

School of Medicine Policy on Annual Faculty Evaluation (AFE)

Annual face-to-face evaluations for School of Medicine faculty appointed as of January 1 of an academic year will be performed by a department chair, division chief, center director or other immediate supervisor by the following December. This evaluation should highlight successes in performance, identify areas in need of improvement, and should formulate short-term and long-term goals for the faculty member.

Written documentation of this meeting, including the date and name of the individual performing the evaluation as well as the findings of the supervisor regarding the faculty member's performance, will be kept on file in the department or division of primary appointment. The date and name of the individual completing the evaluation will be entered into a central database maintained by the Dean's office.

Evaluation Criteria:

1. Teaching
2. Research
3. Patient care (if applicable)
4. Service
5. Administration (if applicable)
6. Professionalism
7. Citizenship
8. Progress toward promotion and tenure (if applicable)

The AFE shall consist of three components:

Annual Review– accomplishments for the current year based on previously identified goals and performance metrics.

Annual Plan- goals for the next year and identification of performance measures for review and evaluation at the next annual review.

Interim Report(s)– accomplishments and progress toward achieving the current year's annual plan and/or performance metrics (completed by faculty member only if requested to do so by department chair no more frequently than quarterly).

AFE information must be kept on file in the chair's or division director's office. The department chair must certify that the AFE components have been completed, reviewed with the faculty member, and are on file in the applicable office by December 31st. This certification is entered into the database maintained by the Dean's Office and is reviewed annually by the Office of Faculty Affairs.

Department chairs are required to submit their own annual reviews, annual plans and performance measures directly to the Executive Dean and Dean. Chair AFE Reviews will be completed by September 1st and the results of these reviews will be maintained in the Dean's Office.