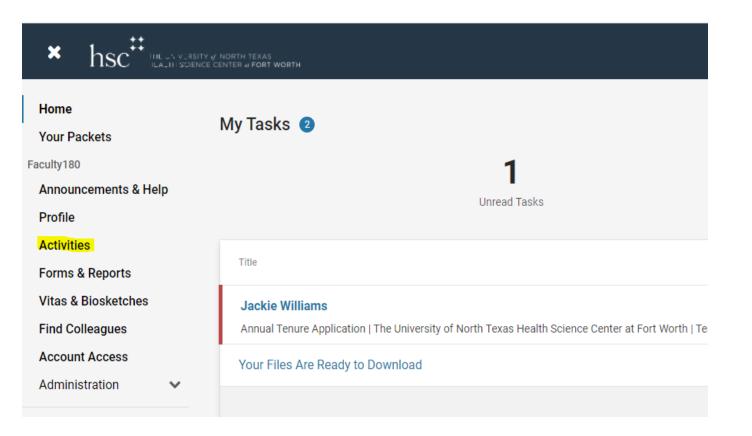
How to enter information from OKR worksheet into Interfolio

Faculty OKR Plan - Examples of Quality and Outstanding Performance in Teaching, Research, and Service								
Fiscal Year: Faculty Member Name: Department:		Primary Reviewer: Dr.	Jane Doe, Chair	Secondary Reviewer:				
Faculty Performance Objectives	Key Results How will I know I have met this objective this year? (Identify measurable outcomes for the year or indicate your role does not include the objective)	December Targets Met Not met	April Targets Met Not met	July Targets Met Not met	Yearly Key Result met? Yes or No			
	90% of students in my Fall Semester Neuroscience I course will successfully pass Neuroscience II in the subsequent Spring Semester	95% of Neuroscience I students passed the course		90% of the students passed Neuroscience II	Yes			
Teaching: Prepare highly competent graduates for a career in	All 8 of my students will successfully complete their 12-month internship at a community organization/agency	8 of my students will g in May			Yes			
graduates for a career in	Revise course content for 18th Century Peruvian Poetry (MLIT 5345)	By Dec. 8, finalize syllabus for course I will teach for first time (MLIT 5345) and submit to Dean's Office for review and approval		Can document evidence of meeting all 18 behavioral metrics for outstanding teaching in MLIT 5345	Yes			
Research: Make a significant	Secure a patent on an anti-viral agent	Submit patent application to Office of Research Development and Commercialization		U.S. patent issued	Yes			
contribution to the scientific literature	Publish 6 papers in peer-reviewed journals	3 papers published	1 paper published	2 papers published	Yes			
	Cover 50% of salary through external research funding			50% of salary was covered in FY 2020	Yes			
	Submit three NIH R01 applications as Co-PI	Final application submitted to FRST by Oct. 25	Final application submitted to FRST by Jan. 25	Final application submitted to FRST by June 25	Yes			

Start Semester*	Spring 2020							
End Semester*	Ongoing Ongoing							
Objective Type*	Teaching Research Service Administration							
Objective*	Prepare highly competent graduates for a career in							
	+ - 11pt - B I 및 臣 臣 置 □ □ □ ○ □							
Key Result 1 (KR1)*	90% of students in my Fil semester Neuroscience I course will successfully pass Neuroscience II in the subsequesnt Spring Semester.							
	20 WORDS							
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Key Result 2 (KR2)*	All 8 of mystudents will successfully complete their 12 month internship at a community organization/agency							
	18 WORDS							
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Key Result 3 (KR3)*	Revise course content for 18th Centure Peruvian Poetry (MLIT 5345)							
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December Target - note the corresponding Key Result (ex. KR1, KR2, KR3)*	(KR1) 95% of Neuroscience I students passed the course (KR3) By Dec 8, finalize syllabus for course I will teach for first time (MLT 5345) and submit to Dean's Office for review and approval							
	34 WORDS							
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April Target - note the corresponding Key Result (ex. KR1, KR2, KR3)*	(KR2) 8 of my students will graduate in May (KR3) Class Assignment and Assessment Practices in my MLIT 5345 Peer Review will have mean scores >3.5							
	26 WORDS							
July Target - note the corresponding Key Result (ex. KR1, KR2, KR3)*	(KR1) 90% of the students passed Neuroscience II (KR3) Can document evidence of meeting all 18 behavioral metrics for outstanding teaching i MLIT 5345							
	24 WORDS							

1. On your Home Page you will select Activities from the left menu



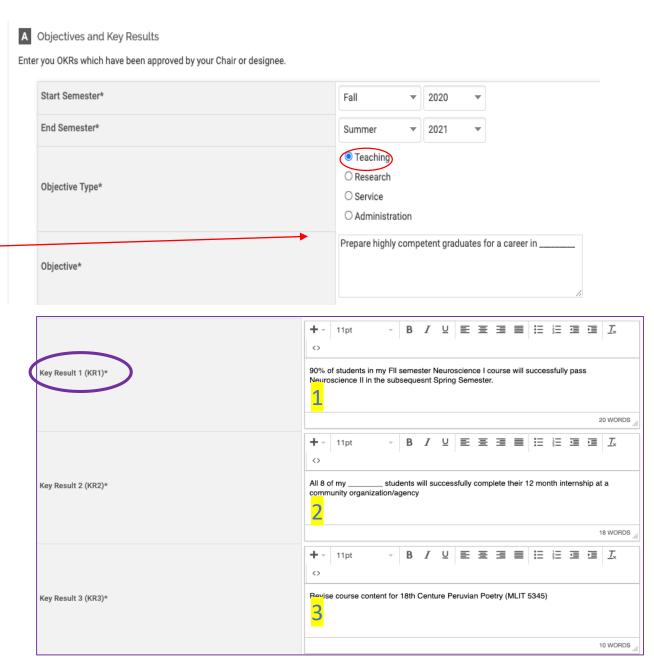
2. There will be sections for Individual and Team OKRs

	odinp to occition
•	Teaching
•	Other Teaching Activity - (Self-Reported)
•	Scholarly Contributions
•	Grants
•	Other Grant Activity (self-reported)
•	Service to the Institution
•	Service to the Profession
•	Service to the Community
•	Professional Development
•	Activity Distribution (Faculty Workload)
>	Administrative Service
•	Clinical Service/Clinical Care Delivery
>	Advising Load - Professional/Academic Advising
>	Research Advising
>	Media Coverage
>	Individual Objectives and Key Results (OKRs)
>	Team Objectives and Key Result (OKR)
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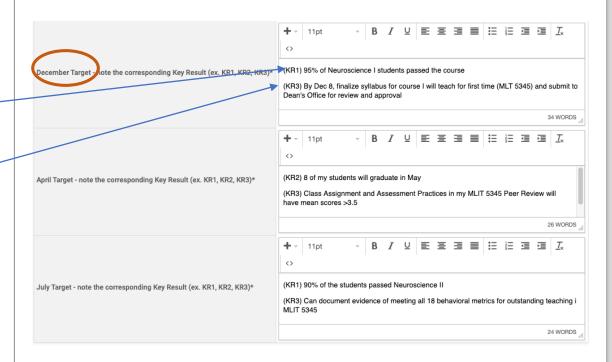
OKR Spreadsheet Template

Faculty Member Name: Dr. John Smith **Department: Global Health Science Key Results** How will I know I have met this objective this year? **Faculty Performance Objectives** (Identify measurable outcomes for the year or indicate your role does not include the objective) 90% of students in my Fall Semester Neuroscience I course will successfully pass Neuroscience II in the subsequent Spring Semester All 8 of my students will successfully complete their 12-month internship at a community organization/agency Teaching: Prepare highly competent graduates for a career in Revise course content for 18th Century Peruvian Poetry (MLIT 5345) Secure a patent on an anti-viral agent Research: Make a significant contribution to the scientific literature Publish 6 papers in peer-reviewed journals Cover 50% of salary through external research funding Submit three NIH R01 applications as Co-PI Service: Improve the health of the community and advance the missions of Complete successful term as President of UNTHSC Faculty Senate profession (service to University) the University and the

Interfolio OKR Activity Section

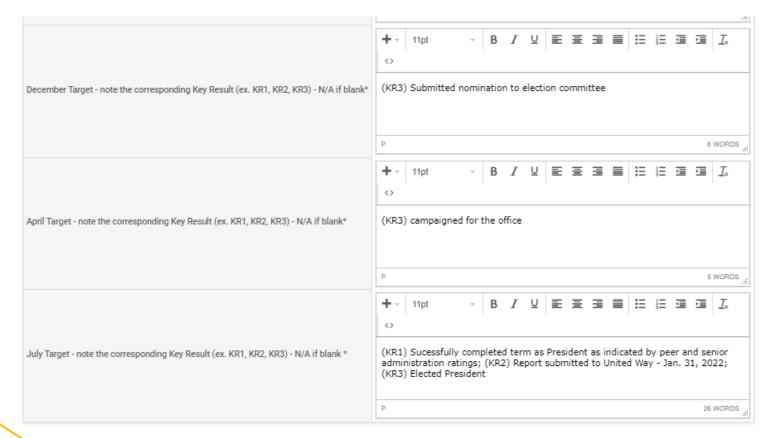


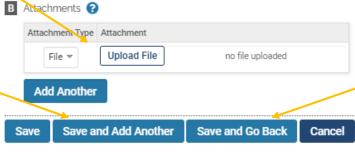
December Targets Met Not met	April Targets Met Not met	July Targets Met Not met
95% of Neuroscience I students — passed the course		90% of the students passed Neuroscience II
	8 of my students will graduate in May	
By Dec. 8, finalize syllabus for course I will teach for first time (MLIT 5345) and submit to Dean's Office for review and approval	Class Assignment and Assessment Practices in my MLIT 5345 Peer Review will have mean scores ≥ 3.5	Can document evidence of meeting all 18 behavioral metrics for outstanding teaching in MLIT 5345



It is suggested you upload a copy of your OKR worksheet to the first OKR you enter.

Save and Add Another will allow you to enter additional OKRs





Click Save and Go Back when you have entered all your OKRs

Objectives ar	d Key Results							Semester		
Objective^	Objective A	Key Result 1 (KR1)	Key Result 2 (KR2) - N/A if blank	Key Result 3 (KR3) - N/A if blank	December Target - note the corresponding Key Result (ex. KR1, KR2, KR3) - N/A if blank	April Target - note the corresponding Key Result (ex. KR1, KR2, KR3) - N/A if blank	July Target - note the corresponding Key Result (ex. KR1, KR2, KR3) - N/A if blank	Start Semester ^	End Semester ^	Actions
Teaching	Fake OKR #1	Fake KR 1	Test KR 2	Another Fake KR 3	KR1 - get it done KR2 - get it done well	More	More again	Fall 2020	Spring 2021	/ ⊗ □
					KR3 - get it done very well					
Service	Improve the health of the community and advance the missions of the University and the profession	Complete successful term as President of UNTHSC Faculty Senate (service to University)	Conduct needs assessment, and analyze, interpret, and report data to United Way of Tarrant County (service to community)	Win election to serve as President-Elect of the Association for the Advancement of Morbidity and Mortality (service to profession)	(KR3) Submitted nomination to election committee	(KR3) campaigned for the office	(KR1) Sucessfully completed term as President as indicated by peer and senior administration ratings; (KR2) Report submitted to United Way - Jan. 31, 2022; (KR3) Elected President	Fall 2021	Summer 2022	∕ ⊗ ■
Teaching	Testing	testing	testing	testing	testing	testing	testing	Fall 2021	Summer 2022	P 🖸 🖪

Newest OKRs are added to the bottom of the list.

Follow the same steps to enter your Team OKRs in the Team Objectives and Key Result (OKR) section

▼ Team Objectives and Key Result (OKR)

This section will be used to record your One Annual Team OKR which was developed in collaboration with your Department Chair or authorized designee. Academic terms will be Fall 2021 - Summer 2022.

You may develop your OKR Plan using the excel template/model. After approval, you will then enter that information below in this activity section.

You will complete and save the objective and other fields. Enter "N/A" for fields with no information to be entered.

Detailed OKR instructions can be found here: https://www.unthsc.edu/administrative/human-resource-services/performance-evaluation-training/