



**Policy Title:** Annual Faculty Evaluations (AFE) and Feedback to Faculty

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

Policy Owner: Office of Faculty Affairs  
Procedure: SOM Department Chairs, Office of Faculty Affairs  
Supervision: Dean's Office

**Reviewed By:**

Office of Faculty Affairs

**Approval Body:**

Dean and Executive Faculty of the School of Medicine

**RELEVANT LCME STANDARD:**

4.4 Feedback to Faculty

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.

**POLICY STATEMENT AND PURPOSE:**

Annual Faculty Evaluation for School of Medicine full-time 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.

**DEFINITIONS:**

For purposes of this policy, the following definitions apply:

- Faculty: All full-time faculty
- Evaluation: Process that documents the performance and progress of full-time 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 (AFE) and Feedback to Faculty:**

- 1) **Annual Faculty Evaluation (AFE), Self-Evaluation** — Full-time faculty must, and part-time paid faculty should, 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 complete by **August 15**.

Department Chairs will submit their AFE self-evaluation and performance measures directly to the Dean and should complete 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 full-time faculty member's AFEs and should provide feedback to their faculty 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 and should complete by **October 15**. Completion is monitored by the Office of Faculty Affairs.

**LAST REVIEW DATE/APPROVAL:**


Office of Faculty Affairs: September 2018, February 2020, March 2024

Executive Faculty: September 2018, February 2020, March 2024

**REVIEW CYCLE:**

Annually

For Jenny's notes:

	<p>Policy</p> <p>Faculty Evaluations</p>	Effective Date:	January 2018
		Current Date:	September 2018
		Contact:	Office of Faculty Affairs
Approved By: Dean and Executive Faculty of the School of Medicine		Date Approved:	September 2018
		Date Amended:	February 2020
		Date Amended:	March 2024