

ANNUAL FACULTY REVIEW: DETAILED FORM

I. General Information and Expectations: To be completed by Department Chair or designee

Date of Evaluation: _____

Faculty Name: _____

Department/Division: _____

Faculty Rank and _____

Date of next UVM Reappointment/Consideration for _____

Effort Distribution for Current year:

Research	%	\$_____ amount of salary externally funded	_____ % effort externally funded
Teaching	%	_____ FTARS as available	
Clinical activity	%	_____ RVUs if available	
Service	%		
Administrative	%		
Total (100%)	%		

Effort Distribution for Next Year:

Research	%	\$_____ amount of salary externally funded	_____ % effort externally funded
Teaching	%	_____ FTARs as available	
Clinical activity	%	_____ RVUs if available	
Service	%		
Administrative	%		
Total (100%)	%		

II. Faculty’s Summary of Accomplishments: To be completed by faculty member

A. Teaching:

1. List teaching and development of courses for *undergraduates, medical students and graduate students* including individual or group supervision.

2. List teaching activities (include information on time spent) related to residents and fellows in individual or group supervision, including clinical preceptorship.

3. List any other teaching activities during the last year, including CME, or other presentations; outreach or community education, honors/awards.

4. Current mentoring or advising activities, including student (undergraduate, medical school, graduate) advising, students, residents or fellows who conducted research under your direction, postdoctoral fellows, staff and faculty.

5. Attach all available evaluations of educational activities or other evidence of teaching effectiveness.

B. Scholarship:

1. Published articles, books, monographs, editorials and reviews (include exact reference with full title, publisher, dates and inclusive pagination).

2. Works submitted for publication (indicate status: under revision, accepted).

3. Active (during reporting period) grants, contracts and clinical trials (identify: agency, title, entire project dates, salary percentage, amount funded, and position on project).

4. Pending grants, contracts and clinical trials (identify: agency, title, entire project dates, salary percentage, amount funded and position on project).

5. Invited presentations, presentations at professional meetings (include date and institution or place and name of meeting and abstract reference if appropriate), visiting professorships

6. Other research and scholarly activities (e.g. patents, peer review of articles, editorial boards and editorships, honors/awards)

C. Service: Include assignment, dates, specific roles/responsibilities in each category

1. Describe leadership/administrative roles.

2. Describe clinical practice and specialized clinical skills, including patient population/location.

3. Service activities for the department and division (e.g. committees, quality initiatives, resident/fellowship applicant interviews, etc.)

4. Service activities for UVM, the College of Medicine, UVMMG, FAHC (e.g. governing and standing committees (e.g. Admissions, Faculty Senate, FAHC Quality Committee)

5. External service activities for regional, national and international committees and professional organizations (including NIH, FDA, NSF, specialty professional societies) and honors/awards for service

D. Professional Development: Note: Professional development includes, but is not limited to, activities that enhance/improve skills in clinical practice, teaching, leadership, research, and personal development (e.g professionalism)

List any professional development activities in which you participated (including courses locally, regionally or nationally, lectures, faculty meetings, professional society meetings/sessions related to faculty development)

E. Goals and Self-Assessment

1. List your goals and objectives for this year:

2. Provide a **brief** self-assessment narrative summarizing performance during this year: highlight what you consider your most significant accomplishments and indicate areas where you were not able to reach your goals.

3. Goals for next year- Include in this section your plans for faculty development, and, where applicable, for reappointment/promotion. Identify the resources needed to achieve your goals including mentorship.

III. Department Chair (or Designee) Assessment/Comments

Reviewed on (date):

Reviewed by:

Signature – Faculty Member

Signature – Reviewer (Chair of Designee)