AM
Last Modified By : Larry Robinson 02/28/2022 3:54PM

Diversity and Inclusion

Description :

Seeks to recognize, understand, and respond effectively to similarities and differences in people and uses this understanding to improve working relationships, productivity, and stakeholder/customer satisfaction.

Narrowly defined as leveraging and utilizing those individual similarities and differences to maximize the performance of the organization.

A practice of ensuring that people within an organization feel they belong, are engaged, and are connected through their work to the goals and objectives of the organization.

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 3.50
Manager Comments:
Employee Rating: 2-Above Satisfactory

Employee Comments: We are, and have been, a diverse office and will continue efforts in the areas of diversity and inclusion. During our office retreat we identified opportunities to strengthen our team in understanding relationships, productivity and servicing our stakeholders and customer satisfaction. We are working to become a highly effective team.

Created By : Template 10/25/2021 11:00AM
Last Modified By : Larry Robinson 02/28/2022 3:54PM

Teamwork

Description :

Establishes and maintains respectful, cooperative, and productive working relationships with co-workers, team

members, supervisors, and other members of the University community.

Manager Rating: 2-Above Satisfactory

Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments: We have a cordial, cooperative and productive working environment in our inter-office environment. We can improve in maintaining respect among each other. In the creative process, we don't always agree but try to come to the best possible working solution in the best interest of the office and the University.

Created By : Template 10/25/2021 11:00AM

Last Modified By : Larry Robinson 02/28/2022 3:54PM

Safe, Secure Work Environment

Description :

Committed to maintaining a safe and secure work environment.

Manager Rating: 2-Above Satisfactory

Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments: We have and are committed to maintaining a safe and secure work environment. Additionally, we participate in University programming to this end.

Created By : Template 10/25/2021 11:00AM

Last Modified By : Larry Robinson 02/28/2022 3:54PM

Non-Hostile Work Environment

Description :

Committed to maintaining a respectful, non-threatening work environment and a zero tolerance for sexual harassment.

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary

Employee Comments: We are committed to a respectful, non-threatening work environment with zero tolerance for sexual harrassment. In an effort to maintain a positive and productive atmosphere, we have lunch twice a month as a team where we don't discuss work. We use it as a bonding and team building opportunity.

Created By : Template 10/25/2021 11:00AM
Last Modified By : Larry Robinson 02/28/2022 3:54PM

Attendance

Description :

Consistently at work during scheduled work hours.

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary

Employee Comments: As the leader of the Office of Communications my presence at work, focused on our tasks, sets an example for our team to follow.

Created By : Template 10/25/2021 11:00AM
Last Modified By : Larry Robinson 02/28/2022 3:54PM

Behavioral Expectations Summary

Manager Rating: 2-Above Satisfactory
Avg Rating: 2-Above Satisfactory 3.00
Manager Comments:
Employee Rating: 2-Above Satisfactory
Employee Comments:

Section 2 - Responsibilities

Responsibility 1: Responsibility 1

Description :

Responsible for the overall direction, coordination, and evaluation of media relations. Carries out supervisory responsibilities in accordance with University's policies, regulations, and applicable laws. Additional duties includes interviewing, hiring, and training employees; planning, assigning and directing work; evaluating job performance; handling disciplinary matters; and addressing complaints and resolving problems.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary

4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments: The overall direction, coordination and evaluation of media relations is highly productive. We have a deadline driven and "say yes" strategy towards media opportunities to share the FAMU story. We have had some turnover and are in the process of filling those vacancies. We have been successful in this area and anticipate that this will continue.

Created By : Tia Shae Lloyd

10/25/2021 11:15AM

Last Modified By : Larry Robinson

02/28/2022 3:57PM

Responsibility 2: Responsibility 2

Description :

Accountable for planning, developing, and implementing all of the University's marketing and social media strategies; marketing communications; public relations and mass communications activities in support of the University's strategic initiatives.

Manager Rating: 2-Above Satisfactory

Avg Rating: 1-Exemplary

3.50

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments: We are developing a University marketing plan and have established social media strategies. Additionally, we have increased our budget for marketing and promoting the University. We have established a strong network of local, statewide, regional and national media partners to distribute news and information about the University. We have done a good job of telling the FAMU story.

Created By : Tia Shae Lloyd

10/25/2021 11:15AM

Last Modified By : Larry Robinson

02/28/2022 3:57PM

Responsibility 3: Responsibility 3

Description :

Assists with the development of strategies to enhance the reputation of Florida A&M University, regionally, nationally, and internationally, while supporting other public relations activities. This includes developing both high-level and executional media strategies as warranted.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary

4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments: We are proud of our efforts in this area. We have been strategic about using traditional and new media platforms to enhance the University's reputation. We can cite many examples of these efforts, i.e. distributing two e-Newsletters per month, regular distribution of press releases and arranging interviews for senior leaders, and collaborating internally to push out strong media campaigns, i.e. our efforts with messaging around the COVID-19 pandemic and FAMU's efforts.

Created By : Tia Shae Lloyd

10/25/2021 11:15AM

Last Modified By : Larry Robinson

02/28/2022 3:57PM

Responsibility 4: Responsibility 4

Description :

Accountable for design, creation, edit, maintenance, and publishing of selected electronic and written materials and publications, presentations and web forms, and for creating, revising, monitoring and updating digital content and design for web, mobile and digital signage, web and mobile applications, and videos for multiple platforms.

Manager Rating: 2-Above Satisfactory

Avg Rating: 1-Exemplary

3.50

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments: We have established an increasingly good working relationship with ITS around content for the web site as it continues to evolve. Additionally, we have created and designed award winning graphics and messaging, i.e. the

A&M Magazine, the University banners, and the graphics promoting our Virtual Town Hall meetings. We have also created visuals and content for the mobile app, video display boards, and other platforms.

Created By : Tia Shae Lloyd 10/25/2021 11:15AM

Last Modified By : Larry Robinson 02/28/2022 3:57PM

Responsibility 5: Responsibility 5

Description :

Responsible for involvement in branding, sustainability, outreach programs, participation on campus-wide panels, orientations, and the coordination of various internal and external events

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

We have played an integral role in branding the University utilizing positive news and information about the University, working with various on campus departments on campus events, panels, and collaborating to promote internal and external events.

Created By : Tia Shae Lloyd 10/25/2021 11:15AM

Last Modified By : Larry Robinson 02/28/2022 3:57PM

Responsibility 6: Responsibility 6

Description :

Responsible for fostering an environment of collaboration and for building strong and diverse partnerships with internal and external constituents which includes reporters, editors, and key news personnel.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments: We have developed and maintain strong relationships with our media

partners. We work to assist these partners to facilitate helping to tell our story and look for opportunities to build relationships in this space to broaden our reach and frequency, i.e. we set up a meeting with the Miami Herald Executive Editor to meet with the President to establish and build a relationship.

Created By : Tia Shae Lloyd 10/25/2021 11:15AM

Last Modified By : Larry Robinson 02/28/2022 3:57PM

Responsibilities Summary

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Section 3 - Employee Goals

Report Title:

Description :

Continue developing a positive messaging track to focus attention on FAMU's successes and progress toward goals. The goal is for the annual analytics to reflect positive and neutral coverage at 90% and to keep negative coverage to below 10%.

Measurement :

We have had a phenomenal year in telling the FAMU story and with our traditional and social media analytics trending upward for most of the year. This may have been our best year ever in terms of positive analytics related to positive FAMU coverage.

- Due Date :
- Status: In Progress
- Percent Complete: 90

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments: We had our best year ever in terms of positive analytics from traditional and social media performance. These numbers are continuing to trend upwards as we tell the FAMU story.

Created By : Tia Shae Lloyd 10/25/2021 11:23AM
Last Modified By : Larry Robinson 02/28/2022 4:00PM

Marketing

Description :

Implement an integrated marketing campaign to promote FAMU that will attract high achieving students, renowned faculty and talented staff.

Measurement :

While we have done well in promoting and assisting in the attraction of high achieving students, in particular, we are in the process of developing a comprehensive integrated marketing strategy to promote FAMU to students, faculty and staff. This plan will outline goals and strategies for achieving them and is in progress.

- Due Date :
- Status: In Progress
- Percent Complete: 70

Manager Rating: 2-Above Satisfactory
Avg Rating: 2-Above Satisfactory 3.00
Manager Comments:
Employee Rating: 2-Above Satisfactory

Employee Comments: We continue to promote high achieving students, faculty and staff for their respective accomplishments. We are in the process of developing an integrated marketing strategy.

Created By : Tia Shae Lloyd 10/25/2021 11:23AM
Last Modified By : Larry Robinson 02/28/2022 4:00PM

Branding the President

Description :

Increase the number of opportunities the President is featured and/or mentioned in local, state and national media by 20%. Position the President as a thought leader and national voice on HBCU Sustainability and other topics.

Measurement :

2021 has been an outstanding year for promoting President Robinson, who is the ultimate spokesperson for the University. He has been featured prominently across media platforms and garnered local, state, regional and national attention for his work at FAMU, particularly as it relates to how the University operated and handled the COVID-19 pandemic and navigated the uncertain times

to increase student success outcomes. Our goal was to position the President as a national thought leader and we will continue to push the envelope going forward.

- Due Date :
- Status: In Progress
- Percent Complete: 95

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments: 2021 has been an outstanding year for promoting President Robinson, who is the ultimate spokesperson for the University. He has been featured prominently across media platforms and garnered local, state, regional and national attention for his work at FAMU, particularly as it relates to how the University operated and handled the COVID-19 pandemic and navigated the uncertain times to increase student success outcomes. Our goal was to position the President as a national thought leader and we will continue to push the envelope going forward.

Created By : Tia Shae Lloyd 10/25/2021 11:24AM

Last Modified By : Larry Robinson 02/28/2022 4:00PM

University Branding/Exposure

Description :

Increase placement/mentions of FAMU news stories in local, state and national publications by 20%. Collaborate with public and private entities to increase the spaces where FAMU is being mentioned/included. Establish the Office of Communications as the official source of University news.

Measurement :

Through our own media platforms, FAMUnews.com, e-Newsletters (Striking from The Top and FAMU Impact), The A&M Magazine, we have created great exposure for the University. Additionally, FAMU news and accomplishments have been featured locally, statewide, regionally and nationally, across media platforms, including: MSNBC, Cox Media Group, Yahoo News, the Black News Channel, LinkedIn News and the Broward County Chapter of the Links, Inc. He has been interviewed and quoted by the Washington Post, The New York Times, The Miami Herald, The Tampa Bay Times, The Jacksonville Times-Union, Politico, The Chronicle of Higher Education, The Wall Street Journal and Diversity Issues in Higher Education, the Tallahassee Democrat, and the FAMUan college newspaper.

Additionally, FAMU achieving the highest-ranked Public HBCU among Top Public Schools and National Universities for the third consecutive year, moving up to number 104 from number 117 a year ago, was a major accomplishment that generated major exposure that would have otherwise cost the University millions of dollars if it had to be paid for. The exposure that the FAMU COVID-19 testing site and the COVID-19 Vaccination Site, also provided positive community exposure and good will for the University. The three COVID-19 campaigns launched by the Office of Communications were strong calls to action and sent a clear message to our key stakeholders. "We can't be FAM without U getting vaccinated; Call the Shots and Protect the FAMULY," all communicated.

- Due Date :
- Status: In Progress
- Percent Complete: 90

Manager Rating: 2-Above Satisfactory

Avg Rating: 1-Exemplary 3.50

Manager Comments:

Employee Rating: 1-Exemplary

Through our own media platforms, FAMUnews.com, e-Newsletters (Striking from The Top and FAMU Impact), The A&M Magazine, we have created great exposure for the University. Additionally, FAMU news and accomplishments have been featured locally, statewide, regionally and nationally, across media platforms, including: MSNBC, Cox Media Group, Yahoo News, the Black News Channel, LinkedIn News and the Broward County Chapter of the Links, Inc. He has been interviewed and quoted by the Washington Post, The New York Times, The Miami Herald, The Tampa Bay Times, The Jacksonville Times-Union, Politico, The Chronicle of Higher Education, The Wall Street Journal and Diversity Issues in Higher Education, the Tallahassee Democrat, and the

Employee Comments: FAMUan college newspaper.

Additionally, FAMU achieving the highest-ranked Public HBCU among Top Public Schools and National Universities for the third consecutive year, moving up to number 104 from number 117 a year ago, was a major accomplishment that generated major exposure that would have otherwise cost the University millions of dollars if it had to be paid for. The exposure that the FAMU COVID-19 testing site and the COVID-19 Vaccination Site, also provided positive community exposure and good will for the University. The three COVID-19 campaigns launched by the Office of Communications were strong calls to action and sent a clear message to our key stakeholders. "We can't be FAM without U getting vaccinated; Call the Shots and Protect the FAMULY," all communicated.

Last Modified By : Larry Robinson

02/28/2022 4:00PM

Community Engagement

Description :

Increase the number of signature community campus participation of attendees for campus events by 20%.

Measurement :

After a year when the campus was virtually empty because of the pandemic, the return to campus has resulted in major participation for campus events. We project that this will continue as the University continues to generate positive news and hosts signature campus events, i.e. Commencements, Convocations, athletic events, Virtual Town Halls, etc.

- Due Date :
- Status: In Progress
- Percent Complete: 90

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary

4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

After a year when the campus was virtually empty because of the pandemic, the return to campus has resulted in major participation for campus events. We project that this will continue as the University continues to generate positive news and hosts signature campus events, i.e. Commencements, Convocations, athletic events, Virtual Town Halls, etc.

Created By : Tia Shae Lloyd

10/25/2021 11:25AM

Last Modified By : Larry Robinson

07/11/2022 9:40AM

Fundraising

Description :

Continue collaboration with the Office of University Advancement through increased messaging for signature fundraising events and the utilization of all channels and platforms to inform stakeholders on the importance and the need of giving back to the University.

Measurement :

Through collaboration with the University Advancement and regularly scheduled meetings we were able to increase our messaging for fundraising and promote fundraising events. We regularly feature fundraising promotions in our e-Newsletters and highlight donors who are making significant

contributions to the University. This will continue as we are constantly looking to highlight ways for alumni, faculty, staff, students and other contributors, while telling the stories of major gifts coming to the University.

- Due Date :
- Status: In Progress
- Percent Complete: 90

Manager Rating: 2-Above Satisfactory
Avg Rating: 1-Exemplary 3.50
Manager Comments:
Employee Rating: 1-Exemplary

Employee Comments: Through collaboration with the University Advancement and regularly scheduled meetings we were able to increase our messaging for fundraising and promote fundraising events. We regularly feature fundraising promotions in our e-Newsletters and highlight donors who are making significant contributions to the University. This will continue as we are constantly looking to highlight ways for alumni, faculty, staff, students and other contributors, while telling the stories of major gifts coming to the University.

Created By : Tia Shae Lloyd 10/25/2021 11:26AM
Last Modified By : Larry Robinson 02/28/2022 4:00PM

Employee Goals Summary

Manager Comments:
Employee Comments:

We will continue to work on the goals: reputation, marketing, branding the President, University branding and exposure, community engagement, and fundraising. We had a tremendous year in these areas and will continue striving to enhance our efforts going forward.

Section 4 - Special Accomplishments

Special Accomplishments Summary

Manager Comments:
Employee Comments:

The Office of Communications has won CASE Awards over the last two years; two-time MarCom Award winners (A&M Magazine for publication design; "Call the Shots" full communication campaign; and the new campus

banners won a gold award for print media - marketing - promotion - materials).

Section 5 - Overall

Overall Summary

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Comments:

Overall, the Office of Communications takes great pride in promoting the University; elevating the President as a national thought leader; and most importantly in sharing the FAMU story across media platforms. We have been effective in our efforts and are trending upward in reaching our target demos. We have a collaborative working relationship internally and externally and continue to look for opportunities for enhancement. It's an honor to work with a highly competent team of professionals who are committed and dedicated to uplifting FAMU on a daily basis.

Section 6 - Employee Comments

Employee Comments

Employee Comments:

Section 7 - Manager Comments

Manager Comments:

Keith has led our Communications team with distinction during this rating period.

Section 8 - eSignature

Attachments

No Attachments have been added to this document

Audit History

Created By : Tia Shae Lloyd

10/25/2021 11:00:16AM

Transferred From :	Cynthia E Henry	01/14/2022 4:26:27PM
Transferred To :	Larry Robinson	01/14/2022 4:26:27PM
Transferred By :	Tia Shae Lloyd	01/14/2022 4:26:27PM
Last Modified By :	Larry Robinson	07/11/2022 9:42:14AM

Annual AP Evaluation

Manager Evaluation - View

William Hudson

Job Title: VP, STUDENT AFFAIRS
Document Type: Annual AP Evaluation
Template: A&P Annual Review 4 Step
Status: Shared with Employee

Manager: Larry Robinson
Period: 07/01/2020 - 06/30/2021
Document ID: 4091
Due Date: 10/07/2021

Employee Data	
Empl ID :	100058479
Department :	040100
Location Code :	FHAC
Years of Service :	12 Years 7 Months
Years of Job :	10 Years 11 Months
	Vice President Student Affairs Foote-Hilyer Admin Center

Section 1 - Behavioral Expectations

Compliance and Ethics

Description :

Employee establishes, demonstrates and maintains a productive, ethical work style that is compliant with University and department policies and procedures.

Manager Rating: 3-Solid Performer
Avg Rating: 2-Above Satisfactory 3.00

Manager Comments: We need to continue to work together on major construction, naming and traffic related issues to ensure that all such is done with as broad senior leadership team input as possible.

Employee Rating: 1-Exemplary
Employee Comments:

Created By : Template 08/18/2021 9:15AM
Last Modified By : Larry Robinson 07/11/2022 10:00AM

Customer Satisfaction and Engagement

Description :

Demonstrates a commitment to service excellence in addressing the needs of his/her customers and stakeholders whether they be faculty, students, fellow employees, parents or citizens.

Manager Rating: 2-Above Satisfactory

Avg Rating: 1-Exemplary

3.50

Manager Comments: Customer service continues to improve but complaints regarding Financial Aid have seen a spike during the past year. I am impressed with the leadership provided to address the issues at hand.

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Template

08/18/2021 9:15AM

Last Modified By : Larry Robinson

07/11/2022 10:00AM

Diversity and Inclusion

Description :

Seeks to recognize, understand, and respond effectively to similarities and differences in people and uses this understanding to improve working relationships, productivity, and stakeholder/customer satisfaction.

Narrowly defined as leveraging and utilizing those individual similarities and differences to maximize the performance of the organization.

A practice of ensuring that people within an organization feel they belong, are engaged, and are connected through their work to the goals and objectives of the organization.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary

4.00

Manager Comments: The Division has supported numerous activities and implemented innovative approaches to address diversity, especially with regards to sexual orientation of students.

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Template

08/18/2021 9:15AM

Last Modified By : Larry Robinson

07/11/2022 10:00AM

Teamwork

Description :

Establishes and maintains respectful, cooperative, and productive working relationships with co-workers, team members, supervisors, and other members of the University community.

Manager Rating: 3-Solid Performer
Avg Rating: 2-Above Satisfactory 3.00

Manager Comments: There is a definite opportunity to improve internal collaboration when it comes to major/minor projects, and "naming" of FAMU's properties.

Employee Rating: 1-Exemplary
Employee Comments:

Created By : Template 08/18/2021 9:15AM

Last Modified By : Larry Robinson 07/11/2022 10:00AM

Safe, Secure Work Environment

Description :

Committed to maintaining a safe and secure work environment.

Manager Rating: 2-Above Satisfactory
Avg Rating: 2-Above Satisfactory 3.00

Manager Comments: It has been impressive to witness the multiple certifications of FAMU's Campus Safety team which sets a new standard for our educational community. The efforts to reallocate funds to support salary increases for campus safety officers should lead to some additional stability.

Employee Rating: 2-Above Satisfactory

Employee Comments: Must increase the number of officers employed by campus safety.

Created By : Template 08/18/2021 9:15AM

Last Modified By : Larry Robinson 07/11/2022 10:00AM

Non-Hostile Work Environment

Description :

Committed to maintaining a respectful, non-threatening work environment and a zero tolerance for sexual harassment.

Manager Rating: 3-Solid Performer
Avg Rating: 2-Above Satisfactory 2.50

Manager Comments: We must aggressively review and screen employees in the Division, especially those with a sworn duty to "serve and protect" the campus community.

Employee Rating: 2-Above Satisfactory

Employee Comments: There were issues in the Campus Safety department with respect to Title IX.

Created By : Template 08/18/2021 9:15AM

Last Modified By : Larry Robinson 07/11/2022 10:00AM

Attendance

Description :

Consistently at work during scheduled work hours.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating:

Employee Comments:

Created By : Template 08/18/2021 9:15AM

Last Modified By : Larry Robinson 07/11/2022 10:00AM

Behavioral Expectations Summary

Manager Rating: 2-Above Satisfactory

Avg Rating: 1-Exemplary 3.50

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Section 2 - Responsibilities

Responsibility 1: Responsibility 1

Description :

The incumbent in this position serves as the Vice President for Student Affairs, reports to the University President, and serves on the President's Leadership Team.

In this capacity, the incumbent is responsible for all matters pertaining to student activities, services and programs. Such programs may include student self-awareness, leadership, involvement and participation as well as continued improvement with regard to the student in a learning environment and climate.

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Sandi M Anderson 10/18/2021 4:53PM
Last Modified By : Larry Robinson 07/11/2022 10:04AM

Responsibility 2: Responsibility 2

Description :

Responsible for the formulation, coordination, and implementation of university policies, programs, and services relative to the personal, cultural and general welfare of the student body outside the classroom as well as advising the President and Provost as appropriate pertaining to matters involving the welfare of students and student programs.

Manager Rating: 2-Above Satisfactory
Avg Rating: 1-Exemplary 3.50
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Sandi M Anderson 10/18/2021 4:53PM
Last Modified By : Larry Robinson 07/11/2022 10:04AM

Responsibility 3: Responsibility 3

Description :

Responsible for providing counseling and advising services to students, faculty, staff, parents and others regarding the activities, programs and procedures affecting the student body. Also, responsible for directing those departments concerned with the welfare of the student body.

Manager Rating: 2-Above Satisfactory

Avg Rating: 2-Above Satisfactory 3.00
Manager Comments:

Employee Rating: 2-Above Satisfactory
Employee Comments:

Created By : Sandi M Anderson 10/18/2021 4:53PM
Last Modified By : Larry Robinson 07/11/2022 10:04AM

Responsibility 4: Responsibility 4

Description :

Represents the institution on state and system-wide committees. Prepares and delivers speeches and talks to various civic, educational, professional and interested community groups on matters of general student welfare as well as confer and advise students, faculty, staff, parents and others regarding activities and programs of the student body.

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:

Employee Rating: 1-Exemplary
Employee Comments:

Created By : Sandi M Anderson 10/18/2021 4:53PM
Last Modified By : Larry Robinson 07/11/2022 10:04AM

Responsibility 5: Responsibility 5

Description :

Informs subordinates of all relevant University Regulations and Internal Operating Procedures and provides access to all related documents; assesses and documents subordinates' ability to comply with all relevant University Regulations and Internal Operating Procedures; Employs measures of accountability for compliance with University Regulations and Internal Operating Procedures; Conducts and documents performance evaluations in a timely manner for each subordinate, in accordance with University Regulations and Internal Operating Procedures.

Manager Rating: 3-Solid Performer
Avg Rating: 2-Above Satisfactory 2.50
Manager Comments:

Employee Rating: 2-Above Satisfactory
Employee Comments:

Created By : Sandi M Anderson 10/18/2021 4:53PM

Last Modified By : Larry Robinson

07/11/2022 10:04AM

Responsibility 6: Responsibility 6

Description :

Directs the enrollment management services and activities of the University to include recruitment, admissions, orientation, financial aid, academic advising, and the presidential scholars program.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary

4.00

Manager Comments:

Employee Rating:

Employee Comments:

Created By : Sandi M Anderson

10/18/2021 4:53PM

Last Modified By : Larry Robinson

07/11/2022 10:04AM

Responsibility 7: Responsibility 7

Description :

Performs related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of the Division of Student Affairs and the University as directed by the University President.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary

4.00

Manager Comments:

Employee Rating:

Employee Comments:

Created By : Sandi M Anderson

10/18/2021 4:53PM

Last Modified By : Larry Robinson

07/11/2022 10:04AM

Responsibilities Summary

Manager Rating: 2-Above Satisfactory

Avg Rating: 1-Exemplary

3.50

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Section 3 - Employee Goals

Increase the enrollment of FCS AA Transfer students

Description :

Measurement :

- Due Date :
- Status: In Progress
- Percent Complete: 0

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary

4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Cynthia E Henry

11/03/2021 2:17PM

Last Modified By : Larry Robinson

07/11/2022 10:07AM

Description :

Measurement :

- Due Date :
- Status: In Progress
- Percent Complete: 0

Manager Rating: 2-Above Satisfactory

Avg Rating: 1-Exemplary

3.50

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Cynthia E Henry

11/03/2021 2:18PM

Last Modified By : Larry Robinson

07/11/2022 10:07AM

FAMU educational needs

Description :

Understand the educational needs of FAMU's population and advocates for student support

Measurement :

- Due Date :
- Status:
- Percent Complete: 0

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Cynthia E Henry 11/03/2021 2:18PM
Last Modified By : Larry Robinson 07/11/2022 10:07AM

Post graduate report of services

Description :

Increase the percentage of graduate reporting very satisfied/somewhat satisfied with services in key administrative units on the exit survey

Measurement :

- Due Date :
- Status:
- Percent Complete: 0

Manager Rating: 3-Solid Performer
Avg Rating: 2-Above Satisfactory 2.50

Manager Comments: Additional progress is needed regarding student satisfaction.

Employee Rating: 2-Above Satisfactory
Employee Comments:

Created By : Cynthia E Henry 11/03/2021 2:19PM
Last Modified By : Larry Robinson 07/11/2022 10:07AM

Employee Goals Summary

Manager Comments:
Employee Comments:

Section 4 - Special Accomplishments

Special Accomplishments Summary

Manager Comments:

Employee Comments:

Served as the Chair of the SUS Council of Student Affairs

Served as Chair of the State of FL Articulation Committee

Increased the academic profile of FTIC Students

Adjusted student programming to address COVID-19

Section 5 - Overall

Overall Summary

Manager Rating: 2-Above Satisfactory

Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Comments:

Section 6 - Employee Comments

Employee Comments Summary

Employee Comments:

Section 7 - Manager Comments

Manager Comments:

Section 8 - eSignature

Attachments

No Attachments have been added to this document

Audit History

Created By :	Tia Shae Lloyd	08/18/2021 9:15:11AM
Transferred From :	Cynthia E Henry	01/14/2022 4:26:27PM
Transferred To :	Larry Robinson	01/14/2022 4:26:27PM
Transferred By :	Tia Shae Lloyd	01/14/2022 4:26:27PM
Last Modified By :	Larry Robinson	07/11/2022 10:08:25AM

Annual AP Evaluation

Manager Evaluation - View

Rica Hudson Calhoun

Job Title: CHIEF COMPL & ETHICS OFFICER
Document Type: Annual AP Evaluation
Template: A&P Annual Review 4 Step
Status: Shared with Employee

Manager: Larry Robinson
Period: 07/01/2020 - 06/30/2021
Document ID: 4369
Due Date: 10/07/2021

Employee Data	
Empl ID :	200002952
Department :	310100
Location Code :	FHAC
Years of Service :	3 Years 4 Months
Years of Job :	3 Years 4 Months
	Ofc. of Compliance and Ethics Foote-Hilyer Admin Center

Section 1 - Behavioral Expectations

Compliance and Ethics

Description :

Employee establishes, demonstrates and maintains a productive, ethical work style that is compliant with University and department policies and procedures.

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary

Employee Comments: My work with University partners to facilitate the compliance and ethics program has allowed me to provide best practices and set the example for members of the University community through consistent engagement and focus on compliance matters central to the University. I led the effort in the completion of the University's first external compliance and ethics review, which was successful with no material deficiencies.

Created By : Template 08/18/2021 9:15AM

Last Modified By : Larry Robinson 07/11/2022 10:38AM

Description :

Demonstrates a commitment to service excellence in addressing the needs of his/her customers and stakeholders whether they be faculty, students, fellow employees, parents or citizens.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary

4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments: I have demonstrated a commitment to service excellence through my work with University compliance partners, faculty and staff, as well as students; specifically, through a focus on problem solving and closing the loop when confronted with concerns, as well as soliciting and incorporating constructive feedback through survey and partnerships. Examples include the compliance and ethics survey, COVID-19 townhall meetings, and daily interaction with constituencies.

Created By : Template

08/18/2021 9:15AM

Last Modified By : Larry Robinson

07/11/2022 10:38AM

Faculty and Staff

Description :

Seeks to recognize, understand, and respond effectively to similarities and differences in people and uses this understanding to improve working relationships, productivity, and stakeholder/customer satisfaction.

Narrowly defined as leveraging and utilizing those individual similarities and differences to maximize the performance of the organization.

A practice of ensuring that people within an organization feel they belong, are engaged, and are connected through their work to the goals and objectives of the organization.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary

4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments: I continue to apply this standard in my work with University partners to implement the University's COVID-19 response,

coordinate and implement FAMU Fundamentals 2021, and work with compliance partners across the organization to address common compliance concerns. An example is the implementation of COVID-19 mitigation measures and foreign influence screening to comply with state law.

Created By : Template 08/18/2021 9:15AM
Last Modified By : Larry Robinson 07/11/2022 10:38AM

Teamwork

Description :

Establishes and maintains respectful, cooperative, and productive working relationships with co-workers, team members, supervisors, and other members of the University community.

Manager Rating: 2-Above Satisfactory
Avg Rating: 2-Above Satisfactory 3.00
Manager Comments:
Employee Rating: 2-Above Satisfactory

Employee Comments: My daily work requires continued productive working relationships with the board of trustees, leadership, compliance partners and all constituencies to achieve program objectives. Where I have been confronted with challenges, I have developed approaches that prioritize the University mission and goals. I have worked to communicate my perspective in a way that is respectful and constructive.

Created By : Template 08/18/2021 9:15AM
Last Modified By : Larry Robinson 07/11/2022 10:38AM

Safe, Secure Work Environment

Description :

Committed to maintaining a safe and secure work environment.

Manager Rating: 2-Above Satisfactory
Avg Rating: 2-Above Satisfactory 3.00
Manager Comments:
Employee Rating: 2-Above Satisfactory

Employee Comments: I consistently support a safe and secure work environment by working with University partners to secure our office space and records through leveraging technology and including the installation of cabinets and locks.

Created By : Template 08/18/2021 9:15AM
Last Modified By : Larry Robinson 07/11/2022 10:38AM

Non-Hostile Work Environment

Description :

Committed to maintaining a respectful, non-threatening work environment and a zero tolerance for sexual harassment.

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary

Employee Comments: I consistently support this environment in the Office of Compliance and Ethics, but also University-wide in my support of Equal Opportunity Programs in their development of training materials and joint investigations, as appropriate.

Created By : Template 08/18/2021 9:15AM
Last Modified By : Larry Robinson 07/11/2022 10:38AM

Attendance

Description :

Consistently at work during scheduled work hours.

Manager Rating: 2-Above Satisfactory
Avg Rating: 2-Above Satisfactory 3.00
Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments: I adhere to the standard and regularly work beyond expected hours to collaborate with colleagues and bring tasks and projects to completion.

Created By : Template 08/18/2021 9:15AM

Last Modified By : Larry Robinson 07/11/2022 10:38AM

Behavioral Expectations Summary

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Based on the above, I have exceeded behavioral expectations in my work supporting the University's compliance and ethics program and COVID-19 University response.

Section 2 - Responsibilities

Responsibility 1: Responsibility 1

Description :

Develops and oversees implementation of a University-wide compliance strategy program consistent with the mission, vision, and values of the University and Board of Governors (BOG) Regulation 4.003, State University System Compliance and Ethics Programs.

Manager Rating: 2-Above Satisfactory

Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments: I continue to devote 100% effort to building an effective compliance and ethics program, with a focus on the eight elements, including defined roles and responsibilities, education, and appropriate enforcement.

Created By : Sandi M Anderson 10/18/2021 5:16PM

Last Modified By : Larry Robinson 07/11/2022 10:41AM

Responsibility 2: Responsibility 2

Description :

Responds to alleged violation of rules, regulations, policies and procedures and Standards of Conduct by evaluating or recommending the initiation of investigative procedures and develops and oversees a system for uniform handling of such violations.

Manager Rating: 2-Above Satisfactory
Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments: Core to my responsibilities in supporting an effective compliance and ethics program is to investigate allegations of misconduct and oversee a system that handles such complaints. The Office of Compliance and Ethics (OCE) monitors the University's Compliance and Ethics Hotline and investigates complaints of misconduct and retaliation, while referring complaints to appropriate enforcement offices. OCE also coordinates the meeting of these enforcement offices, who meet regularly to discuss complaints and ensure that allegations are being addressed and there are no gaps.

Created By : Sandi M Anderson 10/18/2021 5:16PM
Last Modified By : Larry Robinson 07/11/2022 10:41AM

RESPONSIBILITY OF COMPLIANCE RISK

Description :

Monitors, and as necessary, coordinates activities of other departments to remain abreast of the status of all compliance activities and to identify trends; Identifies potential areas of compliance vulnerability and risk; Develops and implements corrective action plans for resolution of problematic issues and provides general guidance on how to avoid or deal with similar situations in the future.

Manager Rating: 2-Above Satisfactory
Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments: I achieve this objective through my work with the Enterprise Compliance Committee, assisting compliance partners in assessing University compliance risk and developing strategies to mitigate or address the risks. Examples include conflict of interest, foreign influence and NIST 800-171. I also maintain a focus on band, athletics, and research due to my relationship

with SME's in those areas.

Created By : Sandi M Anderson 10/18/2021 5:16PM

Last Modified By : Larry Robinson 07/11/2022 10:41AM

Responsibility 4: Responsibility 4

Description :

Maintains current knowledge of laws, legislation and regulations regarding compliance and ethical business practices and behavior.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 3.50

Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments: I continue to maintain my certification as a Compliance and Ethics Professional, as well as my membership in NACUA and the SCCE and the SUS Compliance and Ethics Consortium.

Created By : Sandi M Anderson 10/18/2021 5:16PM

Last Modified By : Larry Robinson 07/11/2022 10:41AM

Responsibility 5: Responsibility 5

Description :

Serves as liaison with internal and external personnel and agencies regarding compliance and ethical issues and incidents.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments: I continue to serve as a liaison with compliance partners, SUS partners, federal and state officials regarding COVID-19 mitigation practices, investigations, as well as compliance and ethics risks.

Created By : Sandi M Anderson 10/18/2021 5:16PM

Last Modified By : Larry Robinson 07/11/2022 10:41AM

Responsibility 6: Responsibility 6

Description :

Ensures the University's Board of Trustees (BOT) are knowledgeable in content and operation of the compliance and ethics program and exercises reasonable oversight.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 3.50

Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments:

I continue to provide relevant information to the Board through regular updates at each committee, one-on-ones, and current events, as appropriate, including regular COVID-19 updates. I will continue to incorporate Board members in the compliance and ethics program through enhanced education and training, as well.

Created By : Sandi M Anderson 10/18/2021 5:16PM

Last Modified By : Larry Robinson 07/11/2022 10:41AM

Responsibility 7: Responsibility 7

Description :

Conducts effective education and training programs to employees and BOT members regarding their responsibility and accountability for ethical conduct and compliance with applicable laws, regulations, rules, policies, and procedures and disseminate information as appropriate.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

I continue to create, administer, and support training throughout the year, including FAMU Fundamentals, Management Seminar and the Faculty Pre-planning in 2021. FAMU Fundamentals met our completion goal of approximately 80% this year, up from about 70% in 2020. We are on track for FAMU Fundamentals 2022, with the new module of Emergency Management, on which I am working with Ashley Davis to complete.

Created By : Sandi M Anderson 10/18/2021 5:16PM

Last Modified By : Larry Robinson 07/11/2022 10:41AM

Responsibility 8: Responsibility 8

Description :

Ensures that an external review of the Program's design and effectiveness is conducted every five years or as deemed necessary as dictated by the circumstances.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments: We were the first in the SUS to complete the external review of the program. The program was assessed on more than 50 points of review with no material deficiencies.

Created By : Sandi M Anderson 10/18/2021 5:16PM

Last Modified By : Larry Robinson 07/11/2022 10:41AM

Responsibilities Summary

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 3.50

Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments:

Section 3 - Employee Goals

Mandatory Training development and implementation

Description :

Develop measurement for attempts and retention; target completion- 80% of users

Measurement :

- Due Date :
- Status: In Progress
- Percent Complete: 80

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary

Employee Comments: We met our goal with approximately 80% of completion for users, up from about 70% in 2020. We will continue to encourage high levels of completion across the University.

Created By : Cynthia E Henry 11/12/2021 3:59PM
Last Modified By : Larry Robinson 07/11/2022 10:44AM

External Review

Description :

Establish process for peer review (internal or external). External Review complete. All areas met general conformance standards.

Measurement :

- Due Date :
- Status: Complete
- Percent Complete: 100

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary

Employee Comments: We were the first in the SUS to complete the external review of the program. The program was assessed on more than 50 points of review with no material deficiencies.

Created By : Cynthia E Henry 11/12/2021 4:00PM
Last Modified By : Larry Robinson 07/11/2022 10:44AM

Increased engagement with stakeholders

Description :

Aggressive rollout of compliance review initiative; focus on closing the loop.

Continued VP level partnerships to supplement work of Enterprise Compliance Committee and review potential compliance concerns

Measurement :

- Due Date :
- Status: In Progress
- Percent Complete: 0

Manager Rating: 2-Above Satisfactory

Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments: We have continued to address identified high risk areas to maximize our capacity, including investigations, conflict of interest, research, athletics, and training and education.

Created By : Cynthia E Henry 11/12/2021 4:01PM

Last Modified By : Larry Robinson 07/11/2022 10:44AM

Professional Development

Description :

Provide appropriate cross training and information sharing to mitigate knowledge gaps. OCE employees have earned and maintain current designations as certified compliance and ethics professionals (CCEP), as well as certifications in investigations, fraud, enterprise risk, contract management, and as an inspector general.

Measurement :

- Due Date :
- Status: In Progress
- Percent Complete: 0

Manager Rating: 2-Above Satisfactory

Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Rating:

Employee Comments: Members of the OCE continue to maintain appropriate certifications in a range of discipline appropriate areas, including compliance and ethics, fraud, enterprise risk, and inspector general investigator.

Created By : Cynthia E Henry

11/12/2021 4:02PM

Last Modified By : Larry Robinson

07/11/2022 10:44AM

Reduce Areas of Non-compliance

Description :

Complete Code of Conduct revisions; enhance investigative process and follow up. Provided comprehensive education regarding the Code of Conduct; enhanced investigative process through increased contact with parties and follow up on recommendations

Measurement :

- Due Date :
- Status: Complete
- Percent Complete: 0

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary

4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Completed Code of Conduct Revisions and enhanced the University Compliance and Ethics Hotline to include more robust analytics and streamline investigative files and communications, as well as increased coordination with Vice Presidents to ensure that corrective action is considered and implemented, when appropriate.

Created By : Cynthia E Henry

11/12/2021 4:03PM

Last Modified By : Larry Robinson

07/11/2022 10:44AM

Facilitate COVID-19 Response Plan

Description :

Facilitate the implementation of the COVID-19 response plan to mitigate regulatory and health and safety risks.

Measurement :

- Due Date :
- Status: In Progress
- Percent Complete: 0

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary

4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments: Drafted the final COVID-19 response plan and facilitated implementation of operational measures and communication plans. Participated in all University Town Halls and engaged all members of the University community on a weekly basis to maintain visibility and address concerns. Adapted the plan to adjust to the changing clinical and legislative environment around the pandemic. Worked closely with University partners to achieve objectives and coordinated with stakeholders at the local, state, and federal level, as appropriate, including a virtual appearance at the White House to share our best practices with University colleagues across the country.

Created By : Tia Shae Lloyd 11/16/2021 10:41AM

Last Modified By : Larry Robinson 07/11/2022 10:44AM

Employee Goals Summary

Manager Comments:

Employee Comments:

I am excited to continue building the University's Compliance and Ethics Program and doing my part to drive the University mission forward.

Section 4 - Special Accomplishments

Special Accomplishments Summary

Manager Comments:

Employee Comments:

Facilitating the University's COVID-19 response and interfacing with internal and external partners to support FAMU's mitigation efforts. Received recognition at the federal and state level for our efforts, including the White House. Recognized by the College of William and Mary School of Law for my work on the COVID-19 response. Recognized by University partners for OCE's collaboration and support from the Division of Student Affairs. Upgraded the University's case management system to incorporate all enforcement offices in addressing concerns of misconduct.

Section 5 - Overall

Overall Summary

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Comments:

Based on my work and contributions over the last evaluative year, I have demonstrated a commitment to the University values, mission, and sense of purpose as we move into the next chapter of our strategic plan and Marching to the Top 100.

Section 6 - Employee Comments

Employee Comments Summary

Employee Comments:

Section 7 - Manager Comments

Manager Comments:

Section 8 - eSignature

Attachments

No Attachments have been added to this document

Audit History

Created By :	Tia Shae Lloyd	08/18/2021 9:15:37AM
Transferred From :	Cynthia E Henry	01/14/2022 4:26:27PM
Transferred To :	Larry Robinson	01/14/2022 4:26:27PM
Transferred By :	Tia Shae Lloyd	01/14/2022 4:26:27PM
Last Modified By :	Larry Robinson	07/11/2022 10:45:10AM

Annual AP Evaluation

Manager Evaluation - View

Shawnta S Friday-Stroud

Job Title: PROFESSOR
Document Type: Annual AP Evaluation
Template: A&P Annual Review 4 Step
Status: Shared with Employee

Manager: Larry Robinson
Period: 07/01/2020 - 06/30/2021
Document ID: 4145
Due Date: 10/07/2021

Employee Data	
Empl ID :	100078338
Department :	090100
Location Code :	SBIS
Years of Service :	23 Years 10 Months
Years of Job :	2 Years 8 Months
	Dean School Of Business Sch of Bus & Ind South

Section 1 - Behavioral Expectations

Compliance and Ethics

Description :

Employee establishes, demonstrates and maintains a productive, ethical work style that is compliant with University and department policies and procedures.

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary

Employee Comments: I have established, demonstrated, and maintained a productive, ethical work style and environment that is compliant with University and department policies and procedures.

Created By : Template 08/18/2021 9:15AM
Last Modified By : Larry Robinson 07/11/2022 10:19AM

Customer Satisfaction and Engagement

Description :

Demonstrates a commitment to service excellence in addressing the needs of his/her customers and stakeholders whether they be faculty, students, fellow employees, parents or citizens.

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary

Employee Comments: I continuously demonstrate a commitment to service excellence in addressing the needs of all University stakeholders including students, parents, faculty, staff, administrators, donors, corporate partners, community leaders, and friends.

Created By : Template 08/18/2021 9:15AM
Last Modified By : Larry Robinson 07/11/2022 10:19AM

Diversity and Inclusion

Description :

Seeks to recognize, understand, and respond effectively to similarities and differences in people and uses this understanding to improve working relationships, productivity, and stakeholder/customer satisfaction.

Narrowly defined as leveraging and utilizing those individual similarities and differences to maximize the performance of the organization.

A practice of ensuring that people within an organization feel they belong, are engaged, and are connected through their work to the goals and objectives of the organization.

Manager Rating: 2-Above Satisfactory
Avg Rating: 2-Above Satisfactory 3.00
Manager Comments:
Employee Rating: 2-Above Satisfactory

Employee Comments: On an ongoing basis, I seek to recognize, understand, and respond to individuals' similarities and differences. I use this information to work toward improving the working relationships, productivity, and stakeholder satisfaction in the Division of University Advancement (UA). I work hard to make sure that UA team members feel that they belong, are engaged, and are connected through their individual and collective work to our UA goals and objectives.

Created By : Template 08/18/2021 9:15AM
Last Modified By : Larry Robinson 07/11/2022 10:19AM

Teamwork

Description :

Establishes and maintains respectful, cooperative, and productive working relationships with co-workers, team members, supervisors, and other members of the University community.

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary

Employee Comments: I work very hard to build and maintain respectful, cooperative, and productive working relationships with my co-workers, team members, supervisors, and all University team members.

Created By : Template 08/18/2021 9:15AM
Last Modified By : Larry Robinson 07/11/2022 10:19AM

Safe, Secure Work Environment

Description :

Committed to maintaining a safe and secure work environment.

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary

Employee Comments: I continuously make adjustments to demonstrate my commitment to maintaining a safe and secure work environment.

Created By : Template 08/18/2021 9:15AM
Last Modified By : Larry Robinson 07/11/2022 10:19AM

Non-Hostile Work Environment

Description :

Committed to maintaining a respectful, non-threatening work environment and a zero tolerance for sexual harassment.

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary

Employee Comments: I am committed to maintaining a respectful, non-threatening work environment and a zero tolerance for sexual harrassment.

Created By : Template 08/18/2021 9:15AM
Last Modified By : Larry Robinson 07/11/2022 10:19AM

Attendance

Description :

Consistently at work during scheduled work hours.

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary

Employee Comments: I consistently go above and beyond at work during scheduled work hours.

Created By : Template 08/18/2021 9:15AM
Last Modified By : Larry Robinson 07/11/2022 10:19AM

Behavioral Expectations Summary

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

I consistently exceed the stated behavioral expectations.

Section 2 - Responsibilities

Responsibility 1: Responsibility 1

Description :

Provides overall leadership for all special project funding and special event programs for the University enhancement; prepares strategic plans with short and long range goals to meet the University's funding objectives; and coordinates, plans, and directs activities designed to secure annual and special support from corporate and foundation sources.

Manager Rating: 2-Above Satisfactory

Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments:

I provide overall leadership for fundraising and programming that advance the University. I prepare, execute, and evaluate strategic plans to ensure that University Advancement meets and exceeds its short and long range advancement goals including fundraising. I coordinate and lead the team responsible for securing annual and special support from corporate and foundation sources.

Created By : Tia Shae Lloyd 10/20/2021 2:58PM

Last Modified By : Larry Robinson 07/11/2022 10:22AM

Responsibility 2: Responsibility 2

Description :

Appoints, leads, evaluates and manages University Advancement's staff which includes establishing policies, systems, and procedures.

Manager Rating: 2-Above Satisfactory

Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments:

I appoint, lead, evaluate, and manage University Advancement staff to ensure that we comply with all required policies, systems, and procedures.

Created By : Tia Shae Lloyd 10/20/2021 2:59PM

Last Modified By : Larry Robinson 07/11/2022 10:22AM

Responsibility 3: Responsibility 4

Description :

Prepares and administers the department's budget.

Manager Rating: 2-Above Satisfactory

Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments: I work with the appropriate team members to prepare and effectively administer the department's budget.

Created By : Tia Shae Lloyd 10/20/2021 3:00PM

Last Modified By : Larry Robinson 07/11/2022 10:22AM

Responsibility 4: Responsibility 4

Description :

Develops and submits grants proposals for funds from private foundations, corporations, and government agencies; Identifies potential contributors to special project funds and ongoing operations through examination of past records individual and corporate contracts and knowledge of community.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 3.50

Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments: I work with the appropriate team members to develop and submit grant proposals for funds from private foundations, corporations, and government agencies. I identify potential contributors to fund projects while also examining historical records to identify individuals and corporations that will continue to fund existing projects and new projects.

Created By : Tia Shae Lloyd 10/20/2021 3:02PM

Last Modified By : Larry Robinson 07/11/2022 10:22AM

Responsibility 5: Responsibility 5

Description :

Plans and coordinates fund drives for special projects; Assigns responsibilities for personal solicitation to

members of staff, volunteer organizations and governing body according to special interest or capabilities.

Manager Rating: 2-Above Satisfactory

Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Rating:

Employee Comments: I work with the UA team to plan and coordinate fundraising campaigns for special projects and annual projects. I assign responsibilities for fundraising to UA team members and associated organizations according to their interests and capabilities.

Created By : Tia Shae Lloyd 10/20/2021 3:03PM

Last Modified By : Larry Robinson 07/11/2022 10:22AM

Responsibility 6: Responsibility 6

Description :

Develops public relations materials to enhance institution image and promote fund raising programs; Synthesizes complex or diverse information; Collects and researches data and designs work flow procedures; Develops project plans; Coordinates projects; Communicates changes and progress and manages team project activities; Develops workable implementation plans and develops strategies to achieve organizational goals; Informs subordinates of all relevant University regulations and Internal Operating Procedures and provides access to all related documents; Accesses and documents subordinates ability to comply with all relevant University Regulations and Internal Operating procedures; Conducts and documents performance evaluations in a timely manner for each subordinate in accordance with University Regulations and Internal Operating Procedures.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating:

Employee Comments: I, along with UA team members, work to develop and execute public relations materials and campaigns to enhance FAMU's image while promoting FAMU's fundraising campaigns. This includes analyzing and synthesizing complex, diverse information and workflow; and working closely with relevant University partners including the Office of Communications, all while following

University regulations, policies, and procedures. In the process, I provide timely feedback to each subordinate.

Created By : Tia Shae Lloyd 10/20/2021 3:23PM
Last Modified By : Larry Robinson 07/11/2022 10:22AM

Responsibility 7: Responsibility 7

Description :

The Dean is the chief academic and administrative officer responsible for the operation of SBI, including governance, budget, personnel, curricula, facilities, and planning matters. The Dean works with the School's program heads and faculty to ensure that each program maintains or exceeds ACBSP or other specialized business accreditation standards. He/she is responsible for the procurement of both internal and external funds to adequately support SBI's mission. The Dean reports to the Provost/ Vice President for Academic Affairs.

Manager Rating: 2-Above Satisfactory
Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments: As the dean of the School of Business and Industry, I lead and coordinate the governance, budgeting, personnel, curricular, facilities, and planning functions within the School. I work with the program heads, faculty, and staff to ensure that each program maintains ACBSP and IFMA specialized accreditations. I also oversee the procurement of internal and external funds to support SBI's mission.

Created By : Tia Shae Lloyd 10/20/2021 3:27PM
Last Modified By : Larry Robinson 07/11/2022 10:22AM

Responsibilities Summary

Manager Rating: 2-Above Satisfactory
Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments:

I exceed expectations in the performance of my duties and Vice President of University Advancement and Dean of the School of Business and Industry.

Section 3 - Employee Goals

Goal 1

Description :

Develop a plan to launch a capital campaign

Measurement :

- Due Date :
- Status:
- Percent Complete: 0

Manager Rating: 2-Above Satisfactory

Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments: I have developed a plan to launch a capital campaign.

Created By : Tia Shae Lloyd 10/20/2021 3:30PM

Last Modified By : Larry Robinson 07/11/2022 10:25AM

Goal 2

Description :

Increase giving by 5% from \$11.68 to \$12.2M

Measurement :

- Due Date :
- Status:
- Percent Complete: 0

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments: At June 30, 2021, we raised \$13.67M.

Created By : Tia Shae Lloyd 10/20/2021 3:31PM

Last Modified By : Larry Robinson 07/11/2022 10:25AM

Goal 3

Description :

Increase participation in the Legacy Society via the Charitable Giving Campaign

Measurement :

- Due Date :
- Status:
- Percent Complete: 0

Manager Rating: 3-Solid Performer
Avg Rating: 3-Solid Performer 2.00

Manager Comments:

Employee Rating: 3-Solid Performer

Employee Comments: We experienced a slight increase in the number of Legacy Society contributors.

Created By : Tia Shae Lloyd 10/20/2021 3:31PM

Last Modified By : Larry Robinson 07/11/2022 10:25AM

Goal 4

Description :

Increase the number of gifts higher than \$100,000

Measurement :

- Due Date :
- Status:
- Percent Complete: 0

Manager Rating: 2-Above Satisfactory
Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments: We experienced more than a 5% increase in gifts higher than \$100,000.

Created By : Tia Shae Lloyd 10/20/2021 3:31PM

Last Modified By : Larry Robinson 07/11/2022 10:25AM

Goal 5

Description :

Increase alumni giving rate by 5% from 4.8% to 5%

Measurement :

- Due Date :
- Status:
- Percent Complete: 0

Manager Rating: 2-Above Satisfactory

Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments: We increased the alumni giving rate to 7%.

Created By : Tia Shae Lloyd 10/20/2021 3:32PM

Last Modified By : Larry Robinson 07/11/2022 10:25AM

Goal 6

Description :

Increase giving in the FAMU Rising Campaign areas of scholarships, student success initiatives, FAMU Athletics, and The Arts and History

Measurement :

- Due Date :
- Status:
- Percent Complete: 0

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating:

Employee Comments: We increased increased giving in the FAMU Rising Campaign in the areas of scholarships, student success initiatives, and the Arts amd History.

Created By : Tia Shae Lloyd 10/20/2021 3:32PM

Last Modified By : Larry Robinson 07/11/2022 10:25AM

Develop a plan to launch a capital campaign

Description :

Measurement :

- Due Date :
- Status:
- Percent Complete: 0

Manager Rating: 2-Above Satisfactory
Avg Rating: 2-Above Satisfactory 3.00
Manager Comments:
Employee Rating: 2-Above Satisfactory

Employee Comments: We developed a plan to launch a capital campaign.

Created By : Cynthia E Henry 11/03/2021 2:22PM
Last Modified By : Larry Robinson 07/11/2022 10:25AM

Employee Goals Summary

Manager Comments:
Employee Comments:
I met and exceeded the goals set.

Section 4 - Special Accomplishments

Special Accomplishments Summary

Manager Comments:
Employee Comments:

1. Layed the groundwork for a capital campaign
2. Raised \$13.67M - the most ever raised in one year
3. Raised over \$11M in cash - the most ever raised in one year
4. Increased alumni giving rate from 5% to 7%

Section 5 - Overall

Overall Summary

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Comments:
Overall, I exceed the behavioral and performance expectations set.

Section 6 - Employee Comments

Employee Comments Summary

Employee Comments:

Section 7 - Manager Comments

Manager Comments:

Section 8 - eSignature

Attachments

No Attachments have been added to this document

Audit History

Created By :	Tia Shae Lloyd	08/18/2021 9:15:16AM
Transferred From :	Cynthia E Henry	01/14/2022 4:26:27PM
Transferred To :	Larry Robinson	01/14/2022 4:26:27PM
Transferred By :	Tia Shae Lloyd	01/14/2022 4:26:27PM
Last Modified By :	Larry Robinson	07/11/2022 10:26:08AM

Annual AP Evaluation

Manager Evaluation - Completed

Danielle McBeth Riley

Job Title: EXECUTIVE ASSOCIATE
Document Type: Annual AP Evaluation
Template: A&P Annual Review 4 Step
Status: Completed

Manager: Larry Robinson
Period: 07/01/2020 - 06/30/2021
Document ID: 4190
Due Date: 10/07/2021

Employee Data		
Empl ID :	100129069	
Department :	010300	Governmental Relations
Location Code :	LEEH	Lee Hall
Years of Service :	1 Years 8 Months	
Years of Job :	1 Years 8 Months	

The document status is Completed.

Section 1 - Behavioral Expectations

Compliance and Ethics

Description :

Employee establishes, demonstrates and maintains a productive, ethical work style that is compliant with University and department policies and procedures.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Template 08/18/2021 9:15AM

Last Modified By : Larry Robinson 02/21/2022 4:21PM

Customer Satisfaction and Engagement

Description :

Demonstrates a commitment to service excellence in addressing the needs of his/her customers and stakeholders whether they be faculty, students, fellow employees, parents or citizens.

Manager Rating: 2-Above Satisfactory

Avg Rating: 1-Exemplary 3.50
Manager Comments:

Employee Rating: 1-Exemplary
Employee Comments:

Created By : Template 08/18/2021 9:15AM
Last Modified By : Larry Robinson 02/21/2022 4:21PM

Diversity and Inclusion

Description :

Seeks to recognize, understand, and respond effectively to similarities and differences in people and uses this understanding to improve working relationships, productivity, and stakeholder/customer satisfaction.

Narrowly defined as leveraging and utilizing those individual similarities and differences to maximize the performance of the organization.

A practice of ensuring that people within an organization feel they belong, are engaged, and are connected through their work to the goals and objectives of the organization.

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Template 08/18/2021 9:15AM
Last Modified By : Larry Robinson 02/21/2022 4:21PM

Teamwork

Description :

Establishes and maintains respectful, cooperative, and productive working relationships with co-workers, team members, supervisors, and other members of the University community.

Manager Rating: 2-Above Satisfactory
Avg Rating: 1-Exemplary 3.50
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Template 08/18/2021 9:15AM

Last Modified By : Larry Robinson

02/21/2022 4:21PM

Safe, Secure Work Environment

Description :

Committed to maintaining a safe and secure work environment.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary

4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Template

08/18/2021 9:15AM

Last Modified By : Larry Robinson

02/21/2022 4:21PM

Non-Hostile Work Environment

Description :

Committed to maintaining a respectful, non-threatening work environment and a zero tolerance for sexual harassment.

Manager Rating: 2-Above Satisfactory

Avg Rating: 1-Exemplary

3.50

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Template

08/18/2021 9:15AM

Last Modified By : Larry Robinson

02/21/2022 4:21PM

Attendance

Description :

Consistently at work during scheduled work hours.

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary

4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Created By : Template 08/18/2021 9:15AM

Last Modified By : Larry Robinson 02/21/2022 4:21PM

Behavioral Expectations Summary

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

With the goal of leading by example as part of the Senior Leadership Team, I have worked collaboratively across several Colleges and Departments to successfully assist with implementation of various initiatives and always available to lend a helping hand in the spirit of "excellence with caring."

Section 2 - Responsibilities

Responsibility 1: Responsibility 1

Description :

Individual contributor responsible for providing professional expertise, consultation and guidance at a senior executive level (President, Provost, Vice President); Responsible for activities that include but are not limited to commencing campus wide operational initiatives requiring specific professional expertise; Professional consultation on matters such advice and counsel on legal public policy issues, public and I government relations.

Manager Rating: 2-Above Satisfactory

Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Rating:

Employee Comments:

Created By : Sandi M Anderson 10/18/2021 5:05PM

Last Modified By : Larry Robinson 02/21/2022 4:28PM

Responsibility 2: Responsibility 2

Description :

The incumbent serves as the legislative liaison for the University and advises Senior Leadership on all legislative matters.

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Sandi M Anderson 10/18/2021 5:05PM
Last Modified By : Larry Robinson 02/21/2022 4:28PM

Responsibility 3: Responsibility 3

Description :

Works directly with numerous local, state and sometimes national level to advocate and effect the University's legislative initiatives.

Manager Rating: 2-Above Satisfactory
Avg Rating: 1-Exemplary 3.50
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Sandi M Anderson 10/18/2021 5:05PM
Last Modified By : Larry Robinson 02/21/2022 4:28PM

Responsibility 4: Responsibility 4

Description :

Develops and recommends policy for the legislative initiatives.

Manager Rating: 1-Exemplary
Avg Rating: 1-Exemplary 4.00
Manager Comments:
Employee Rating: 1-Exemplary
Employee Comments:

Created By : Sandi M Anderson 10/18/2021 5:05PM
Last Modified By : Larry Robinson 02/21/2022 4:28PM

Responsibility 5: Responsibility 5

Description :

Promulgates and reviews modification of policy and administrative rules relevant to the legislative function.

Manager Rating: 2-Above Satisfactory

Avg Rating: 2-Above Satisfactory 3.00

Manager Comments:

Employee Rating: 2-Above Satisfactory

Employee Comments:

Created By : Sandi M Anderson 10/18/2021 5:05PM

Last Modified By : Larry Robinson 02/21/2022 4:28PM

Responsibilities Summary

Manager Rating: 2-Above Satisfactory

Avg Rating: 1-Exemplary 3.50

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Although primary responsibilities are in the legislative affairs arena, I have gone the extra mile since my arrival to play an integral part in advancing public affairs, external relations, strategic engagement and enhancing federal, state and non-profit research opportunities.

Section 3 - Employee Goals

¿Establish and implement State and Federal Legislative Pgm

Description :

Establish and implement State and Federal Legislative Program to include collaboration with alumni, the Board of Trustees, faculty and the Student Government Association as appropriate. Due to the COVID-19 pandemic, the State Capitol was closed to the public. Meetings scheduled with House and Senate Leadership, House and Senate Appropriations Committee members, and other relevant committees were held virtually. On April 1, 2021, the FAMU National Alumni Association (NAA) facilitated its first Virtual FAMU Day at the Capitol. The event, which was coordinated by the NAA Government Relations Committee, included a host of University and Legislative speakers including President Larry Robinson, Rattler Legislative Caucus Members Senate Minority Leader Pro Tempore Bobby Powell, Jr. (D-Riviera Beach) and House Minority Whip Ramon Alexander (D-Tallahassee), Leon County Legislative Delegation Member Senator Lorraine Ausley (D-Leon) and Representative Kevin Chambliss (D-Homestead). We were pleased to have virtual greetings

from Lieutenant Governor Jeanette Nunez, Senate President Wilton Simpson (R-Spring Hill) and House Speaker Chris Sprowls (R-Clearwater).

Measurement :

- Due Date :
- Status: Complete
- Percent Complete: 100

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary

4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Due to the COVID-19 pandemic, the State Capitol was closed to the public. Meetings scheduled with House and Senate Leadership, House and Senate Appropriations Committee members, and other relevant committees were held virtually. On April 1, 2021, the FAMU National Alumni Association (NAA) facilitated its first Virtual FAMU Day at the Capitol. The event, which was coordinated by the NAA Government Relations Committee, included a host of University and Legislative speakers including President Larry Robinson, Rattler Legislative Caucus Members Senate Minority Leader Pro Tempore Bobby Powell, Jr. (D-Riviera Beach) and House Minority Whip Ramon Alexander (D-Tallahassee), Leon County Legislative Delegation Member Senator Lorraine Ausley (D-Leon) and Representative Kevin Chambliss (D-Homestead). We were pleased to have virtual greetings from Lieutenant Governor Jeanette Nunez, Senate President Wilton Simpson (R-Spring Hill) and House Speaker Chris Sprowls (R-Clearwater).

Created By : Cynthia E Henry

10/22/2021 4:18PM

Last Modified By : Larry Robinson

02/21/2022 4:34PM

🔗 Present and advocate for State legislative priorities

Description :

Present and advocate for State legislative priorities with Leon County State Delegation, House and Senate Leadership, and relevant committees of jurisdiction. The final FY 2021-2022 General Appropriations Act was a stark contrast from the initial House and Senate budget proposals that included sweeping reductions across the State

University System (SUS) in the wake of the COVID-19 pandemic. In a positive reversal largely due to the \$10 billion allocation from the American Rescue Plan, operational support for most SUS institutions was restored to prior fiscal year levels including \$6 million for the FAMU base budget and near level funding for the FAMU-FSU College of Engineering. The total non-recurring Legislative Budget Request of \$1.6 million was allocated for the Brooksville Agricultural and Environmental Research Station along with the total recurring request of \$1.5 million for the Peaden Education Center in Crestview. The Performance Based Funding allocation was level funded at \$560 million for the SUS, from which FAMU received over \$12 million. Notably, the House and Senate agreed to release a 6% holdback of the current fiscal year, which amounted to \$184 million systemwide.

Measurement :

- Due Date :
- Status: Complete
- Percent Complete: 100

Manager Rating: 2-Above Satisfactory

Avg Rating: 1-Exemplary

3.50

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

The final FY 2021-2022 General Appropriations Act was a stark contrast from the initial House and Senate budget proposals that included sweeping reductions across the State University System (SUS) in the wake of the COVID-19 pandemic. In a positive reversal largely due to the \$10 billion allocation from the American Rescue Plan, operational support for most SUS institutions was restored to prior fiscal year levels including \$6 million for the FAMU base budget and near level funding for the FAMU-FSU College of Engineering. The total non-recurring Legislative Budget Request of \$1.6 million was allocated for the Brooksville Agricultural and Environmental Research Station along with the total recurring request of \$1.5 million for the Peaden Education Center in Crestview. The Performance Based Funding allocation was level funded at \$560 million for the SUS, from which FAMU received over \$12 million. Notably, the House and Senate agreed to release a 6% holdback of the current fiscal year, which amounted to \$184 million

systemwide.

Created By : Cynthia E Henry 10/22/2021 4:19PM

Last Modified By : Larry Robinson 02/21/2022 4:34PM

¿Enhance legislative understanding and appreciation of the

Description :

- ? Enhance legislative understanding and appreciation of the University and its unique contributions and needs by serving as liaison between the University and elected officials.
- ? On-going facilitation of engagement with elected officials both on and off campus.

Measurement :

- Due Date :
- Status: Complete
- Percent Complete: 100

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments: On-going facilitation of engagement with elected officials both on and off campus.

Created By : Cynthia E Henry 10/22/2021 4:20PM

Last Modified By : Larry Robinson 02/21/2022 4:34PM

¿Advocate for Federal legislative priorities

Description :

Advocate for Federal legislative priorities with Leon County Congressional Delegation and leadership of relevant committees of jurisdiction.

With the current moratorium on Congressionally directed spending, it is important to advocate for resources for federal agencies that can potentially award grants to the University through a competitive solicitation. In further support of these programmatic funding requests, we worked with our

Washington Advocate to draft and submit public witness testimony to the pertinent Appropriations Subcommittees. The federal agencies and programs of most interest to FAMU include the following:

- ? National Science Foundation Education Programs;
- ? USDA National Institute of Food and Agriculture, Land-Grant Universities Programs;
- ? National Institutes of Health Research Centers in Minority Institutions;
- ? Department of Education Historically Black Colleges and Universities Programs;
- ? Department of Education Historically Black College and University Capital Financing Program;
- ? Department of Education Pell Grant Program;
- ? HRSA Health Careers Opportunity Program;
- ? NOAA Education Partnership Program with Minority Serving Institutions;
- ? NOAA National Sea Grant College Program; and
- ? Historic Preservation Fund Grants to Historically Black Colleges and Universities.

Measurement :

- Due Date :
- Status: Complete
- Percent Complete: 100

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary

4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

With the current moratorium on Congressionally directed spending, it is important to advocate for resources for federal agencies that can potentially award grants to the University through a competitive solicitation. In further support of these programmatic funding requests, we worked with our Washington Advocate to draft and submit public witness testimony to the pertinent Appropriations Subcommittees. The federal agencies and programs

of most interest to FAMU include the following:

- ? National Science Foundation Education Programs;
- ? USDA National Institute of Food and Agriculture, Land-Grant Universities Programs;
- ? National Institutes of Health Research Centers in Minority Institutions;
- ? Department of Education Historically Black Colleges and Universities Programs;
- ? Department of Education Historically Black College and University Capital Financing Program;
- ? Department of Education Pell Grant Program;
- ? HRSA Health Careers Opportunity Program;
- ? NOAA Education Partnership Program with Minority Serving Institutions;
- ? NOAA National Sea Grant College Program; and
- ? Historic Preservation Fund Grants to Historically Black Colleges and Universities.

Created By : Cynthia E Henry 10/22/2021 4:20PM

Last Modified By : Larry Robinson 02/21/2022 4:34PM

¿Collaborate with national education associations

Description :

Collaborate with national education associations on federal postsecondary policy and funding issues in general and HBCUs specifically.

Routinely work with Thurgood Marshall College Fund, United Negro College Fund, the Association of Public Land-Grant Universities and the National Association for Equal Opportunity in Higher Education to advocate for postsecondary policy initiatives including higher funding levels for COVID-10 relief, campus infrastructure, increase in Pell Grant, and expanded research opportunities

Measurement :

- Due Date :
- Status: Complete
- Percent Complete: 100

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary

4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

Routinely work with Thurgood Marshall College Fund, United Negro College Fund, the Association of Public Land-Grant Universities and the National Association for Equal Opportunity in Higher Education to advocate for postsecondary policy initiatives including higher funding levels for COVID-10 relief, campus infrastructure, increase in Pell Grant, and expanded research opportunities.

Created By : Cynthia E Henry

10/22/2021 4:21PM

Last Modified By : Larry Robinson

02/21/2022 4:34PM

State and Federal relations teams

Description :

Manage state and federal government relations teams.

On-going coordination with state and federal government relations teams to advance public policy and funding priorities as included in the BOT/BOG approved Legislative Budget Request as well as federal programmatic funding requests and support for postsecondary policy initiatives.

Measurement :

- Due Date :

- Status: Complete

- Percent Complete: 100

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary

4.00

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments:

On-going coordination with state and federal

government relations teams to advance public policy and funding priorities as included in the BOT/BOG approved Legislative Budget Request as well as federal programmatic funding requests and support for postsecondary policy initiatives.

Created By : Cynthia E Henry 10/22/2021 4:22PM

Last Modified By : Larry Robinson 02/21/2022 4:34PM

Foster statewide alumni participation

Description :

Foster statewide alumni participation to implement State and Federal Legislative Priorities.

Participate in monthly National Alumni Association (NAA) Government Relations Committee (GRC) meetings to provide legislative updates from the Office of Government Relations. In preparation for each State Legislative Session, provide the Delegation meeting schedule for the 67 counties for outreach by the NAA GRC.

Provide guidance on federal legislation impacting the University and assist with outreach efforts for Florida Congressional Delegation and other Members of Congress as appropriate.

Measurement :

- Due Date :
- Status: Complete
- Percent Complete: 100

Manager Rating: 2-Above Satisfactory

Avg Rating: 1-Exemplary 3.50

Manager Comments:

Employee Rating: 1-Exemplary

Employee Comments: Participate in monthly National Alumni Association (NAA) Government Relations Committee (GRC) meetings to provide legislative updates from the

Office of Government Relations. In preparation for each State Legislative Session, provide the Delegation meeting schedule for the 67 counties for outreach by the NAA GRC.

Provide guidance on federal legislation impacting the University and assist with outreach efforts for Florida Congressional Delegation and other Members of Congress as appropriate.

Created By : Cynthia E Henry 10/22/2021 4:23PM

Last Modified By : Larry Robinson 02/21/2022 4:34PM

Work with SGA Legislative Ambassadors

Description :

Work with SGA Legislative Ambassadors to advocate for legislative priorities and enhance student awareness of the legislative process.

Coordinated participation with SGA President for the Virtual FAMU Day at the Capitol. SGA Legislative Ambassadors were in attendance for individual meetings as well as the evening program of activities. Provided a briefing prior to FAMU Day at the Capitol to ensure consistent messaging.

Measurement :

- Due Date :
- Status: Complete
- Percent Complete: 100

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Employee Rating:

Employee Comments:

Coordinated participation with SGA President for the Virtual FAMU Day at the Capitol. SGA Legislative Ambassadors were in attendance for individual meetings as well as the evening program of activities. Provided a briefing prior to FAMU Day at the Capitol

to ensure consistent messaging.

Created By : Cynthia E Henry

10/22/2021 4:24PM

Last Modified By : Larry Robinson

02/21/2022 4:34PM

Employee Goals Summary

Manager Comments:

Employee Comments:

Although my primary goals fall in the legislative affairs arena, I have extended my dedication and commitment to also advancing public affairs, external relations, strategic engagement and enhancing federal, state and non-profit research opportunities among other activities.

Section 4 - Special Accomplishments

Special Accomplishments Summary

Manager Comments:

Employee Comments:

Highlights include the following:

- ? Successfully advocated for restoration of Education & General funding in the final FY 2021-2022 General Appropriations Act.
- ? Successfully advocated for the total non-recurring Legislative Budget Request of \$1.6 million for the Brooksville Agricultural and Environmental Research Station.
- ? Successfully advocated for the total recurring request of \$1.5 million for the Peaden Education Center in Crestview.
- ? Worked cooperatively with SUS counterparts to obtain release of a 6% holdback of the current fiscal year, which amounted to \$184 million systemwide.
- ? Joined efforts nationally with Thurgood Marshall College Fund, United Negro College Fund, Association of Public Land Grant Universities among others to allocate targeted funding for universities,

- including HBCUs, to support COVID relief efforts.
- ? Worked cooperatively with the Division of Research, College of Agriculture and Food Sciences, Industrial Hemp Pilot Project Partners and the Florida Division of Agriculture and Consumer Services to approve compliant genetics for Florida farmers.
 - ? Presented before the Senate Agriculture Committee on the FAMU Industrial Hemp Pilot Project during the Fiscal Year 2021-2022 Florida Legislative Session.

Section 5 - Overall

Overall Summary

Manager Rating: 1-Exemplary

Avg Rating: 1-Exemplary 4.00

Manager Comments:

Ms. McBeth Riley made significant contributions to the University during this performance period.

Employee Comments:

Although primary responsibilities are in the legislative affairs arena, I have gone the extra mile since my arrival to play an integral part in advancing public affairs, external relations, and strategic engagement as well as enhancing federal, state and non-profit research opportunities.

Section 6 - Employee Comments

Employee Comments Summary

Employee Comments:

Thank you for the opportunity to serve my alma mater.

Section 7 - Manager Comments

Manager Comments:

Section 8 - eSignature

Danielle McBeth Riley

02/23/2022 10:51:42AM

Employee Signature

Date

Tia Shae Lloyd

02/23/2022 10:53:03AM

Manager Signature

Date

Attachments

No Attachments have been added to this document

Audit History

Created By :	Tia Shae Lloyd	08/18/2021 9:15:20AM
Acknowledged By :	Danielle McBeth Riley	02/23/2022 10:51:42AM
Manager Signed By :	Tia Shae Lloyd	02/23/2022 10:53:03AM
Completed By :	System	02/23/2022 11:43:49AM
Transferred From :	Tia Shae Lloyd	03/14/2022 11:43:32AM
Transferred To :	Larry Robinson	03/14/2022 11:43:32AM
Transferred By :	Tia Shae Lloyd	03/14/2022 11:43:32AM
Last Modified By :	System	03/14/2022 11:43:33AM

**FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
TALLAHASSEE**

PERFORMANCE APPRAISAL FOR ACADEMIC ADMINISTRATORS

Name Cynthia Hughes Harris Title Professor and Dean

College/School Allied Health Sciences2020-2021 Academic Year 2020-2021

EVALUATION CHECKLIST

Levels of Appraisal and Directions:

5 – Superior

2 – Needs Improvement

4 – Commendable

1 – Unsatisfactory

3 – Satisfactory

NA – Not Applicable

Write the number in the space at the right that corresponds to your best judgment of the individual's performance for each of the following items. For those items that do not apply, indicate by using N/A where appropriate. The Appraiser should give a composite (overall) rating in the designated section. In the comment section at the end, the appraiser should provide a narrative description of the appraisal.

SECTION A. PROGRAM DEVELOPMENT AND EVALUATION

Planning

Score

- | | |
|--|----------|
| 1. Sets goals objectives and identify priorities that are supportive of the mission of the University. | <u>5</u> |
| 2. Collaborates with the administration, faculty and staff in planning as appropriate. | <u>5</u> |
| 3. Designs annual and long range plans compatible with the FAMU's strategic plan? | <u>4</u> |

Evaluation

- | | |
|---|----------|
| 1. Utilizes appropriate measures of accountability to determine annual and long range progress. | <u>4</u> |
| 2. Monitors progress of faculty or staff in achieving unit or program goals at a quality level. | <u>5</u> |
| 3. Demonstrates understanding of and commitment to assessment. | <u>4</u> |
| 4. Prepares appropriate and required reports and responses in an effective and timely manner. | <u>4</u> |

5. Explains to faculty and staff their performance expectations and apprises them periodically of their strengths and weaknesses. 5

SECTION B. LEADERSHIP

1. Stimulates creative program development and implementation consistent with established goals and objectives. 5
2. Ensures assessments are conducted at course and program levels and results are utilized for improvement. 4
3. Encourages and supports faculty members to strive for excellence in teaching, research and public service. 5
4. Delegates responsibility and authority to subordinates in an appropriate and effective manner. 5
5. Has open lines of communication with administration, faculty, staff and students. 5
6. Demonstrates flexibility and adaptability in response to essential change in his/her attitude toward special projects. 4
7. Shows dedication, motivation, enthusiasm and initiative in seeking quality in educational unit. 5
8. Provides effective leadership for the recruitment of students. 4
9. Provides effective leadership for the retention of students. 5

SECTION C. ADMINISTRATIVE/MANAGEMENT

1. Formulates procedures and creates a positive climate for achieving established College/School/University goals. 5
2. Enhances the development of faculty, staff and students of the unit by encouraging professional development and providing an environment, which maximizes professional growth. 5
3. Makes objective and unbiased decisions relative to tenure, promotion, and merit consideration for the faculty. 5
4. Ensures assessment plans are developed, received and utilized on an annual basis and results reported in a timely manner. 4
5. Involves the faculty/staff in formulating policies and procedures and in academic decision-making within the unit. 5
6. Plans, develops and allocate human/fiscal resources through appropriate consultation to focus on defined priorities. 5

- | | |
|--|----------|
| 7. Adheres to required fiscal, personnel and physical control policies of the College/School/University. | <u>5</u> |
| 8. Promotes the welfare of faculty and staff and resolves conflicts fairly. | <u>5</u> |
| 9. Provides for the welfare of students/parents and resolve conflicts expeditiously and fairly. | <u>5</u> |
| 10. Not reluctant to make administrative/faculty changes in order to accomplish the mission of College and University. | <u>5</u> |
| 11. Meets deadlines and ensures faculty and staff do likewise. | <u>4</u> |

SECTION D. PROFESSIONAL COMMITMENT

- | | |
|--|----------|
| 1. Demonstrates loyalty to the University and supports its mission, goals and organizational structure. | <u>5</u> |
| 2. Performs in a dedicated and effective manner the assigned administrative responsibilities within the University. | <u>5</u> |
| 3. Holds membership in professional organizations; keeps current in field of expertise; and has self-improvement program | <u>5</u> |

OVERALL RATING	<u>4.7</u>
-----------------------	------------

COMMENTS (Appraiser)

Dean Hughes Harris continues to provide strong, visionary and highly effective leadership for SOAHS. She leads with distinction, and is by far, one of the most effective deans at the university. Dean Hughes Harris has effectively managed her unit through the pandemic over the past year, while being quite attentive and responsive to the needs of SOAHS stakeholders. SOAHS continues to show steady growth and improvement in program outcomes. Despite the inherent complexity of operating such a large, complex academic unit, Dean Hughes Harris has been quite effective in managing the unique and diverse demands of the various programs, and has SOAHS well positioned on an upward trajectory.

COMMENTS (Appraisee)

SEE ATTACHMENT

Date - 10/22/21

Signature:

Maurice Edinger

FAMU A&P AND NON-UNIT FACULTY APPRAISAL OBJECTIVES FORM

Objectives for _____ thru _____

EMPLOYEE: _____ TITLE: _____

GENERAL INSTRUCTIONS: The supervisor and employee meet prior to the beginning of the rating period to mutually set the objectives to be met during the next year. List the objectives below. The supervisor and employee both sign this form (and any additional forms used for the setting of objectives) and each retains a copy. At the end of the rating period, the supervisor, using the Appraisal Form will evaluate the employee's efforts in accomplishing these objectives as well as the routine duties and responsibilities and will discuss the evaluation with the employee.

OBJECTIVES:

See following pages for specific objectives in the following categories

- 1. OBJECTIVE: **1. Student Success**
- 2. OBJECTIVE: **2. Faculty Development and Retention**
- 3. OBJECTIVE: **3. Enrollment and Degree Production**
- 4. OBJECTIVE: **4. Operational Efficiency**
- 5. OBJECTIVE: **5. Curriculum Development**
- 6. OBJECTIVE: **6. Distance Education**
- 7. OBJECTIVE: **7. Customer Service**
- 8. OBJECTIVE: **8. Donor Engagement and Fundraising**
- 5. OBJECTIVE: _____
- 6. OBJECTIVE: _____
- 7. OBJECTIVE: _____
- 8. OBJECTIVE: _____

General Comments:

Maurice Elington

Supervisor's Signature

Employee's Signature

10/22/21
Date

GOALS/OBJECTIVES: 2021-2022

SCHOOL OF ALLIED HEALTH SCIENCES

I. STUDENT SUCCESS

- A. Ensure that all students in all Divisions with licensure exams are adequately prepared for the exams and are consistently able to pass on the first attempt, and as a result, are exceeding the national averages of each accrediting body.
- B. Ensure that at least 85% of SOAHS graduates are employed
- C. Increase the employability of Health Science students who do not continue to graduate/professional programs through the establishment of internships and increasing the number of certification and training opportunities.
- D. Increase the involvement of and collaboration with Pre-PT and Pre-OT students to increase academic readiness for admission to the professional programs
- E. Master of Health Administration program: Increase the number of students who seek fellowships and/or professional certifications.
- F. Increase collaboration with the Career Development Center to widen employment options for graduates
- G. Continue providing support (“bootcamps”; coaches; tutoring) as a means of confirming that students are prepared for licensure exams

II. FACULTY DEVELOPMENT AND RETENTION

- A. Continue supporting faculty who are involved in the faculty development programs offered by the University.
- B. Seek and support opportunities for faculty to attend and contribute to professional meetings and conferences.
- C. Identify mechanisms to support the goals and related activities of tenure-seeking faculty as a means for them to successfully achieve tenure.

- D. Seek and when possible, provide opportunities for faculty to explore options and opportunities in arenas outside of their current realms of operation
- E. Increase the scholarly productivity of faculty

III. ENROLLMENT AND DEGREE PRODUCTION

- A. Increase enrollment in the undergraduate programs in Health Informatics and Information Management and in Health Care Management as well as the graduate program in Health Administration. Approaches to accomplishment can include traditional, but focused, recruitment initiatives as well as designing individual approaches specific to each program.
- B. In those programs in which students are admitted at the upper division (CPS, HIIM, CPS), increase contact with those students to increase the likelihood of success prior to and during the professional program
- C. Continue to monitor and enhance the options for Health Science General students to ensure success within the program, as well as post-graduation

IV. OPERATIONAL EFFICIENCY

- A. Seek administrative support for the following positions:
 - i. The Health Science Division has an enrollment of over 800 students which is positive but strains the Division Director and the teaching faculty. The Division is in desperate need of 1) an Administrative Assistant; 2) a Program Coordinator; 3) two additional full-time faculty
 - ii. The Division of Cardio-pulmonary Science is accomplishing its goals with high levels of success however, they are operating with only two full-time faculty. Additional responsibilities are addressed by adjunct faculty and lab assistants. However, as accreditation Standards change, as new programs are established which increases the competition, at least one new faculty position is needed in the Division.
 - iii. Currently, two of the existing support staff are shared by four of the SOAHS Divisions. As demand increases and

accreditation standards tighten, two additional support staff are needed in order for each Division to operate with higher levels of efficiency and for faculty to have more time for teaching and research responsibilities rather than devoting significant time to support staff-level tasks.

- iv. The SOAHS has agreements with over 800 clinical/internship sites due to the importance of those placements relative to both accreditation Standards and to student success in each program. It is common in allied health education to have administrative, non-faculty support to oversee the multiple processes related to confirming and managing the sites. The SOAHS is also in desperate need of an A&P position to coordinate the management of clinical sites within all programs.
- v. It must also be noted that the lack of space is severely hindering operational efficiency. There is a need for faculty space, support staff space, learning labs and research space

- B. Increase the use of graduate assistants as research assistants to increase faculty research productivity throughout the School.
- C. Review support staff responsibilities and reassign appropriate tasks, from faculty to support as well as between support staff.
- D. Increase the use of technology in the classroom and in clinical placements with appropriate training for faculty and staff.
- E. Increase collaborations with community programs and community initiatives to strengthen service opportunities, research partnerships, and student experiences while concurrently increasing awareness of challenges to community health with the potential of being addressed by the SOAHS.

V. CURRICULUM DEVELOPMENT

- A. Explore options for additional Certificate offerings as a means of enhancing the student experience, providing more post-graduation

- employment options, and/or increasing competitiveness for graduate school admission,
- B. Implement processes for peer review of courses, syllabi, and teaching in each Division including a Bloom's Taxonomy-based Peer Review tool specifically in Health Science courses.
 - C. Continue to strengthen the Health Science General concentration through updated curriculum tracks to increase student options relative to on-time graduation; employability; or graduate school options. Initiatives to be considered are: 1) Updating curriculum tracks so students and advisors are guided by goals related to progress or lack of progress; 2) Development of an undergraduate research concentration.

VI. DISTANCE EDUCATION

- A. Develop at least one online degree offering. Possibilities include, based on prior discussions, but are not limited to: 1) AS to BS in Cardiopulmonary Science; 2) Executive Master of Health Administration; 3) BS on Health Care Management; 4) Post-professional doctorate in occupational therapy; 5) Health Science General

VII. CUSTOMER SERVICE

- A. Sustain superior service levels with ongoing monitoring, accountability, and recognition through the development of a data-driven culture. Towards that end, develop a tool or mechanism to "capture" and assess feedback from customers regarding our delivery of service to our customers and given the number of customer service-oriented initiatives the SOAHS has initiated.

VIII. DONOR ENGAGEMENT AND FUNDRAISING

- A. Increase opportunities for alumni to know about events, activities, accomplishments within the SOAHS.
- B. Elevate national recognition of the SOAHS programs by conducting activities that engage alumni.

- C. Offer programs that provide CEU's to clinical faculty and other practitioners within the SOAHS professional arenas.
- D. Establish Advisory Boards at the Dean's level as well as the programmatic levels, as appropriate.
- E. Strengthen relationship with and involvement with University Advancement to identify and implement approaches to increase alumni giving.

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY TALLAHASSEE

PERFORMANCE APPRAISAL FOR ACADEMIC ADMINISTRATORS

Name Allyson Watson Title Dean and Professor of Educational Leadership

College/School College of Education Academic Year 2021-2022

EVALUATION CHECKLIST

Levels of Appraisal and Directions:

5 – Superior

2 – Needs Improvement

4 – Commendable

1 – Unsatisfactory

3 – Satisfactory

NA – Not Applicable

Write the number in the space at the right that corresponds to your best judgment of the individual's performance for each of the following items. For those items that do not apply, indicate by using N/A where appropriate. The Appraiser should give a composite (overall) rating in the designated section. In the comment section at the end, the appraiser should provide a narrative description of the appraisal.

SECTION A. PROGRAM DEVELOPMENT AND EVALUATION

Planning

Score

- | | |
|--|----------|
| 1. Sets goals objectives and identify priorities that are supportive of the mission of the University. | <u>5</u> |
| 2. Collaborates with the administration, faculty and staff in planning as appropriate. | <u>5</u> |
| 3. Designs annual and long range plans compatible with the FAMU's strategic plan? | <u>5</u> |

Evaluation

- | | |
|---|----------|
| 1. Utilizes appropriate measures of accountability to determine annual and long range progress. | <u>4</u> |
| 2. Monitors progress of faculty or staff in achieving unit or program goals at a quality level. | <u>5</u> |
| 3. Demonstrates understanding of and commitment to assessment. | <u>4</u> |
| 4. Prepares appropriate and required reports and responses in an effective and timely manner. | <u>4</u> |

5. Explains to faculty and staff their performance expectations and appraises them periodically of their strengths and weaknesses. 5

SECTION B. LEADERSHIP

1. Stimulates creative program development and implementation consistent with established goals and objectives. 5
2. Ensures assessments are conducted at course and program levels and results are utilized for improvement. 5
3. Encourages and supports faculty members to strive for excellence in teaching, research and public service. 5
4. Delegates responsibility and authority to subordinates in an appropriate and effective manner. 4
5. Has open lines of communication with administration, faculty, staff and students. 5
6. Demonstrates flexibility and adaptability in response to essential change in his/her attitude toward special projects. 5
7. Shows dedication, motivation, enthusiasm and initiative in seeking quality in educational unit. 5
8. Provides effective leadership for the recruitment of students. 5
9. Provides effective leadership for the retention of students. 5

SECTION C. ADMINISTRATIVE/MANAGEMENT

1. Formulates procedures and creates a positive climate for achieving established College/School/University goals. 5
2. Enhances the development of faculty, staff and students of the unit by encouraging professional development and providing an environment, which maximizes professional growth. 5
3. Makes objective and unbiased decisions relative to tenure, promotion, and merit consideration for the faculty. 5
4. Ensures assessment plans are developed, received and utilized on an annual basis and results reported in a timely manner. 4
5. Involves the faculty/staff in formulating policies and procedures and in academic decision-making within the unit. 4
6. Plans, develops and allocate human/fiscal resources through appropriate consultation to focus on defined priorities. 5

- | | |
|--|----------|
| 7. Adheres to required fiscal, personnel and physical control policies of the College/School/University. | <u>5</u> |
| 8. Promotes the welfare of faculty and staff and resolves conflicts fairly. | <u>5</u> |
| 9. Provides for the welfare of students/parents and resolve conflicts expeditiously and fairly. | <u>5</u> |
| 10. Not reluctant to make administrative/faculty changes in order to accomplish the mission of College and University. | <u>5</u> |
| 11. Meets deadlines and ensures faculty and staff do likewise. | <u>5</u> |

SECTION D. PROFESSIONAL COMMITMENT

- | | |
|--|----------|
| 1. Demonstrates loyalty to the University and supports its mission, goals and organizational structure. | <u>5</u> |
| 2. Performs in a dedicated and effective manner the assigned administrative responsibilities within the University. | <u>5</u> |
| 3. Holds membership in professional organizations; keeps current in field of expertise; and has self-improvement program | <u>5</u> |

OVERALL RATING 4.8

COMMENTS (Appraiser)

Dean Watson continues to excel as a visionary and dynamic leader for the College of Education.
Over the past year she worked tirelessly and effectively to guide COE through the pandemic, while
maintaining a focus on elevating outcomes for students, faculty and staff. Dean Watson is
innovative and forward thinking, and she is a valued member of my administrative team.

COMMENTS (Appraisee)

Date 8/26/21

Signature:

Maurice Edgington
Allyson Watson

- | | |
|--|----------|
| 7. Adheres to required fiscal, personnel and physical control policies of the College/School/University. | <u>5</u> |
| 8. Promotes the welfare of faculty and staff and resolves conflicts fairly. | <u>5</u> |
| 9. Provides for the welfare of students/parents and resolve conflicts expeditiously and fairly. | <u>5</u> |
| 10. Not reluctant to make administrative/faculty changes in order to accomplish the mission of College and University. | <u>5</u> |
| 11. Meets deadlines and ensures faculty and staff do likewise. | <u>5</u> |

SECTION D. PROFESSIONAL COMMITMENT

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| 1. Demonstrates loyalty to the University and supports its mission, goals and organizational structure. | <u>5</u> |
| 2. Performs in a dedicated and effective manner the assigned administrative responsibilities within the University. | <u>5</u> |
| 3. Holds membership in professional organizations; keeps current in field of expertise; and has self-improvement program | <u>5</u> |

OVERALL RATING 4.8

COMMENTS (Appraiser)

Dean Watson continues to excel as a visionary and dynamic leader for the College of Education.
Over the past year she worked tirelessly and effectively to guide COE through the pandemic, while
maintaining a focus on elevating outcomes for students, faculty and staff. Dean Watson is
innovative and forward thinking, and she is a valued member of my administrative team.

COMMENTS (Appraisee)

Date 8/26/21

Signature:

Maurice Edington

Allyson Watson

**FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
TALLAHASSEE**

PERFORMANCE APPRAISAL FOR ACADEMIC ADMINISTRATORS

Name Faye Watkins Title Dean of Libraries

College/School University Libraries Academic Year 2020-2021

EVALUATION CHECKLIST

Levels of Appraisal and Directions:

5 – Superior

2 – Needs Improvement

4 – Commendable

1 – Unsatisfactory

3 – Satisfactory

NA – Not Applicable

Write the number in the space at the right that corresponds to your best judgment of the individual's performance for each of the following items. For those items that do not apply, indicate by using N/A where appropriate. The Appraiser should give a composite (overall) rating in the designated section. In the comment section at the end, the appraiser should provide a narrative description of the appraisal.

SECTION A. PROGRAM DEVELOPMENT AND EVALUATION

Planning

Score

- | | |
|--|----------|
| 1. Sets goals objectives and identify priorities that are supportive of the mission of the University. | <u>4</u> |
| 2. Collaborates with the administration, faculty and staff in planning as appropriate. | <u>4</u> |
| 3. Designs annual and long range plans compatible with the FAMU's strategic plan? | <u>4</u> |

Evaluation

- | | |
|---|----------|
| 1. Utilizes appropriate measures of accountability to determine annual and long range progress. | <u>4</u> |
| 2. Monitors progress of faculty or staff in achieving unit or program goals at a quality level. | <u>4</u> |
| 3. Demonstrates understanding of and commitment to assessment. | <u>4</u> |
| 4. Prepares appropriate and required reports and responses in an effective and timely manner. | <u>4</u> |

5. Explains to faculty and staff their performance expectations and appraises them periodically of their strengths and weaknesses. 4

SECTION B. LEADERSHIP

1. Stimulates creative program development and implementation consistent with established goals and objectives. 4
2. Ensures assessments are conducted at course and program levels and results are utilized for improvement. 3
3. Encourages and supports faculty members to strive for excellence in teaching, research and public service. 5
4. Delegates responsibility and authority to subordinates in an appropriate and effective manner. 3
5. Has open lines of communication with administration, faculty, staff and students. 4
6. Demonstrates flexibility and adaptability in response to essential change in his/her attitude toward special projects. 5
7. Shows dedication, motivation, enthusiasm and initiative in seeking quality in educational unit. 5
8. Provides effective leadership for the recruitment of students. 4
9. Provides effective leadership for the retention of students. 4

SECTION C. ADMINISTRATIVE/MANAGEMENT

1. Formulates procedures and creates a positive climate for achieving established College/School/University goals. 5
2. Enhances the development of faculty, staff and students of the unit by encouraging professional development and providing an environment, which maximizes professional growth. 5
3. Makes objective and unbiased decisions relative to tenure, promotion, and merit consideration for the faculty. 5
4. Ensures assessment plans are developed, received and utilized on an annual basis and results reported in a timely manner. 4
5. Involves the faculty/staff in formulating policies and procedures and in academic decision-making within the unit. 5
6. Plans, develops and allocate human/fiscal resources through appropriate consultation to focus on defined priorities. 4

- | | |
|--|----------|
| | _____ |
| 7. Adheres to required fiscal, personnel and physical control policies of the College/School/University. | <u>4</u> |
| 8. Promotes the welfare of faculty and staff and resolves conflicts fairly. | <u>5</u> |
| 9. Provides for the welfare of students/parents and resolve conflicts expeditiously and fairly. | <u>5</u> |
| 10. Not reluctant to make administrative/faculty changes in order to accomplish the mission of College and University. | <u>4</u> |
| 11. Meets deadlines and ensures faculty and staff do likewise. | <u>4</u> |

SECTION D. PROFESSIONAL COMMITMENT

- | | |
|--|----------|
| 1. Demonstrates loyalty to the University and supports its mission, goals and organizational structure. | <u>4</u> |
| 2. Performs in a dedicated and effective manner the assigned administrative responsibilities within the University. | <u>4</u> |
| 3. Holds membership in professional organizations; keeps current in field of expertise; and has self-improvement program | <u>4</u> |

OVERALL RATING 131/4.22 ave

EXHIBIT "A"

FAMU A&P AND NON-UNIT FACULTY APPRAISAL OBJECTIVES FORM

Objectives for 2021 thru 2022

EMPLOYEE: Faye Watkins TITLE: Dean of Libraries

GENERAL INSTRUCTIONS: The supervisor and employee meet prior to the beginning of the rating period to mutually set the objectives to be met during the next year. List the objectives below. The supervisor and employee both sign this form (and any additional forms used for the setting of objectives) and each retains a copy. At the end of the rating period, the supervisor, using the Appraisal Form will evaluate the employee's efforts in accomplishing these objectives as well as the routine duties and responsibilities and will discuss the evaluation with the employee.

OBJECTIVES:

- 1. OBJECTIVE: Operational Efficiency - Address severe issues with recruitment and retention. Hire new employees with appropriate qualifications to fill vacancies.
2. OBJECTIVE: Student Success - Ensure students have access to appropriate study spaces and study tools. Improve quality of study spaces that have not been updated.
3. OBJECTIVE: Student Success - Ensure that students have access to information literacy training. Ensure that students are aware of available databases and all other information resources.
4. OBJECTIVE: Faculty Development - Market and promote the use of library resources to faculty. Ensure that faculty know how to use content in course design.
5. OBJECTIVE: Student Success - Ensure additional support and funding for the library materials budget
6. OBJECTIVE: Continue to engage in fundraising for the library in collaboration with the FAMU Advancement/Foundation. Exceed last year's fundraising amount.
7. OBJECTIVE: Faculty Development - Support the Scholarly Communications Librarian in engagement with research faculty.
8. OBJECTIVE: Develop practices, policies, and procedures that advance the library's mission to support teaching, learning and research.

General Comments:

Maurice Edgington 10/1/21
Supervisor's Signature

Faye Watkins
Employee's Signature

7-31-21
Date

Work Accomplishments

2020-2021

- **Student Success (e.g., retention rates; 4-year graduation rates; employment outcomes)**
 - Librarians taught 126 information literacy classes. This is less than previous years, most likely due to the pandemic.
 - Librarians held 114 research consultations.
 - Library provided access to journals, e-books and other online resources in support of the academic curriculum.
 - Coordinated and served students, who were using the Laptop Checkout program.
 - Shifted to Ask-A-Librarian as method for providing reference assistance, during the shift to the online learning environment. This was a shift from the in-person reference assistance, which had previously been provided by the Library.
 - Study space improvements
 - New chairs that allow flexible study arrangements.
 - New electrical installation to allow students to charge laptops in study spaces.
 - Individual study rooms, equipped with white boards

- **Faculty Development and Retention**

- **Operational Efficiency**
 - Ensured operational efficiency by replacing outdated printers that did not have scanning capability. Transitioned flow of paperwork to an online environment.
 - Promote safety and security for Library employees.
 - Promoted the implementation of safe practices to protect against Covid-19.
 - Doubled the number of meetings held with faculty and staff to ensure that information was communicated to library employees on a regular basis.
 - Coordinated the installation of plastic shields at Coleman Library public service desks and the public service desks at the branch locations.
 - Set up departmental staff lounge areas to ensure social distancing measures were implemented.

- **Distance Education**
 - Provided access to information resources that were essential for supporting distance education and online learning, during the pandemic, when students and faculty did not have access to the print collection. For the 2019-2020 and the 2020-2021, over \$240,000 in additional funding was provided to sustain essential subscriptions and purchase one-time e-resource collections in support of the academic curriculum and research activities of the University.

- **Customer Service**
 - Served as the point of contact for seven days a week to students, who were calling the Library for information on how to access services.
 - Set up and implemented plans for participation in professional development webinars and readings. This provided additional customer service training to librarians and USPS employees with webinars, online reading materials, and videos.
 - The Library continued the shift to the website for providing access to services and resources.
 - The Library provided assistance and resolved access issues for off campus access to electronic resources.

- **Donor Engagement and Fundraising**
 - More than doubled the amount of funding raised during the annual Giving Campaign. It was less than \$1,000, for 2019-2020.

**FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
TALLAHASSEE**

PERFORMANCE APPRAISAL FOR ACADEMIC ADMINISTRATORS

Name Robert W. Taylor Title Dean and Director, Land-Grant Programs
College/School Agriculture and Food Sciences Academic Year 2020-2021

EVALUATION CHECKLIST

Levels of Appraisal and Directions:

5 – Superior	4 – Commendable	3 – Satisfactory
2 – Needs Improvement	1 – Unsatisfactory	NA – Not Applicable

Write the number in the space at the right that corresponds to your best judgment of the individual's performance for each of the following items. For those items that do not apply, indicate by using N/A where appropriate. The Appraiser should give a composite (overall) rating in the designated section. In the comment section at the end, the appraiser should provide a narrative description of the appraisal.

SECTION A. PROGRAM DEVELOPMENT AND EVALUATION

Planning

- | | <u>Score</u> |
|--|--------------|
| 1. Sets goals objectives and identify priorities that are supportive of the mission of the University. | <u>5</u> |
| 2. Collaborates with the administration, faculty and staff in planning as appropriate. | <u>5</u> |
| 3. Designs annual and long range plans compatible with the FAMU's strategic plan? | <u>5</u> |

Evaluation

- | | |
|---|----------|
| 1. Utilizes appropriate measures of accountability to determine annual and long range progress. | <u>4</u> |
| 2. Monitors progress of faculty or staff in achieving unit or program goals at a quality level. | <u>4</u> |
| 3. Demonstrates understanding of and commitment to assessment. | <u>4</u> |
| 4. Prepares appropriate and required reports and responses in an effective and timely manner. | <u>4</u> |

5. Explains to faculty and staff their performance expectations and apprises them periodically of their strengths and weaknesses.

3

SECTION B. LEADERSHIP

1. Stimulates creative program development and implementation consistent with established goals and objectives.

4

2. Ensures assessments are conducted at course and program levels and results are utilized for improvement.

3

3. Encourages and supports faculty members to strive for excellence in teaching, research and public service.

5

4. Delegates responsibility and authority to subordinates in an appropriate and effective manner.

4

5. Has open lines of communication with administration, faculty, staff and students.

5

6. Demonstrates flexibility and adaptability in response to essential change in his/her attitude toward special projects.

5

7. Shows dedication, motivation, enthusiasm and initiative in seeking quality in educational unit.

5

8. Provides effective leadership for the recruitment of students.

5

9. Provides effective leadership for the retention of students.

5

SECTION C. ADMINISTRATIVE/MANAGEMENT

1. Formulates procedures and creates a positive climate for achieving established College/School/University goals.

3

2. Enhances the development of faculty, staff and students of the unit by encouraging professional development and providing an environment, which maximizes professional growth.

5

3. Makes objective and unbiased decisions relative to tenure, promotion, and merit consideration for the faculty.

3

4. Ensures assessment plans are developed, received and utilized on an annual basis and results reported in a timely manner.

3

5. Involves the faculty/staff in formulating policies and procedures and in academic decision-making within the unit.

4

6. Plans, develops and allocate human/fiscal resources through appropriate consultation to focus on defined priorities.

5

- | | |
|--|----------|
| 7. Adheres to required fiscal, personnel and physical control policies of the College/School/University. | <u>3</u> |
| 8. Promotes the welfare of faculty and staff and resolves conflicts fairly. | <u>5</u> |
| 9. Provides for the welfare of students/parents and resolve conflicts expeditiously and fairly. | <u>5</u> |
| 10. Not reluctant to make administrative/faculty changes in order to accomplish the mission of College and University. | <u>4</u> |
| 11. Meets deadlines and ensures faculty and staff do likewise. | <u>4</u> |

SECTION D. PROFESSIONAL COMMITMENT

- | | |
|--|----------|
| 1. Demonstrates loyalty to the University and supports its mission, goals and organizational structure. | <u>5</u> |
| 2. Performs in a dedicated and effective manner the assigned administrative responsibilities within the University. | <u>4</u> |
| 3. Holds membership in professional organizations; keeps current in field of expertise; and has self-improvement program | <u>5</u> |

OVERALL RATING	<u>4.32</u>
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COMMENTS (Appraiser)

Dean Taylor is a passionate, committed leader for CAFS and he places great emphasis on the well being of students, faculty and staff. He provides great leadership in student recruitment and in promoting faculty scholarship. Dean Taylor operates with a collaborative, collegial spirit, and is committed to the mission of the University.

Dean Taylor needs to demonstrate improvement with 1) adherence to university tenure/promotion guidelines and procedures; 2) adherence to personnel/fiscal management policies and procedures; and 3) addressing and resolving issues in a more timely manner.

COMMENTS (Appraisee)

Date _____

Signature:

Maurice Elington 10/7/21
Robert W Taylor

EXHIBIT "A"

FAMU A&P AND NON-UNIT FACULTY APPRAISAL OBJECTIVES FORM

Objectives for 2021 thru 2022

EMPLOYEE: Robert W. Taylor TITLE: Dean and Land-Grant Director

GENERAL INSTRUCTIONS: The supervisor and employee meet prior to the beginning of the rating period to mutually set the objectives to be met during the next year. List the objectives below. The supervisor and employee both sign this form (and any additional forms used for the setting of objectives) and each retains a copy. At the end of the rating period, the supervisor, using the Appraisal Form will evaluate the employee's efforts in accomplishing these objectives as well as the routine duties and responsibilities and will discuss the evaluation with the employee.

OBJECTIVES:

1. OBJECTIVE: *Strengthen student enrollment, retention and graduation rates employing best practices for student success.*
2. OBJECTIVE: *Promote faculty experiences by recruiting, supporting and retaining diverse faculty committed to teaching, research and community engagement.*
3. OBJECTIVE: *Continue to expand and enhance high impact research that intersect local, regional and global levels concurrent with extension and outreach activities.*
4. OBJECTIVE: *Encourage faculty to develop effective distance education programs and deliver it to clientele according to best practices.*
5. OBJECTIVE: *Promote excellent customer service to students, clientele and visitors.*
6. OBJECTIVE: *Develop curriculum in Agricultural Sciences to address pressing issues like global climate change along with other issues that impact industry, workforce, communities, and society in general.*
7. OBJECTIVE: *Strengthen our efforts in donor engagement and fundraising by working closely with alumni, industry, foundations and other supportive clientele.*
8. OBJECTIVE:

General Comments: _____

Maurice Edington
Supervisor's Signature

Robert W Taylor
Employee's Signature

10/7/21
Date

**FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
TALLAHASSEE**

PERFORMANCE APPRAISAL FOR ACADEMIC ADMINISTRATORS

Name Shelley A. Johnson Title Dean

College/School School of Nursing Academic Year 2020-2021

EVALUATION CHECKLIST

Levels of Appraisal and Directions:

5 – Superior
2 – Needs Improvement

4 – Commendable
1 – Unsatisfactory

3 – Satisfactory
NA – Not Applicable

Write the number in the space at the right that corresponds to your best judgment of the individual's performance for each of the following items. For those items that do not apply, indicate by using N/A where appropriate. The Appraiser should give a composite (overall) rating in the designated section. In the comment section at the end, the appraiser should provide a narrative description of the appraisal.

SECTION A. PROGRAM DEVELOPMENT AND EVALUATION

Planning

Score

- | | |
|--|----------|
| 1. Sets goals objectives and identify priorities that are supportive of the mission of the University. | <u>5</u> |
| 2. Collaborates with the administration, faculty and staff in planning as appropriate. | <u>5</u> |
| 3. Designs annual and long range plans compatible with the FAMU's strategic plan? | <u>5</u> |

Evaluation

- | | |
|---|----------|
| 1. Utilizes appropriate measures of accountability to determine annual and long range progress. | <u>5</u> |
| 2. Monitors progress of faculty or staff in achieving unit or program goals at a quality level. | <u>4</u> |
| 3. Demonstrates understanding of and commitment to assessment. | <u>5</u> |
| 4. Prepares appropriate and required reports and responses in an effective and timely manner. | <u>4</u> |

5. Explains to faculty and staff their performance expectations and apprises them periodically of their strengths and weaknesses. 3

SECTION B. LEADERSHIP

1. Stimulates creative program development and implementation consistent with established goals and objectives. 5
2. Ensures assessments are conducted at course and program levels and results are utilized for improvement. 5
3. Encourages and supports faculty members to strive for excellence in teaching, research and public service. 5
4. Delegates responsibility and authority to subordinates in an appropriate and effective manner. 4
5. Has open lines of communication with administration, faculty, staff and students. 5
6. Demonstrates flexibility and adaptability in response to essential change in his/her attitude toward special projects. 5
7. Shows dedication, motivation, enthusiasm and initiative in seeking quality in educational unit. 5
8. Provides effective leadership for the recruitment of students. 3
9. Provides effective leadership for the retention of students. 4

SECTION C. ADMINISTRATIVE/MANAGEMENT

1. Formulates procedures and creates a positive climate for achieving established College/School/University goals. 4
2. Enhances the development of faculty, staff and students of the unit by encouraging professional development and providing an environment, which maximizes professional growth. 5
3. Makes objective and unbiased decisions relative to tenure, promotion, and merit consideration for the faculty. 4
4. Ensures assessment plans are developed, received and utilized on an annual basis and results reported in a timely manner. 5
5. Involves the faculty/staff in formulating policies and procedures and in academic decision-making within the unit. 4
6. Plans, develops and allocate human/fiscal resources through appropriate consultation to focus on defined priorities. 5

- | | |
|--|----------|
| 7. Adheres to required fiscal, personnel and physical control policies of the College/School/University. | <u>4</u> |
| 8. Promotes the welfare of faculty and staff and resolves conflicts fairly. | <u>5</u> |
| 9. Provides for the welfare of students/parents and resolve conflicts expeditiously and fairly. | <u>4</u> |
| 10. Not reluctant to make administrative/faculty changes in order to accomplish the mission of College and University. | <u>5</u> |
| 11. Meets deadlines and ensures faculty and staff do likewise. | <u>4</u> |

SECTION D. PROFESSIONAL COMMITMENT

- | | |
|--|----------|
| 1. Demonstrates loyalty to the University and supports its mission, goals and organizational structure. | <u>5</u> |
| 2. Performs in a dedicated and effective manner the assigned administrative responsibilities within the University. | <u>5</u> |
| 3. Holds membership in professional organizations; keeps current in field of expertise; and has self-improvement program | <u>5</u> |

OVERALL RATING	<u>4.67</u>
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EXHIBIT "A"

FAMU A&P AND NON-UNIT FACULTY APPRAISAL OBJECTIVES FORM

Objectives for July 1, 2021 **thru** June 30, 2022

EMPLOYEE: Shelley Johnson **TITLE:** Dean

GENERAL INSTRUCTIONS: The supervisor and employee meet prior to the beginning of the rating period to mutually set the objectives to be met during the next year. List the objectives below. The supervisor and employee both sign this form (and any additional forms used for the setting of objectives) and each retains a copy. At the end of the rating period, the supervisor, using the Appraisal Form will evaluate the employee's efforts in accomplishing these objectives as well as the routine duties and responsibilities and will discuss the evaluation with the employee.

OBJECTIVES: *Met - See attachment: Vision Statement and Aims*

-
1. **OBJECTIVE:** *- Increase Licensure Pass Rates - The December cohort showed improvement with an NCLEX Score of 76%, up approximately 20% points from December 2019. More that 90% of Level 5 students passed the comprehensive predictor and reach 100% completion of the VATI. This Spring the MSN NP Board score was 78% due to two students failing the NP Boards. The curricula has been mapping to the current test plans and a new curricula has been developed with approval at the school and university levels. New courses are being created and the new curricula will roll out at all levels this fall. In the coming years the NCLEX examination will be changed and all nursing curricula will have to move to competency-based curricula.*

 2. **OBJECTIVE:** *Improve student program progression and retention - We have developed and implemented an early risk assessment process for students entering the nursing program and for those at high academic risk during the program. We have hired a director of experiential learning and remediation and per diem coaches to assist students. We have developed a self-schedulers for students to be able to self-schedule time for open lab/skills assistance. We have also developed policies related to persistence, reintegration and probation to provide guidance for faculty, staff and students.*

 3. **OBJECTIVE:** *Strengthen faculty and staff excellence within the SON - The SON has provided Approximately 20 direct-to-faculty and staff development sessions related to new developments in nursing education, QSEN for strengthening clinical integration, pedagogy, curriculum development, and general professional development. An associate dean of development and research was hired. Numerous opportunities to engage in scholarship and research with mentor support. The SON saw increased scholarship production over this academic year. A formal orientation has been developed.*

 4. **OBJECTIVE:** *Strengthen the SON assessment effectiveness - The SON has developed and integrated level metrics and increased started individualized tracking of students from TEAS through NCLEX. We are assigned and begun educating champions for ATI and APEA. The SON is the first academic unit to use Nuventive for course level assessment. We are 50% through the BSN courses and starting the MSN courses. We have initiated 360 degree feedback from our internal stakeholders.*

 5. **OBJECTIVE:** *Improve academic operations and infrastructure to support program expansion - We have revitalized the RN-BSN program and the Women's Health tracks. We have revised the RN-BSN program to*
-

be more competitive. The changes were reviewed and approved via substantive change from ACEN. We have begun preparation for increasing MSN enrollments using an OPM. We have planned the restructure for the SON. Some members of experiential learning team have been hired and are servicing the students and faculty. Finally, the SON have increased our social media presence and its communication with our alumni and other stakeholders.

6. OBJECTIVE:

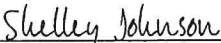
7. OBJECTIVE:

8. OBJECTIVE:

General Comments: *We, the SON, have been able to accomplish a lot this year, but we have a lot more work to do. Our progress is a direct result of the support and assistance from Academic Affairs.*



Supervisor's Signature



Employee's Signature

8/20/21

Date

**FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
TALLAHASSEE**

PERFORMANCE APPRAISAL FOR ACADEMIC ADMINISTRATORS

Name Valencia E. Matthews **Title** Dean

College/School Social Sciences, Arts and Humanities **Academic Year** 2020-2021

EVALUATION CHECKLIST

Levels of Appraisal and Directions:

5 – Superior
2 – Needs Improvement

4 – Commendable
1 – Unsatisfactory

3 – Satisfactory
NA – Not Applicable

Write the number in the space at the right that corresponds to your best judgment of the individual's performance for each of the following items. For those items that do not apply, indicate by using N/A where appropriate. The Appraiser should give a composite (overall) rating in the designated section. In the comment section at the end, the appraiser should provide a narrative description of the appraisal.

SECTION A. PROGRAM DEVELOPMENT AND EVALUATION

Planning

Score

- | | |
|--|----------|
| 1. Sets goals objectives and identify priorities that are supportive of the mission of the University. | <u>5</u> |
| 2. Collaborates with the administration, faculty and staff in planning as appropriate. | <u>5</u> |
| 3. Designs annual and long range plans compatible with the FAMU's strategic plan? | <u>5</u> |

Evaluation

- | | |
|---|----------|
| 1. Utilizes appropriate measures of accountability to determine annual and long range progress. | <u>4</u> |
| 2. Monitors progress of faculty or staff in achieving unit or program goals at a quality level. | <u>3</u> |
| 3. Demonstrates understanding of and commitment to assessment. | <u>4</u> |
| 4. Prepares appropriate and required reports and responses in an effective and timely manner. | <u>4</u> |

5. Explains to faculty and staff their performance expectations and appraises them periodically of their strengths and weaknesses. 3

SECTION B. LEADERSHIP

1. Stimulates creative program development and implementation consistent with established goals and objectives. 4
2. Ensures assessments are conducted at course and program levels and results are utilized for improvement. 3
3. Encourages and supports faculty members to strive for excellence in teaching, research and public service. 4
4. Delegates responsibility and authority to subordinates in an appropriate and effective manner. 4
5. Has open lines of communication with administration, faculty, staff and students. 5
6. Demonstrates flexibility and adaptability in response to essential change in his/her attitude toward special projects. 5
7. Shows dedication, motivation, enthusiasm and initiative in seeking quality in educational unit. 5
8. Provides effective leadership for the recruitment of students. 4
9. Provides effective leadership for the retention of students. 4

SECTION C. ADMINISTRATIVE/MANAGEMENT

1. Formulates procedures and creates a positive climate for achieving established College/School/University goals. 4
2. Enhances the development of faculty, staff and students of the unit by encouraging professional development and providing an environment, which maximizes professional growth. 4
3. Makes objective and unbiased decisions relative to tenure, promotion, and merit consideration for the faculty. 5
4. Ensures assessment plans are developed, received and utilized on an annual basis and results reported in a timely manner. 5
5. Involves the faculty/staff in formulating policies and procedures and in academic decision-making within the unit. 4
6. Plans, develops and allocate human/fiscal resources through appropriate consultation to focus on defined priorities. 4

- | | |
|--|----------|
| 7. Adheres to required fiscal, personnel and physical control policies of the College/School/University. | <u>5</u> |
| 8. Promotes the welfare of faculty and staff and resolves conflicts fairly. | <u>4</u> |
| 9. Provides for the welfare of students/parents and resolve conflicts expeditiously and fairly. | <u>4</u> |
| 10. Not reluctant to make administrative/faculty changes in order to accomplish the mission of College and University. | <u>4</u> |
| 11. Meets deadlines and ensures faculty and staff do likewise. | <u>4</u> |

SECTION D. PROFESSIONAL COMMITMENT

- | | |
|--|----------|
| 1. Demonstrates loyalty to the University and supports its mission, goals and organizational structure. | <u>5</u> |
| 2. Performs in a dedicated and effective manner the assigned administrative responsibilities within the University. | <u>5</u> |
| 3. Holds membership in professional organizations; keeps current in field of expertise; and has self-improvement program | <u>3</u> |

OVERALL RATING	<u>130=4.2</u>
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COMMENTS (Appraiser)

Dean Matthews continues to provide exceptional, dynamic and strong leadership for CSSAH. She is an ardent and effective advocate for her students, faculty and staff, and she is proactive in addressing issues when they arise. Dean Matthews was particularly effective over the past year as she worked to meet the many challenges imposed by the COVID-19 pandemic. Dean Matthews is also to be commended for her collaborative spirit and the professional manner in which she operates and interacts with others. Dean Matthews is a highly valued and respected member of my leadership team.

COMMENTS (Appraisee)

Date 9/9/21

Signature:

Maurice Edington
Valencia E Matthews


FAMU A&P AND NON-UNIT FACULTY APPRAISAL OBJECTIVES FORM

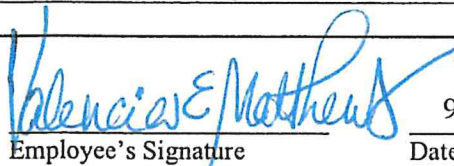
Objectives for 2021 thru 2022EMPLOYEE: VALENCIA E. MATTHEWS TITLE: DEAN

GENERAL INSTRUCTIONS: The supervisor and employee meet prior to the beginning of the rating period to mutually set the objectives to be met during the next year. List the objectives below. The supervisor and employee both sign this form (and any additional forms used the setting of objectives) and each retains a copy. At the end of the rating period, the supervisor, using the Appraisal Form will evaluate the employees efforts in accomplishing these objectives as well as the routine duties and responsibilities and will discuss the evaluation with the employee.

OBJECTIVES:

<p>1. OBJECTIVE: Increase Student Success Outcomes</p> <ul style="list-style-type: none"> ▪ Increase enrollment, retention and graduation rates ▪ Increase degree production for AA transfers and at the graduate level ▪ Strengthen the Leadership & Service Living-Learning Community
<p>2. OBJECTIVE: Sustain and enhance academic excellence.</p> <ul style="list-style-type: none"> ▪ Increase distance education capacity and academic program offerings ▪ Strengthen academic degree programs
<p>3. OBJECTIVE: Support Faculty Excellence</p> <ul style="list-style-type: none"> ▪ Recruit, develop and retain world-class faculty ▪ Expand support for professional development ▪ Increase grant writing activities
<p>4. OBJECTIVE: Increase alumni engagement and business partnerships to enhance financial support and resources.</p> <ul style="list-style-type: none"> ▪ Engage annually with the Gallery of Distinction enshrines ▪ Enhance relationships with alumni and supporters ▪ Foster corporate engagement opportunities ▪ Explore the feasibility of establishing an advisory board
<p>5. OBJECTIVE: Enhance operational efficiency, effectiveness and customer service.</p> <ul style="list-style-type: none"> ▪ Enhance the use of the website to share information ▪ Create a more data driven culture ▪ Provide top-notch service every day in every way ▪ Empower staff through education and training


 Supervisor's Signature


 Employee's Signature

9/9/21

Date

**FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
TALLAHASSEE**

PERFORMANCE APPRAISAL FOR ACADEMIC ADMINISTRATORS

Name Deidré A. Keller Title Dean

College/School College of Law Academic Year 2020-2021

EVALUATION CHECKLIST

Levels of Appraisal and Directions:

5 – Superior

4 – Commendable

3 – Satisfactory

2 – Needs Improvement

1 – Unsatisfactory

NA – Not Applicable

Write the number in the space at the right that corresponds to your best judgment of the individual's performance for each of the following items. For those items that do not apply, indicate by using N/A where appropriate. The Appraiser should give a composite (overall) rating in the designated section. In the comment section at the end, the appraiser should provide a narrative description of the appraisal.

SECTION A. PROGRAM DEVELOPMENT AND EVALUATION

Planning

- | | <u>Score</u> |
|--|--------------|
| 1. Sets goals objectives and identify priorities that are supportive of the mission of the University. | <u>4</u> |
| 2. Collaborates with the administration, faculty and staff in planning as appropriate. | <u>5</u> |
| 3. Designs annual and long range plans compatible with the FAMU's strategic plan? | <u>5</u> |

Evaluation

- | | |
|---|----------|
| 1. Utilizes appropriate measures of accountability to determine annual and long range progress. | <u>4</u> |
| 2. Monitors progress of faculty or staff in achieving unit or program goals at a quality level. | <u>4</u> |
| 3. Demonstrates understanding of and commitment to assessment. | <u>4</u> |
| 4. Prepares appropriate and required reports and responses in an effective and timely manner. | <u>4</u> |

5. Explains to faculty and staff their performance expectations and appraises them periodically of their strengths and weaknesses. 3

SECTION B. LEADERSHIP

1. Stimulates creative program development and implementation consistent with established goals and objectives. 4
2. Ensures assessments are conducted at course and program levels and results are utilized for improvement. 3
3. Encourages and supports faculty members to strive for excellence in teaching, research and public service. 4
4. Delegates responsibility and authority to subordinates in an appropriate and effective manner. 4
5. Has open lines of communication with administration, faculty, staff and students. 4
6. Demonstrates flexibility and adaptability in response to essential change in his/her attitude toward special projects. 5
7. Shows dedication, motivation, enthusiasm and initiative in seeking quality in educational unit. 5
8. Provides effective leadership for the recruitment of students. 5
9. Provides effective leadership for the retention of students. 4

SECTION C. ADMINISTRATIVE/MANAGEMENT

1. Formulates procedures and creates a positive climate for achieving established College/School/University goals. 4
2. Enhances the development of faculty, staff and students of the unit by encouraging professional development and providing an environment, which maximizes professional growth. 4
3. Makes objective and unbiased decisions relative to tenure, promotion, and merit consideration for the faculty. 5
4. Ensures assessment plans are developed, received and utilized on an annual basis and results reported in a timely manner. 3
5. Involves the faculty/staff in formulating policies and procedures and in academic decision-making within the unit. 4
6. Plans, develops and allocate human/fiscal resources through appropriate consultation to focus on defined priorities. 4

- | | |
|--|----------|
| 7. Adheres to required fiscal, personnel and physical control policies of the College/School/University. | <u>4</u> |
| 8. Promotes the welfare of faculty and staff and resolves conflicts fairly. | <u>5</u> |
| 9. Provides for the welfare of students/parents and resolve conflicts expeditiously and fairly. | <u>4</u> |
| 10. Not reluctant to make administrative/faculty changes in order to accomplish the mission of College and University. | <u>4</u> |
| 11. Meets deadlines and ensures faculty and staff do likewise. | <u>4</u> |

SECTION D. PROFESSIONAL COMMITMENT

- | | |
|--|----------|
| 1. Demonstrates loyalty to the University and supports its mission, goals and organizational structure. | <u>4</u> |
| 2. Performs in a dedicated and effective manner the assigned administrative responsibilities within the University. | <u>4</u> |
| 3. Holds membership in professional organizations; keeps current in field of expertise; and has self-improvement program | <u>5</u> |

OVERALL RATING	<u>4.29</u>
-----------------------	-------------

COMMENTS (Appraiser)

Dean Keller has demonstrated highly effective and visionary leadership for the College of Law. She has articulated a vision and plan to move COL forward, and has been highly effective in facilitating buy in from internal and external stakeholders, including university and BOT leadership. Under Dean Keller's leadership, COL has increased student success inputs and outcome measures, enhanced its reputation with local and statewide stakeholders/decision makers, and enhanced overall operations. Dean Keller is doing a tremendous job and is a valued member of my senior leadership team.

COMMENTS (Appraisee)

Overall, I am pleased with the progress we made in the College of Law during academic year 2020-2021. We kept the College of Law community safe amidst an unprecedented pandemic and made progress on the stated strategic initiatives as well. The College's theme for 2020-2021 was "Sustained Success through Community." The strategic priorities articulated under this theme were: (1) recruiting the strongest student body in line with our access mission; (2) bar pass rates consistently above 80%; (3) job placement consistently above our competitors; and (4) enhanced community engagement. We moved the needle in a positive direction as to all 4 stated objectives. The incoming class of 2021 will exceed the stated goals (median LSAT = 148/ median GPA = 3.3 / 49.6%AA). The Ultimate Bar Pass Rate for the graduating class of 2018 was 81.51%. The College improved placement in both bar pass required and JD Advantage positions for the graduating class of 2020 and completed an ambitious community outreach initiative, connecting with over 100 leaders in Orlando.

Date: _____

Signature:

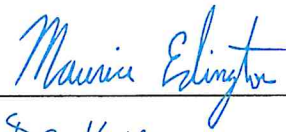

	10/7/21
<hr/>	<hr/>
	10/7/2021
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EXHIBIT "A"

FAMU A&P AND NON-UNIT FACULTY APPRAISAL OBJECTIVES FORM

Objectives for July 2021 thru June 2022

EMPLOYEE: Deidré A. Keller TITLE: Dean, College of Law

GENERAL INSTRUCTIONS: The supervisor and employee meet prior to the beginning of the rating period to mutually set the objectives to be met during the next year. List the objectives below. The supervisor and employee both sign this form (and any additional forms used for the setting of objectives) and each retains a copy. At the end of the rating period, the supervisor, using the Appraisal Form will evaluate the employee's efforts in accomplishing these objectives as well as the routine duties and responsibilities and will discuss the evaluation with the employee.

OBJECTIVES: *Building the foundation for a thriving community*

1. OBJECTIVE: *Stabilize the structure of the College to sustain and build upon the progress made in 2020-2021*

2. OBJECTIVE: *Stabilize the administrative support in the College by: (1) hiring to fill vacant positions; (2) assessing the capabilities of existing personnel; (3) reorganizing existing personnel based upon capabilities; (4) assessing the development needs of existing personnel; (5) providing skills and culture development opportunities, as appropriate; and (6) marshalling the resources to compensate appropriately..*

3. OBJECTIVE: *Stabilize the faculty by: (1) determining the strategy for covering the core curriculum of the College of Law; (2) marshalling the resources to hire / compensate appropriately; (3) hiring to fill vacant positions; and (4) providing additional resources for faculty development (e.g., pedagogy, research, Associate to Full, culture change, strategic vision).*

4. OBJECTIVE: *Stabilize the College by institutionalizing workflows and assessing processes for efficiency, adjusting processes, as necessary.*

5. OBJECTIVE: *Put an emergency preparedness structure in place.*

6. OBJECTIVE: *Increase the College's ability to make data-based decisions.*

7. OBJECTIVE:

8. OBJECTIVE:

General Comments:

Maurice Edinger

10/7/21

Supervisor's Signature

Dq Keller

Employee's Signature

~~7/30/2021~~ 10/7/2021

Date

**FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
TALLAHASSEE**

PERFORMANCE APPRAISAL FOR ACADEMIC ADMINISTRATORS

Name Victor Ibeanusi **Title** Dean

College/School School of the Environment **Academic Year** 2020-2021

EVALUATION CHECKLIST

Levels of Appraisal and Directions:

5 – Superior

4 – Commendable

3 – Satisfactory

2 – Needs Improvement

1 – Unsatisfactory

NA – Not Applicable

Write the number in the space at the right that corresponds to your best judgment of the individual's performance for each of the following items. For those items that do not apply, indicate by using N/A where appropriate. The Appraiser should give a composite (overall) rating in the designated section. In the comment section at the end, the appraiser should provide a narrative description of the appraisal.

SECTION A. PROGRAM DEVELOPMENT AND EVALUATION

Planning

Score

- | | |
|--|----------|
| 1. Sets goals objectives and identify priorities that are supportive of the mission of the University. | <u>4</u> |
| 2. Collaborates with the administration, faculty and staff in planning as appropriate. | <u>5</u> |
| 3. Designs annual and long range plans compatible with the FAMU's strategic plan? | <u>4</u> |

Evaluation

- | | |
|---|----------|
| 1. Utilizes appropriate measures of accountability to determine annual and long range progress. | <u>4</u> |
| 2. Monitors progress of faculty or staff in achieving unit or program goals at a quality level. | <u>5</u> |
| 3. Demonstrates understanding of and commitment to assessment. | <u>4</u> |
| 4. Prepares appropriate and required reports and responses in an effective and timely manner. | <u>4</u> |

5. Explains to faculty and staff their performance expectations and apprises them periodically of their strengths and weaknesses. 5

SECTION B. LEADERSHIP

1. Stimulates creative program development and implementation consistent with established goals and objectives. 5
2. Ensures assessments are conducted at course and program levels and results are utilized for improvement. 4
3. Encourages and supports faculty members to strive for excellence in teaching, research and public service. 4
4. Delegates responsibility and authority to subordinates in an appropriate and effective manner. 5
5. Has open lines of communication with administration, faculty, staff and students. 4
6. Demonstrates flexibility and adaptability in response to essential change in his/her attitude toward special projects. 5
7. Shows dedication, motivation, enthusiasm and initiative in seeking quality in educational unit. 5
8. Provides effective leadership for the recruitment of students. 4
9. Provides effective leadership for the retention of students. 5

SECTION C. ADMINISTRATIVE/MANAGEMENT

1. Formulates procedures and creates a positive climate for achieving established College/School/University goals. 5
2. Enhances the development of faculty, staff and students of the unit by encouraging professional development and providing an environment, which maximizes professional growth. 5
3. Makes objective and unbiased decisions relative to tenure, promotion, and merit consideration for the faculty. 5
4. Ensures assessment plans are developed, received and utilized on an annual basis and results reported in a timely manner. 4
5. Involves the faculty/staff in formulating policies and procedures and in academic decision-making within the unit. 4
6. Plans, develops and allocate human/fiscal resources through appropriate consultation to focus on defined priorities. 4

7. Adheres to required fiscal, personnel and physical control policies of the College/School/University.	<u>5</u>
8. Promotes the welfare of faculty and staff and resolves conflicts fairly.	<u>4</u>
9. Provides for the welfare of students/parents and resolve conflicts expeditiously and fairly.	<u>4</u>
10. Not reluctant to make administrative/faculty changes in order to accomplish the mission of College and University.	<u>4</u>
11. Meets deadlines and ensures faculty and staff do likewise.	<u>4</u>

SECTION D. PROFESSIONAL COMMITMENT

1. Demonstrates loyalty to the University and supports its mission, goals and organizational structure.	<u>5</u>
2. Performs in a dedicated and effective manner the assigned administrative responsibilities within the University.	<u>5</u>
3. Holds membership in professional organizations; keeps current in field of expertise; and has self-improvement program	<u>5</u>

OVERALL RATING 139/31=4.48

COMMENTS (Appraiser)

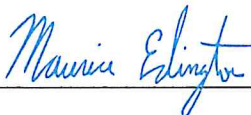
Dean Ibeanusi has provided strong and steady leadership for SOE over the past year.
He is a passionate advocate for his faculty, staff and students and continues to push forward
an aggressive agenda to advance research and scholarship for his unit and the University.
Dean Ibeanusi demonstrated effective leadership over the past year while navigating SOE
through the many challenges imposed by the COVID-19 pandemic.

COMMENTS (Appraisee)

Thank you Provost Edington. I appreciate the opportunity to serve.

Date 9/10/21

Signature:



Victor M. Ibeanusi

FAMU A&P AND NON-UNIT FACULTY APPRAISAL OBJECTIVES FORM

Objectives for 2021 thru 2022

EMPLOYEE: Victor Ibeanusi, Ph.D., Dh.c. (Honoris causa) TITLE: Dean School of the Environment

GENERAL INSTRUCTIONS: The supervisor and employee meet prior to the beginning of the rating period to mutually set the objectives to be met during the next year. List the objectives below. The supervisor and employee both sign this form (and any additional forms used for the setting of objectives) and each retains a copy. At the end of the rating period, the supervisor, using the Appraisal Form will evaluate the employee's efforts in accomplishing these objectives as well as the routine duties and responsibilities and will discuss the evaluation with the employee.

OBJECTIVES:

1. OBJECTIVE: *Advancing Student Success through, Enrollment, and Degree Production: Recruitment and Enrollment: A. Target: • 30 undergraduates • 7 MS • 10 Ph.D. B. Retention and Degree Production • Engaging all first-year students in mandatory research through our Scholars-in Residence Program • Supporting and Incentivizing graduate and undergraduate research through funded research programs • Develop projected graduation dates as a means of monitoring progress*
2. OBJECTIVE: *Advancing Faculty Development • Training on newly acquired instrumentations to support competitive faculty grant submissions • Incentivize faculty productivity- Faculty can earn points for release time based on number of graduate student supervision and funded grants that support students • Include funding to support publications*
3. OBJECTIVE: *Curriculum Development to Advance Distance Learning• Implement a new curriculum in Geospatial Science and Remote Sensing*
4. OBJECTIVE: *Advancing Distance Education • Implement undergraduate on-line degree in Environmental Science and Environmental Studies to boost undergraduate enrollment and graduation rates • Provide support for a GIS staff*
5. OBJECTIVE: *Advancing Operational Efficiency and Outstanding Customer Service • Biweekly staff briefs to help monitor the progress of projects • Centralized advisement for Upper-class Undergraduates and incoming new graduate students. • Staff are being crossed-trained so if one staff member is out, the school will continue to run smoothly. • Student Success Team organized to increase the effectiveness and efficiency of recruiting. o Leveraging technology to aid in recruiting o Promoting collaboration in recruitment efforts • Staff are encouraged to take all available training on Outstanding Customer Experiences • Staff are encouraged to take all courses/refresher courses (training) that will enhance their professional development. • Monthly faculty meeting to ensure information from Dean's Council meetings are shared implemented • Faculty and Staff Annual Review to assess productivity • Assistant Dean charged with Assessment and serving as liaison between the faculty and the Assoc. Provost for Faculty and Academic Affair*

6. OBJECTIVE: *Advancing Donor Engagement and Fundraising • Biweekly Dean's Town Hall to engage potential donors and stakeholders • Dedicated staff to engage with Foundation • Using the EnergyWaterFoodNexus Initiatives and Sustainability Innstitute goals as a forum for engaging stakeholders and potential donora*

7. OBJECTIVE:

8. OBJECTIVE:

General Comments:

Maurice Elington

Supervisor's Signature

Victor M. Ileanusi

Employee's Signature

9/10/21

Date

**FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
TALLAHASSEE**

PERFORMANCE APPRAISAL FOR ACADEMIC ADMINISTRATORS

Name J. Murray Gibson **Title** Dean

College/School FAMU-FSU College of Engineering **Academic Year** AY20-21

EVALUATION CHECKLIST

Levels of Appraisal and Directions:

5 – Superior

2 – Needs Improvement

4 – Commendable

1 – Unsatisfactory

3 – Satisfactory

NA – Not Applicable

Write the number in the space at the right that corresponds to your best judgment of the individual's performance for each of the following items. For those items that do not apply, indicate by using N/A where appropriate. The Appraiser should give a composite (overall) rating in the designated section. In the comment section at the end, the appraiser should provide a narrative description of the appraisal.

SECTION A. PROGRAM DEVELOPMENT AND EVALUATION

Planning

Score

- | | |
|--|----------|
| 1. Sets goals objectives and identify priorities that are supportive of the mission of the University. | <u>5</u> |
| 2. Collaborates with the administration, faculty and staff in planning as appropriate. | <u>5</u> |
| 3. Designs annual and long range plans compatible with the FAMU's strategic plan? | <u>4</u> |

Evaluation

- | | |
|---|----------|
| 1. Utilizes appropriate measures of accountability to determine annual and long range progress. | <u>5</u> |
| 2. Monitors progress of faculty or staff in achieving unit or program goals at a quality level. | <u>4</u> |
| 3. Demonstrates understanding of and commitment to assessment. | <u>4</u> |
| 4. Prepares appropriate and required reports and responses in an effective and timely manner. | <u>5</u> |

5. Explains to faculty and staff their performance expectations and appraises them periodically of their strengths and weaknesses. 5

SECTION B. LEADERSHIP

1. Stimulates creative program development and implementation consistent with established goals and objectives. 5
2. Ensures assessments are conducted at course and program levels and results are utilized for improvement. 4
3. Encourages and supports faculty members to strive for excellence in teaching, research and public service. 5
4. Delegates responsibility and authority to subordinates in an appropriate and effective manner. 5
5. Has open lines of communication with administration, faculty, staff and students. 5
6. Demonstrates flexibility and adaptability in response to essential change in his/her attitude toward special projects. 4
7. Shows dedication, motivation, enthusiasm and initiative in seeking quality in educational unit. 5
8. Provides effective leadership for the recruitment of students. 4
9. Provides effective leadership for the retention of students. 4

SECTION C. ADMINISTRATIVE/MANAGEMENT

1. Formulates procedures and creates a positive climate for achieving established College/School/University goals. 5
2. Enhances the development of faculty, staff and students of the unit by encouraging professional development and providing an environment, which maximizes professional growth. 4
3. Makes objective and unbiased decisions relative to tenure, promotion, and merit consideration for the faculty. 5
4. Ensures assessment plans are developed, received and utilized on an annual basis and results reported in a timely manner. 4
5. Involves the faculty/staff in formulating policies and procedures and in academic decision-making within the unit. 5
6. Plans, develops and allocate human/fiscal resources through appropriate consultation to focus on defined priorities. 5

7. Adheres to required fiscal, personnel and physical control policies of the College/School/University.	<u>5</u>
8. Promotes the welfare of faculty and staff and resolves conflicts fairly.	<u>5</u>
9. Provides for the welfare of students/parents and resolve conflicts expeditiously and fairly.	<u>5</u>
10. Not reluctant to make administrative/faculty changes in order to accomplish the mission of College and University.	<u>5</u>
11. Meets deadlines and ensures faculty and staff do likewise.	<u>5</u>

SECTION D. PROFESSIONAL COMMITMENT

1. Demonstrates loyalty to the University and supports its mission, goals and organizational structure.	<u>5</u>
2. Performs in a dedicated and effective manner the assigned administrative responsibilities within the University.	<u>5</u>
3. Holds membership in professional organizations; keeps current in field of expertise; and has self-improvement program	<u>5</u>

OVERALL RATING	<u>4.75</u>
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COMMENTS (Appraiser)

Dean Gibson provided outstanding leadership over the past year. He continues to lead with extraordinary vision, passion and dedication. The College has experienced tremendous growth in the several areas under his leadership, including student success, research productivity, national rankings and graduate education. Dean Gibson has been proactive in fostering and cultivating an environment of inclusiveness for all members of the joint college community. Dean Gibson has adeptly handled the challenges, both internal and external, that are unique to operating a joint college. I have enjoyed working with Dean Gibson tremendously and consider him to be a valued member of our leadership team.

COMMENTS (Appraisee)

Please see attached self-appraisal (I will submit the same document to Sally).

Date 8/20/21

Signature:

Maurice Edington

DM Gibson

FAMU A&P AND NON-UNIT FACULTY APPRAISAL OBJECTIVES FORM

Objectives for July 1, 2021 thru December 31, 2021

EMPLOYEE: J. Murray Gibson TITLE: Dean

GENERAL INSTRUCTIONS: The supervisor and employee meet prior to the beginning of the rating period to mutually set the objectives to be met during the next year. List the objectives below. The supervisor and employee both sign this form (and any additional forms used for the setting of objectives) and each retains a copy. At the end of the rating period, the supervisor, using the Appraisal Form will evaluate the employee's efforts in accomplishing these objectives as well as the routine duties and responsibilities and will discuss the evaluation with the employee.

OBJECTIVES:

- 1. OBJECTIVE: Improve 5 year graduation rate by 3 percentage points
2. OBJECTIVE: Offer monthly lunch and learn meetings for faculty development
3. OBJECTIVE: ncrease enrollment by 5% and degree production by 3%
4. OBJECTIVE: Centralize HR functions in the college
5. OBJECTIVE: Receive ABET re-accreditation
6. OBJECTIVE: Deliver online systems engineering degree to 10 students
7. OBJECTIVE: See imporved student satisfaction in annual survey
8. OBJECTIVE: Raise \$600,000 in philanthropic funidng (at FAMU)

General Comments:

Maurice Elington
Supervisor's Signature

OM Gibson
Employee's Signature

8/20/21
Date

Annual performance self-assessment AY 20-21 J. M. Gibson 7/25/21

Undergraduate Student Success

Retention and graduation date for this academic year will not be available until October. As noted in last year's appraisal we saw significant improvements in retention rate and graduation time for all our students in Fall 2020. We can expect these to continue. This year we have taken the following steps that should result in improvements in student success, even in the difficult times created by COVID.

We had our first (30) graduates from the new Biomedical Engineering BS degree program this spring and summer.

We have been selected to be a National Academy of Engineering Grand Challenges site, and have enrolled 8 of our students as Grand Challenge Scholars for Fall 2021. We have also been asked to submit a proposal to the prestigious NAE Gulf Scholars Program (we would be the first in Florida).

We started a new Living Learning Community (LLC) for FSU freshman engineering students beginning in Fall 21, to complement our successful FAMU LLC.

Our entrepreneurial senior design projects continue to win accolades. Most recently the *Medi-Kool* senior design project competed for FSU in the 2021 ACC Venture Challenge (this project to keep drugs cool in a long power outage originated in a public request by the college for ideas to address Hurricane Michael issues). Also, an all-female senior design team (Furrow, Magi, Burns, Wells, Leal-Bruce) won the Nestle Waters competition for their Cypress Spring remediation design

We have received significant funding to support undergraduate research and retention programming, for example Dow is giving us \$200K per year (Prof. Dickens); Keysight Technologies equipped a new Electrical Engineering laboratory with a \$300K donation; Prof. Bernadin received \$4.9M from the Department of Energy for a minority student pipeline program, in partnership with Florida International University

We are developing a *Hacking4Defense* course with the National Security Innovation Network for Fall

Graduate education and research

We moved up 4 more points in the US News graduate ranking breaking 100 for the first time to reach #98. (#63 amongst publics, and #3 in of all Florida schools). In this highly metricized ranking we have moved up 25 points in four years (and passed both USF and U. Miami) due primarily to significant improvements in PhD enrollment/graduation and external research funding.

We are #4 nationally in production of African American PhD Engineering graduates (tied with MIT). We have increased enrollment of African American PhD students 70% in five years, so we are heading for #1!

Our external research expenditures for fiscal year 20-21 are not yet confirmed, but is likely to be at the same level as 19-20, which is a very good accomplishment in the pandemic. Several major new grants were received, for example: removing carcinogens with bacteria – Prof. Tang (NIH \$1.4M); superconducting cables for electric aircraft – Prof. Pamidi (ARPA-E \$1.6M). We are particularly proud of securing significant COVID-related research funding: municipal waste disposal – Prof. Choi (NSF \$152K); mask effectiveness and face shape – Prof. Shoele (NSF \$800K); and, factory-in-a-box – Profs. Huang and Dulebenets (NSF \$300K).

Our researchers continue to make impact through their discoveries and inventions. On the discovery front here are some high-impact publications from the last year: quantum turbulence imaged for the first time - Prof. Guo (*Proc. of the National Academy of Science*); plant material used to make safer

battery electrolytes - Profs. Hallinan and Chung (*Macromolecular Rapid Comm.*); and, better prediction for water availability - Prof. Chen (*Water*).

On the patent front, Engineering generated half of FSU patents in 2019+2020, (47 of 95) and we expect to increase our FAMU IP activity.

We have several new online programs: Master of Engineering – Civil Engineering; Master of Science – Systems Engineering (IME) (with FSU Panama City); Graduate Certificate Aerospace/Aerodynamics (ME); and for the first time we had over 1000 graduate applications this year.

We established a dynamic new Resilient Infrastructure & Disaster Response Center (RIDER) at both FAMU and FSU. It was selected as one of FSU's three "Big Bets" by the Office of Vice President for Research.

We were very successful in winning graduate student fellowships providing full tuition and stipend support: 5 NSF (Ashlyn, Damas, Van Meter, Albo, Alderson), 1 Intel (Francois), 4 GEM (Carr, Muok, Outten, Steans), 2 Dept. of Defense (Lee, Jermaine), 1 Department of Energy (Phifer), 1 NIH (Helsper) . This speaks to the increasing quality of our incoming PhD students.

A grad student team from Electrical and Computer Engineering earned \$45,000 in a national competition for AI tracking of maritime vessels

Faculty

Our faculty won four 20/21 NSF Career Awards (Krick , Shoele, Mohammadigoushki ,Yaghoobian); we currently have 7 active NSF Career winners on our faculty.

Prof. Hubicki won a \$750,000 Toyota Young Faculty Researcher grant to teach robots risk – this was very competitive and of the four winners, he was the only one *not* from the ivy league.

Prof. Larbalestier was appointed a Fellow of the Royal Academy of Engineering

We hired several faculty– Tenure line: Tristan Driscoll (BME), Bayaner Arigong (ECE), Nasrin Alamdari (CEE);

Teaching faculty: Scott Thourson (BME), Robert Wandell (CEE), Babak Noroozi (ECE)

Our faculty development and mentoring programs are advancing, with several workshops throughout the year on career development and teaching.

Diversity, Equity and Inclusion

Our *Let's Start Here* program is getting into high gear. We completed a HEDS survey of the climate in the college, and have planned many events for the Fall including an August 9th faculty workshop called "Let's Start in the Classroom" on inclusive teaching. Our external consultant, *Difficult Dialogs National Resource Center*, brings best practices from other institutions into the discussion. Both FSU and FAMU DEI leaders are actively involved.

Administrative

We have centralized our HR functions at the college, saving one position and increasing efficiency and, we expect, customer satisfaction because of the stable expertise we will create and cross-training of employees (this was recommended in our recent audit).

Professional

I have been appointed a member of the Basic Energy Sciences Advisory Committee at the Department of Energy, and as one of 20 international jurists for the Government of France's *ExcellencES* program which will invest about 1B Euros in French universities.

**FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
TALLAHASSEE**

PERFORMANCE APPRAISAL FOR ACADEMIC ADMINISTRATORS

Name Shawnta Friday-Stroud Title Dean

College/School School of Business and Industry Academic Year 2021-2022

EVALUATION CHECKLIST

Levels of Appraisal and Directions:

5 – Superior
2 – Needs Improvement

4 – Commendable
1 – Unsatisfactory

3 – Satisfactory
NA – Not Applicable

Write the number in the space at the right that corresponds to your best judgment of the individual's performance for each of the following items. For those items that do not apply, indicate by using N/A where appropriate. The Appraiser should give a composite (overall) rating in the designated section. In the comment section at the end, the appraiser should provide a narrative description of the appraisal.

SECTION A. PROGRAM DEVELOPMENT AND EVALUATION

<u>Planning</u>	<u>Score</u>
1. Sets goals objectives and identify priorities that are supportive of the mission of the University.	<u>5</u>
2. Collaborates with the administration, faculty and staff in planning as appropriate.	<u>5</u>
3. Designs annual and long range plans compatible with the FAMU's strategic plan?	<u>4.5</u>
 <u>Evaluation</u>	
1. Utilizes appropriate measures of accountability to determine annual and long range progress.	<u>4</u>
2. Monitors progress of faculty or staff in achieving unit or program goals at a quality level.	<u>4</u>
3. Demonstrates understanding of and commitment to assessment.	<u>4.5</u>
4. Prepares appropriate and required reports and responses in an effective and timely manner.	<u>4.5</u>

5. Explains to faculty and staff their performance expectations and appraises them periodically of their strengths and weaknesses. 4

SECTION B. LEADERSHIP

1. Stimulates creative program development and implementation consistent with established goals and objectives. 4
2. Ensures assessments are conducted at course and program levels and results are utilized for improvement. 4.5
3. Encourages and supports faculty members to strive for excellence in teaching, research and public service. 4
4. Delegates responsibility and authority to subordinates in an appropriate and effective manner. 4.5
5. Has open lines of communication with administration, faculty, staff and students. 5
6. Demonstrates flexibility and adaptability in response to essential change in his/her attitude toward special projects. 4.5
7. Shows dedication, motivation, enthusiasm and initiative in seeking quality in educational unit. 5
8. Provides effective leadership for the recruitment of students. 4.5
9. Provides effective leadership for the retention of students. 4.5

SECTION C. ADMINISTRATIVE/MANAGEMENT

1. Formulates procedures and creates a positive climate for achieving established College/School/University goals. 4.5
2. Enhances the development of faculty, staff and students of the unit by encouraging professional development and providing an environment, which maximizes professional growth. 4.5
3. Makes objective and unbiased decisions relative to tenure, promotion, and merit consideration for the faculty. 5
4. Ensures assessment plans are developed, received and utilized on an annual basis and results reported in a timely manner. 4.5
5. Involves the faculty/staff in formulating policies and procedures and in academic decision-making within the unit. 5
6. Plans, develops and allocate human/fiscal resources through appropriate consultation to focus on defined priorities. 5

- | | |
|--|----------|
| 7. Adheres to required fiscal, personnel and physical control policies of the College/School/University. | <u>4</u> |
| 8. Promotes the welfare of faculty and staff and resolves conflicts fairly. | <u>4</u> |
| 9. Provides for the welfare of students/parents and resolve conflicts expeditiously and fairly. | <u>4</u> |
| 10. Not reluctant to make administrative/faculty changes in order to accomplish the mission of College and University. | <u>4</u> |
| 11. Meets deadlines and ensures faculty and staff do likewise. | <u>4</u> |

SECTION D. PROFESSIONAL COMMITMENT

- | | |
|--|----------|
| 1. Demonstrates loyalty to the University and supports its mission, goals and organizational structure. | <u>5</u> |
| 2. Performs in a dedicated and effective manner the assigned administrative responsibilities within the University. | <u>5</u> |
| 3. Holds membership in professional organizations; keeps current in field of expertise; and has self-improvement program | <u>4</u> |

OVERALL RATING	<u>4.46</u>
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EXHIBIT "A"

FAMU A&P AND NON-UNIT FACULTY APPRAISAL OBJECTIVES FORM

Objectives for July 1, 2022 thru June 30, 2023

EMPLOYEE: Shawnta Friday-Stroud TITLE: Dean

GENERAL INSTRUCTIONS: The supervisor and employee meet prior to the beginning of the rating period to mutually set the objectives to be met during the next year. List the objectives below. The supervisor and employee both sign this form (and any additional forms used for the setting of objectives) and each retains a copy. At the end of the rating period, the supervisor, using the Appraisal Form will evaluate the employee's efforts in accomplishing these objectives as well as the routine duties and responsibilities and will discuss the evaluation with the employee.

OBJECTIVES:

1. OBJECTIVE: *Increase the Academic Progress Rate (APR) for SBI students*

2. OBJECTIVE: *Increase the SBI four-year and six-year graduation rates*

3. OBJECTIVE: *Increase career partners and fundraising*

4. OBJECTIVE: *Enhance customer service*

5. OBJECTIVE: *Increase enrollment*

6. OBJECTIVE: *Increase alumni engagement and fundraising*

7. OBJECTIVE: *Increase FCS AA transfers*

8. OBJECTIVE:

General Comments:

Maurice Elington
Supervisor's Signature

Shawnta Friday-Stroud
Employee's Signature

8/20/21
Date

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY TALLAHASSEE

PERFORMANCE APPRAISAL FOR ACADEMIC ADMINISTRATORS

Name RICHARD A. ALÓ Title DEAN

College/School SCIENCE AND TECHNOLOGY Academic Year 2020-2021

EVALUATION CHECKLIST

Levels of Appraisal and Directions:

5 – Superior
2 – Needs Improvement

4 – Commendable
1 – Unsatisfactory

3 – Satisfactory
NA – Not Applicable

Write the number in the space at the right that corresponds to your best judgment of the individual's performance for each of the following items. For those items that do not apply, indicate by using N/A where appropriate. The Appraiser should give a composite (overall) rating in the designated section. In the comment section at the end, the appraiser should provide a narrative description of the appraisal.

SECTION A. PROGRAM DEVELOPMENT AND EVALUATION

Planning

- | | <u>Score</u> |
|--|--------------|
| 1. Sets goals objectives and identify priorities that are supportive of the mission of the University. | <u>5</u> |
| 2. Collaborates with the administration, faculty and staff in planning as appropriate. | <u>5</u> |
| 3. Designs annual and long range plans compatible with the FAMU's strategic plan? | <u>5</u> |

Evaluation

- | | |
|---|----------|
| 1. Utilizes appropriate measures of accountability to determine annual and long range progress. | <u>4</u> |
| 2. Monitors progress of faculty or staff in achieving unit or program goals at a quality level. | <u>4</u> |
| 3. Demonstrates understanding of and commitment to assessment. | <u>5</u> |
| 4. Prepares appropriate and required reports and responses in an effective and timely manner. | <u>3</u> |

5. Explains to faculty and staff their performance expectations and appries them periodically of their strengths and weaknesses. 4

SECTION B. LEADERSHIP

1. Stimulates creative program development and implementation consistent with established goals and objectives. 4
2. Ensures assessments are conducted at course and program levels and results are utilized for improvement. 5
3. Encourages and supports faculty members to strive for excellence in teaching, research and public service. 5
4. Delegates responsibility and authority to subordinates in an appropriate and effective manner. 4
5. Has open lines of communication with administration, faculty, staff and students. 4
6. Demonstrates flexibility and adaptability in response to essential change in his/her attitude toward special projects. 5
7. Shows dedication, motivation, enthusiasm and initiative in seeking quality in educational unit. 5
8. Provides effective leadership for the recruitment of students. 4
9. Provides effective leadership for the retention of students. 5

SECTION C. ADMINISTRATIVE/MANAGEMENT

1. Formulates procedures and creates a positive climate for achieving established College/School/University goals. 4
2. Enhances the development of faculty, staff and students of the unit by encouraging professional development and providing an environment, which maximizes professional growth. 4
3. Makes objective and unbiased decisions relative to tenure, promotion, and merit consideration for the faculty. 5
4. Ensures assessment plans are developed, received and utilized on an annual basis and results reported in a timely manner. 4
5. Involves the faculty/staff in formulating policies and procedures and in academic decision-making within the unit. 4
6. Plans, develops and allocate human/fiscal resources through appropriate consultation to focus on defined priorities. 3

- | | |
|--|----------|
| 7. Adheres to required fiscal, personnel and physical control policies of the College/School/University. | <u>3</u> |
| 8. Promotes the welfare of faculty and staff and resolves conflicts fairly. | <u>5</u> |
| 9. Provides for the welfare of students/parents and resolve conflicts expeditiously and fairly. | <u>5</u> |
| 10. Not reluctant to make administrative/faculty changes in order to accomplish the mission of College and University. | <u>5</u> |
| 11. Meets deadlines and ensures faculty and staff do likewise. | <u>3</u> |

SECTION D. PROFESSIONAL COMMITMENT

- | | |
|--|----------|
| 1. Demonstrates loyalty to the University and supports its mission, goals and organizational structure. | <u>5</u> |
| 2. Performs in a dedicated and effective manner the assigned administrative responsibilities within the University. | <u>4</u> |
| 3. Holds membership in professional organizations; keeps current in field of expertise; and has self-improvement program | <u>5</u> |

OVERALL RATING 4.35

COMMENTS (Appraiser)

Dean Alo has provided effective leadership in advancing research, scholarship and curriculum development within the college. He has been effective in guiding the college through the COVID pandemic over the past year, where he has worked collaboratively with university leadership and colleagues to ensure that the college continues to meet the needs of its stakeholders.

Areas for improvement include: 1) preparing and providing required reports and responses in a timely and effective manner; 2) enhancing collaboration and coordination with academic departments in faculty hiring; 3) adherence to hiring policies and procedures; and 4) meeting deadlines.

COMMENTS (Appraisee)

Date 10/6/21

Signature:

Maurice Elington

Rubena Alo Dean Alo

EXHIBIT "A"

FAMU A&P AND NON-UNIT FACULTY APPRAISAL OBJECTIVES FORM

Objectives for 2021 thru 2022

EMPLOYEE: Richard A. Aló TITLE: DEAN SCIENCE & TECHNOLOGY

GENERAL INSTRUCTIONS: The supervisor and employee meet prior to the beginning of the rating period to mutually set the objectives to be met during the next year. List the objectives below. The supervisor and employee both sign this form (and any additional forms used for the setting of objectives) and each retains a copy. At the end of the rating period, the supervisor, using the Appraisal Form will evaluate the employee's efforts in accomplishing these objectives as well as the routine duties and responsibilities and will discuss the evaluation with the employee.

OBJECTIVES: *for each objective below we address a set of strategies for achieving the objective*

1. OBJECTIVE: *o Student Success (e.g., retention rates; 4-year graduation rates; employment outcomes: 1. continue and enhance [using Cyber PLTL] our Student Success Initiatives under direction of Dr. Lisa McClelland 2. Further implementation of the BS Plus program [infusing computational, data science and AI into student degree program]; 3. provide tutoring for entry level CS courses; 3. Implementing more undergrad/faculty projects [new grants from Microsoft L3 Harris, ARO Forensic Investigations in Digital Science, National Academies all of which are focused in Data Science. We wish to achieve at least 75% student engagement in experiential learning, We expect these strategies to improve persistence to graduation [especially four year]*
2. OBJECTIVE: *-Faculty Development and Retention: 1. Continue our weekly NSF FG-LSAMP THOUGHT LEADERS COLLOQUIA; 2. Leading a Campus wide Cross Disciplinary Working Group for Data Science and AI; 3. With assistance of VPR we are providing a Research Coordinator to assist with proposal development; new faculty reduce teaching load for first year and possible second year; encourage departments to have 25% of faculty with one course load reduction to undertake scholastic activity 4/ Data Science Working Group [cross disciplinary] for faculty development, DS curriculum development and begin better understanding of Artificial Intelligence, Machine, Deep and Transfer Learning. 5. In collaboration with Associate Dean Richard Long and FG-LSAMP Director, we work to develop proposals for external funding [foundation, government agencies, corporations] and assist/mentor new faculty in these endeavors.*
3. OBJECTIVE: *o Enrollment and Degree Production: 1. Computer Science- request Math and CIS to address math skills improvement and recitation sessions for entry level programming 2. Changing Actuarial Program leadership; 3. engaging new math assistant professor faculty in spearheading graduate level concentrations strengthening cross campus degree programs and laying foundation for a math graduate program; 4. Implement MS in cybersecurity and in Data Science; 5. Lay foundation for PhD in CDS&E and in Chemistry [collaboration with engineering 6. Implement PhD in Biology]/ 7. See also 2. above*
4. OBJECTIVE: *o Operational Efficiency: engaging Yellow Brick [Kathy Times, CEO] organizational/operational efficiency assessment; plan to realign certain duties within dean's office and its staff.*

5. OBJECTIVE: o Curriculum Development 1. Develop MS in Data Science; PhD Computational and Data Enabled Science and Engineering; undergraduate /graduate concentrations in Data Science; foster development of research and graduate concentration in Statistics in support of campus graduate programs;

6. OBJECTIVE: o Distance Education-1. Continue engagement with Bisk of Tampa to complete the online offerings for MS in Biology, in Physics, in Chemistry, in Cybersecurity and BS in IT. 2. Initiate MS in Data Science online; Actuarial Science Track;

7. OBJECTIVE: ;o Customer Service-undertake bi-weekly staff and weekly chairss meetings where discussion of customer service is a regular agenda item, especially to get feedback ; Student feedback through online feedback provided as a link for 'Talk to the College'

8. OBJECTIVE: o Donor Engagement and Fundraising--1.Promote additional givng to the Chimenti-Aló Family STEM Endowment [initiated in December 2020 with \$25,000] for FTIC STEM Scholarships; 2. Initiate a Challenge Giving with alumni, faculty, friends; 3. Continue proposal development with corporations[replicating those submitted to L3 HARRIS, AMAZON, FORD HEALTH CARE etc.

General Comments:



Supervisor's Signature



Employee's Signature

10/6/21
Date

5. Explains to faculty and staff their performance expectations and appries them periodically of their strengths and weaknesses. 4

SECTION B. LEADERSHIP

1. Stimulates creative program development and implementation consistent with established goals and objectives. 4
2. Ensures assessments are conducted at course and program levels and results are utilized for improvement. 4
3. Encourages and supports faculty members to strive for excellence in teaching, research and public service. 4
4. Delegates responsibility and authority to subordinates in an appropriate and effective manner. 4
5. Has open lines of communication with administration, faculty, staff and students. 4
6. Demonstrates flexibility and adaptability in response to essential change in his/her attitude toward special projects. 4
7. Shows dedication, motivation, enthusiasm and initiative in seeking quality in educational unit. 4
8. Provides effective leadership for the recruitment of students. 3
9. Provides effective leadership for the retention of students. 3

SECTION C. ADMINISTRATIVE/MANAGEMENT

1. Formulates procedures and creates a positive climate for achieving established College/School/University goals. 3
2. Enhances the development of faculty, staff and students of the unit by encouraging professional development and providing an environment, which maximizes professional growth. 4
3. Makes objective and unbiased decisions relative to tenure, promotion, and merit consideration for the faculty. 3
4. Ensures assessment plans are developed, received and utilized on an annual basis and results reported in a timely manner. 3
5. Involves the faculty/staff in formulating policies and procedures and in academic decision-making within the unit. 4
6. Plans, develops and allocate human/fiscal resources through appropriate consultation to focus on defined priorities. 4

- | | |
|--|----------|
| 7. Adheres to required fiscal, personnel and physical control policies of the College/School/University. | <u>4</u> |
| 8. Promotes the welfare of faculty and staff and resolves conflicts fairly. | <u>4</u> |
| 9. Provides for the welfare of students/parents and resolve conflicts expeditiously and fairly. | <u>4</u> |
| 10. Not reluctant to make administrative/faculty changes in order to accomplish the mission of College and University. | <u>4</u> |
| 11. Meets deadlines and ensures faculty and staff do likewise. | <u>4</u> |

SECTION D. PROFESSIONAL COMMITMENT

- | | |
|--|----------|
| 1. Demonstrates loyalty to the University and supports its mission, goals and organizational structure. | <u>4</u> |
| 2. Performs in a dedicated and effective manner the assigned administrative responsibilities within the University. | <u>4</u> |
| 3. Holds membership in professional organizations; keeps current in field of expertise; and has self-improvement program | <u>4</u> |

OVERALL RATING	<u>3.7</u>
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FAMU A&P AND NON-UNIT FACULTY APPRAISAL OBJECTIVES FORM

Objectives for School of Journalism and thru 2021-2022
Graphic Communication

EMPLOYEE: Bettye A. Grable, PhD TITLE: Interim Dean

GENERAL INSTRUCTIONS: The supervisor and employee meet prior to the beginning of the rating period to mutually set the objectives to be met during the next year. List the objectives below. The supervisor and employee both sign this form (and any additional forms used for the setting of objectives) and each retains a copy. At the end of the rating period, the supervisor, using the Appraisal Form will evaluate the employee's efforts in accomplishing these objectives as well as the routine duties and responsibilities and will discuss the evaluation with the employee.

OBJECTIVES: 5

1. OBJECTIVE: *Hire faculty, staff and a Knight Foundation Chair to fill critical SJGC vacant positions. Meeting this objective will assure this Unit continues to maintain classes and services ensuring high quality academic experiences and customer service for our students. Accomplishment of this objective will further assist the SJGC to meet its enrollment, retention, 4-year/6-year graduation rates and degree production goals as established by the University's Office of Strategic Planning, Analysis and Institutional Effectiveness. Operational effectiveness is closely tied to the achievement of this objective. The maintenance of the Internship Coordinator's position is highly important to ensure experiential/internship opportunities for SJGC students.*
2. OBJECTIVE: *Continue to support a strong SJGC Faculty Research enterprise through faculty research development training. The SJGC Knight Foundation funds will be used continue to underwrite faculty development and travel with its \$3700 annual allocation for each SJGC faculty member in both the Division of Journalism and the Division of Graphic Communication. Meeting this objective will greatly assist the retention of faculty.*
3. OBJECTIVE: *Secure Academic Affairs support and funding for an SJGC Recruitment Coordinator position. This is a HIGH PRIORITY objective.*
4. OBJECTIVE: *Objective # 4 is to increase student enrollment by 24% in 2021-2022. To support this objective, this Unit must achieve Objective #3.*
5. OBJECTIVE: *Implement Updated SJGC Curriculum in the Fall of 2022. The updated curriculum was approved by the SJGC Faculty, the University-wide Curriculum Committee and the FAMU Faculty Senate during the Spring 2021 semester for implementation in the Fall of 2022.*
6. OBJECTIVE: *Maintain on-going planning and progress towards preparation for the next reaccreditation cycle.*

7. OBJECTIVE: *Maintain active relationship with the FAMU Advancement Office to continue to raise funds needed to upgrade the SJGC TV-20 studio equipment was identified last as the #1 SJGC fundraising priority.*

8. OBJECTIVE: *Expand Distance Education class offerings in both the Division of Journalism and Division of Graphic Communication.*

General Comments:

Maurice Elington 8/20/21

Supervisor's Signature

Betty A. Shallo

Employee's Signature

8/5/2021

Date

NAME, IMAGE, AND LIKENESS POLICY

ATTACHMENT

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BASEBALL

2

at Southern University

10



WOMEN'S TRACK AND FIELD

at NCAA East Preliminary



FOOTBALL

at University of N

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NAME, IMAGE, & LIKENESS (NIL) POLICY



I. Purpose

With the adoption of the State of Florida's Intercollegiate Athlete Compensation and Rights Bill, Florida A&M University Intercollegiate athletes are permitted to receive compensation for use of their name, image, and likeness, beginning July 1, 2021.

II. Definitions



Examples of how student-athletes could use their NIL (not an exhaustive list):

- a) Promote their own business.
- b) Promote a corporate entity (e.g., brand ambassador, social media influencer).
- c) Establish their own camp/clinic.
- d) Make an appearance at a permissible location and receive compensation.
- e) Sign autographs and receive compensation.

Athlete Agent: Any individual who, directly or indirectly, represents or attempts to represent an individual for the purpose of marketing his/her athletics ability or reputation for financial gain or seeks to obtain any type of financial gain or benefit from an intercollegiate athlete's potential earnings as a professional athlete.

Athletics Booster: A person or entity that has participated in or has been a member of an organization promoting a postsecondary education institution's athletic program.

Athletics Eligibility: A term used to reference whether an intercollegiate athlete is "eligible" to compete for a postsecondary education institution's intercollegiate athletics program.

Athletics Program: The intercollegiate athletics department of a postsecondary education institution.

Attorney: A person appointed to act for another in business or legal matters.

Endorsement: An act of giving one's public approval or support to someone or something.

Grant-in-Aid: Athletically related financial aid to assist an intercollegiate athlete with costs associated with attending a postsecondary education institution.

Intercollegiate Athlete: Student who is enrolled at postsecondary education institution and participates in a sponsored sport of the postsecondary education institution's athletics department.

Institutional Staff Member: An officer, director, employee, or agent of a postsecondary education institution.

Market Value: A rate of compensation to an intercollegiate athlete for the use of their NIL based on a current and open market.

Prospective Student-Athlete: Individual who has started classes for the ninth grade in high school.

Recruiting Inducement: Arrangement or other direct or indirect method to give or offer to give a prospective student-athlete or their family that is not expressly permitted by NCAA regulations.



III. Intercollegiate Athlete's Compensation Guidelines

An intercollegiate athlete at Florida A&M University may earn compensation for the use of their NIL provided:

- a) The compensation is not provided in exchange of athletics performance or;
- b) The compensation (or prospective compensation) is not provided as an inducement to attend Florida A&M University ("recruiting");
- c) The compensation is commensurate with market value; and
- d) The compensation is not provided or arranged by Florida A&M University, the athletic department, staff members, boosters, or any entity an entity whose purpose includes supporting or benefitting Florida A&M University or intercollegiate athletics programs.

Compensation earned by the intercollegiate athlete in a manner consistent with the guidelines outlined herein shall not affect the intercollegiate athlete's grant-in-aid or athletics eligibility. The grant-in-aid that is awarded to an intercollegiate athlete by Florida A&M University shall not be considered compensation and shall not be revoked or reduced because of an intercollegiate athlete's earnings through a permissible NIL agreement.

IV. Institutional Responsibilities

Student-athletes may earn compensation for their name image and likeness, subject to limitations contained in statute(s) and this policy.

- a) Florida A&M University shall prohibit an intercollegiate athlete from using their NIL for compensation if such opportunity conflicts with an existing institutional sponsorship agreement or contract that violates the University's regulations for students ([University Regulations- Florida Agricultural and Mechanical University2021 \(famu.edu\)](#)).
- b) Florida A&M University shall educate student-athletes on the limitations described above and promptly determine where conflicts exist and notify student-athletes.
- c) Florida A&M University, its athletics department, or institutional staff members shall not assist or be involved in arranging compensation for an intercollegiate athlete or providing compensation themselves.
- d) Athletics boosters are prohibited from creating or facilitating NIL compensation opportunities for prospective student-athletes as a recruiting inducement or current student-athlete as an inducement to remain enrolled at her respective postsecondary institution.

V. Use of Institutional Marks



- b) Uniforms
- c) Registered Trademarks
- d) Products Protected by Copyright
- e) Official Logos, Marks, Colors

VII. Education/Workshops

Florida A&M University or its athletic department shall conduct a financial literacy and life skills educational workshop in areas such as, but not limited to:

- a) financial aid
- b) debt management;
- c) budget information; and
- d) time management.

The workshops shall be for a minimum of five hours total and shall be offered at the beginning of an intercollegiate athlete's first and third academic years.

Florida A&M University or its athletic department shall provide education to its intercollegiate athletes on:

- ? The process to disclose any and all agreements with an athlete agent and/or attorney for the purpose of the intercollegiate athlete's NIL;
- ? The method used to disclose any and all agreements using the intercollegiate athlete's NIL; and,
- ? Endorsements by an intercollegiate athlete's NIL that are prohibited in the following areas including, but not limited to: tobacco, alcohol, illegal substances or activities, banned athletic substances or content, and gambling.

VIII. Additional General Guidelines

- 1) NIL compensation opportunities shall not conflict with academic or team related activities.



limited to: ARMS/Teamworks/INFLCR). This is not an approval process but a component of the Florida state law.

3) A intercollegiate athlete under the age of 18 years must have any and all contractual agreements for compensation for her or his name, image, likeness, or persona approved under Florida statutes 743.08 and 743.09 (Statutes & Constitution :View Statutes : Online Sunshine (state.fl.us); Statutes & Constitution :View Statutes : Online Sunshine (state.fl.us)).

4) International student-athletes shall not enter into any NIL agreements without permissible guidance from the Florida A&M University Office of International Education and Development to advise against any potential immigration issues.

5) The duration of a contractual agreement for representation of intercollegiate athletes or compensation for the use of NIL may not extend beyond participation in athletic program at institution.

6) Intercollegiate athletes may secure representation (agent or lawyer), **ONLY** for Name, Image and Likeness and **NOT** for future professional athletic contract negotiations. Student athletes cannot enter any such written or oral agreements for Name, Image and Likeness before July 1, 2021.

7) An athlete agent representing a student-athlete for purposes of securing compensation for her or his name, image, likeness, or persona must maintain a current and valid agent license deemed permissible by the state of Florida.

8) An attorney representing a student-athlete for purposes of securing compensation for her or his name, image, likeness, or persona must be a member in good standing with the American Bar Association and The Florida Bar.

9) An intercollegiate athlete shall not enter a contractual agreement for compensation for the use of the intercollegiate athlete's NIL if a term of the contractual agreement conflicts with a term of the intercollegiate athlete's athletics program's team contract.



11) The Florida A&M University Athletic Department will provide intercollegiate athletes with financial literacy, brand building and educational workshops focusing on the areas of Name, Image and Likeness.

12) Pell Grant or need based financial aid may be impacted based on compensation from Name, Image and Likeness. All related questions shall be directed to the Florida A&M University Office of Financial Aid.

13) The use of athletic department facilities, logos, or trademarks is not permissible.





[Terms of Service](#)

[Privacy Policy](#)

