



Policy Title: Annual Faculty Evaluations and Feedback to Faculty

Accountable Departments, Dean(s) or Director(s):

Office of Faculty Affairs
Dean's Office

Reviewed By:

Office of Faculty Affairs

Approval Body:

Executive Faculty

RELEVANT LCME STANDARD:

4.4 Feedback to Faculty

POLICY STATEMENT AND PURPOSE:

The LCME states: A medical school faculty member receives regularly scheduled and timely feedback from departmental and/or other programmatic or institutional leaders on academic performance and progress toward promotion and, when applicable, tenure.

DEFINITIONS:

For purposes of this policy, the following definitions apply:

- Faculty: All *paid* faculty
- Evaluation: Process that documents the performance and progress of faculty in the areas of teaching, research, patient care (if applicable), service, administration (if applicable), professionalism, citizenship, and progress toward promotion and/or tenure (as applicable) in the previous academic year and establishes faculty goals and feedback in these same areas (as applicable).

GUIDELINES:

Annual Faculty Evaluation for School of Medicine faculty will be performed by a department chair, division chief, center director, or other immediate supervisor annually. This evaluation will review academic performance and provide feedback on performance, progress toward promotion and, when applicable, tenure. This policy applies to all departments in the School of Medicine.

Annual Faculty Evaluation (AFE) and Feedback to Faculty:

- 1) **Annual Faculty Evaluation (AFE), Self-Evaluation** — Faculty will complete the self-evaluation portion of the AFE highlighting their progress and accomplishments during the prior academic year (July 1 – June 30), including an updated curriculum vitae to their

department administrator or Chair, along with anticipated support/resources needed to accomplish their career goals. Faculty should strive to have this completed by **August 15**.

Department Chairs will submit their AFE self-evaluation and performance measures directly to the Dean with the goal of having this completed by **September 15**.

- 2) **Annual Faculty Evaluation (AFE), Feedback** — The Department Chair, Division Chief, Center Director, or other immediate supervisor will review and evaluate their faculty member's AFEs and will provide feedback to their faculty with the goal of having this completed by **September 15**. Faculty will have an opportunity to respond, in writing, to their supervisor's AFE evaluation and feedback.
- 3) **Uploading signed Annual Faculty Evaluation (AFE) to BOX** — AFE information will be kept on file in the Chair or Division Director's office. Department Chairs are responsible for having their Department's AFEs uploaded to their department-specific BOX folder with the goal of having this completed by **October 15**. Completion is monitored by the Office of Faculty Affairs.

LAST REVIEW DATE/APPROVAL:

Office of Faculty Affairs: March 2024

Executive Faculty: 03/19/2024

REVIEW CYCLE:

Annually