

The Dept. of Family Medicine has been doing annual performance reviews, including 360 evaluations, for our faculty since 2007. Our process is as follows:

- Faculty is divided in half. All faculty submit the attached Summary & Goals and an updated CV for annual review with the Chair or Associate Chair (alternate years). Half of the faculty each year also complete a full 360 review using the e-Value system, the other half in the following year.
- A productivity report and resident teaching evaluations are included in the review material packet
- The faculty member is notified of their upcoming review about 1 ½ months before their scheduled review month and are asked to schedule an appointment for 1 hour with either the Chair or Associate Chair – depending on who is assigned to do their review.
- A list of evaluators is developed with the Associate Chair, and a notification is sent to each person on the list advising them ahead of time of the e-value requests they will be getting for the faculty member's performance review. The Associate Chair assures that all relevant colleagues are requested to review the faculty person (between 12-20 people), and the staff person assures we have an adequate response rate (typically about 2/3rds).
- While the evaluators are completing the evaluations, the faculty member is completing the same evaluations in a self-evaluation mode – during the performance review, these surveys are compared and differences are discussed
- Both the faculty member and the reviewer are given the packet of materials at least a day before their scheduled meeting so they can properly prepare for their discussion
- Goals are reviewed for the previous year. Performance (scholarship, teaching, clinical) help to determine goals in each area for the coming year.

Any questions regarding the Department of Family Medicine's process should be directed to Susan H. McDaniel, PhD.

FAMILY MEDICINE FACULTY ANNUAL REVIEW SUMMARY AND GOALS**

Academic Year: 2012-2013

NAME:

Date of review:

Academic rank:

Faculty option (track):

Period of current appointment:

Administrative title(s):

Mentors:

Honors and Awards:

FTE % - Job Distribution:

(**Attach updated CV)

A. ASSESSMENT OF PROGRESS TOWARDS GOALS OF THE LAST YEAR

1. Clinical care (Also Submit Clinical Productivity Report, and names for Out-pt Clinical Peer Assessment Feedback):

Out-patient:

In-patient:

2. Education (Submit Educational Productivity Report, Review teaching evaluations with your mentor; send selected feedback with our material for discussion with Chair/Associate Chair; Obtain at least one Peer Review of Teaching):

Students:

Residents:

Fellows:

Teaching CME to others:

3. Scholarship and Research:

Publications:

Grants (include any submitted, with the outcome or pending):

Presentations:

4. Administration (Includes all forms – clinical, education/mentorship, and research):

5. Citizenship (local, regional and national committees, boards)

6. Faculty Development (what have you done for your own development over the past year)

Comments:

B. FACULTY MEMBER'S GOALS FOR THE COMING YEAR

1. **Clinical care:**

Out-patient:

In-patient:

2. **Education:**

Students:

Residents:

Fellows:

Teaching CME to others:

3. **Scholarship and Research:**

Publications

Grants:

Presentations:

4. **Administration** (Includes all forms – clinical, education/mentorship, and research):

5. **Faculty Development**

Comments: