

**SMD Faculty Annual Review Form — Example**

*This form is a sample/example, which may be used “as is” or may be used as a model to ensure that another department-specific form contains all of these elements in its faculty annual review.*

*Identifying Information*

Faculty member name:

Current appointment title:

Activity Components (as applicable, actual or anticipated):

Clinical     Research     Scholarship     Institutional Scholarship     Teaching

End date of current appointment:

% FTE (total and by activity and, where relevant, funding):

Mentor/supervisor name:

Annual review completed by (chair/ center director /designee):

Date:

Sources of information for the annual review (check all that apply):

updated CV     faculty self-report     peer feedback

patient/other feedback (specify)     other metrics (specify)

*Summary of the Past Year (if done as self-report, should be reviewed/approved by chair/designee)*

Highlight accomplishments by mission (as relevant to faculty member’s career path) including efforts related to diversity, equity, or inclusion:

Clinical:

Teaching:

Research/Scholarship:

Community:

Administration, Service, Leadership:

Describe progress toward goals set in last year’s annual review:

For faculty with full-time academic appointments, please check this box if you wish to invoke a one-year extension of your current appointment term because you have added a child to your family.

*Plans Going Forward (if done as self-report, should be reviewed/approved by chair/designee)*

Specific goals with action plan by mission (as relevant to faculty member’s career path), including any changes in effort by mission and efforts related to diversity, equity, or inclusion:

Clinical:

Teaching:

Research/Scholarship:

Community:

Administration, Service, Leadership:

Institutional resources needed (include plans for self-education if relevant):

*Evaluation (to be completed by the chair/designee)*

Summarize strengths and areas for improvement as follows:

Clinical:

Teaching:

Research/Scholarship:

Community:

Administration, Service, Leadership (institutional, regional, national, international):

Interpersonal Relationships (peers, staff, customers, patients, families):

Professionalism (teamwork, integrity, accountability, compassion, respect):

Diversity, Equity, Inclusion (individual and/or programmatic efforts):

Upcoming career juncture

What action is anticipated at end of current appointment?

Is faculty on time for this action? Any concerns / things needed?

For tenured and other senior faculty, plans for mentoring others? Other plans to change activities?

*For faculty with full-time academic appointments who indicated above that they wish to invoke a one-year extension of their current appointment term on the basis of adding a child to the family — please ensure that the department chair office submits the extension request (on a 510/payroll form) to the Office of Academic Affairs.*

*For all — This completed form should be reviewed and approved by the faculty member. A copy should be retained in the chair's office, as well as by the person doing the review (if other than the chair).*