

## **CARICOOS-UNIVERSITY OF PUERTO RICO AT MAYAGUEZ PERSONNEL EVALUATION**

The large majority of CARICOOS' leadership and staff are employees of the University of Puerto Rico at Mayaguez (UPRM). As such, the University and CARICOOS perform annual evaluations for each individual.

### **Evaluation process for CARICOOS investigators with UPRM tenure-track appointments:**

UPR faculty members in CARICOOS leadership and/or technical/research positions undergo routine evaluations as part of their tenure-track appointments. According to the UPR General Rules (Article 63 of the [Reglamento General de la UPR](#)), the duties of UPRM faculty are as follows:

- Work towards the department, faculty, campus and university objectives
- Perform research
- Teach classes
- Keep office hours
- Attend meetings
- Participate or cooperate in evaluation processes

The faculty evaluation process at UPRM requires an annual evaluation for professors at the assistant or associate professor level. For tenured professors, a tenure review is conducted every five years, with additional evaluations every two years after tenure is received. Evaluation forms (in Spanish) may be found here: <http://engineering.uprm.edu/inge/about/documents/>.

### **Evaluation process for CARICOOS investigators by CARICOOS:**

Through the receipt of CARICOOS funds, investigators (generally UPR or UVI faculty) agree to perform work assigned by and beneficial to the CARICOOS program. CARICOOS leadership evaluate the performance of each investigator annually using the following criteria:

- Assigned work is completed and programmatic milestones are met
- Investigator is appropriately following and using the designated budget
- Investigator behavior or actions have, in no way, caused a setback to CARICOOS programmatic development
- General work performance expectations are met:
  - attends CARICOOS meetings and calls, when needed
  - promotes CARICOOS through research and activities
  - responds and communicates effectively

### **Evaluation process for CARICOOS staff/UPR faculty:**

At this time, three CARICOOS staff fall into this category. These three individuals hold both a UPRM tenure-track faculty position and a CARICOOS leadership staff role: Prof. Julio Morell (Executive Director), Dr. Sylvia Rodriguez Abudo (Co-Principal Investigator), and Dr. Miguel Canals Silander (Co-Principal Investigator).

Morell, Abudo, and Canals-Silander are evaluated from an academic and research perspective by UPRM.

The CARICOOS Board of Directors decides the Deputy and Technical Director positions. The Executive Director appoints the Deputy and Technical Directors. As Executive Director, Dr. Morell is the direct supervisor for the Deputy and Technical Directors and assures that each is performing their duties satisfactorily. The CARICOOS Executive Director uses the evaluation form found here:

[http://www.uprm.edu/decadmi/form/eval\\_desem.pdf](http://www.uprm.edu/decadmi/form/eval_desem.pdf)

The Board of Directors oversees the performance of the Executive Director, through the Board Chairman. The Board uses the same evaluation criteria applied to CARICOOS investigators, as described above. The Board conducts evaluations at Board meetings and at the annual General Assembly.

**Evaluation process for CARICOOS technical and administrative staff:**

Non-faculty CARICOOS personnel at UPRM undergo yearly evaluations by their direct supervisor, which are either the CARICOOS Executive Director or the Technical Director. The evaluation form (in Spanish) may be found here:

[http://www.uprm.edu/decadmi/form/eval\\_desem.pdf](http://www.uprm.edu/decadmi/form/eval_desem.pdf).

**Unsatisfactory Performance**

If a CARICOOS investigator or staff does not meet expectations and/or is performing at an unsatisfactory level, the Board of Directors and CARICOOS Leadership, if appropriate, meet to discuss possible disciplinary actions.