

 <b>Tulane University</b>	<b>Policy</b>  <b>Faculty Evaluations</b>	<b>Effective Date:</b>	<b>January 2018</b>
		<b>Current Date:</b>	<b>September 2018</b>
		<b>Contact:</b>	<b>Office of Faculty Affairs</b>
<b>Approved By: Dean and Executive Faculty of the School of Medicine</b>		<b>Date Approved:</b>	<b>September 2018</b>

**1) GENERAL POLICY STATEMENT**

Annual face-to-face evaluations for School of Medicine full time faculty appointed as of July 1 of an academic year will be performed by a department chair, division chief, center director, or other immediate supervisor by the following June. 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.

a) **Scope:** This policy applies to all departments in the School of Medicine.

b) **Responsible Department/Party/Parties:**

- i. Policy Owner: Office of Faculty Affairs
- ii. Procedure: Office of Faculty Affairs, SOM departments
- iii. Supervision: Dean’s Office

**2) DEFINITIONS**

For purposes of this Policy, the following terms and definitions apply:

**Faculty:** all full time faculty.

**Evaluation:** Process that annually documents evaluation of faculty performance in the areas of research, scholarship, teaching, clinical care, and professional service (as applicable) in the previous year and establishes faculty goals for research, scholarship, teaching, clinical care, and professional service (as applicable) for the coming year.

**3) POLICY GUIDELINES**

**General Requirements:** 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 and will be uploaded to the department-specific BOX folder by June 30 of the evaluation year.

Evaluation Criteria should include the following as applicable:

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 Annual Faculty Evaluation (AFE) shall consist of three components:

- Self-evaluation—completed by faculty and highlighting accomplishments for the current year and including an updated curriculum vitae (highlighting achievements for the current year)
- 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) which provide information on accomplishments and progress toward achieving the current year’s annual plan and/or performance metrics will be completed by faculty members only if requested to do so by the department chair and 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 confirm that the AFE components have been completed, reviewed with the faculty member, and are on file in the applicable office by June 30. This confirmation is done by uploading the completed evaluations on the department-specific BOX folder; completion 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 Dean. Chair AFE Reviews will be completed by June 30 and the results of these reviews will be maintained in the Dean’s Office.

#### **4) REVIEW/REVISION/IMPLEMENTATION**

- a) Review Cycle: This policy shall be reviewed by the Office of Faculty Affairs and the Executive Committee annually in the first quarter of the academic year to evaluate outcome and if needed revised by end of quarter.
- b) Office of Record: After approval, the Dean’s Office (Office of Faculty Affairs) shall be the office of record for this policy.

#### **5) RELATED POLICIES**

#### **6) GOVERNING LAW OR REGULATIONS**

#### **7) ATTACHMENTS**