**SMD Faculty Annual Review Form – Template 2024**

This form is a template which may be used “as-is” or may be used as a template to ensure that any department-specific forms contain all of these elements of the faculty annual review.

Completed evaluation forms 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).

**NEW for 2024**

Faculty have the opportunity to submit a Performance Improvement CME form, for up to 20 CME credits.

**DISCLOSURE TO LEARNERS**

**Activity Title**: SMD Faculty Annual Evaluation and Performance Improvement

**Learning Objective(s)/Outcome(s):**

At the conclusion of this activity, participants will be able to:

1. Have a constructive dialogue with their department leadership to review past goals, progress and new plans.
2. Identify gaps, define expectations and goals that will lead to performance improvement, specifically addressing the impact of the faculty member’s strengths and weaknesses.
3. Constructively and consistently evaluate progress through the next year to achieve goals.

**None of the planners for this educational activity have relevant financial relationship(s) to disclose with ineligible companies whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.**

**Accreditation/Certification Statements:**

**Accreditation**

The University of Rochester School of Medicine and Dentistry is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

**Certification**

The University of Rochester School of Medicine and Dentistry designates this PI CME activity for a maximum of 20 AMA PRA Category 1 CreditsTM. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

**To download the PI CME 2024 Credit Form**, click [**HERE**](https://www.urmc.rochester.edu/MediaLibraries/URMCMedia/smd/academic-affairs/documents/PI-CME-Credit-Form-2024.docx)**.**

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| 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/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) |

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| **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 equity, diversity 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. **\*If box is checked**, the department chair’s office needs to submit a faculty change form (510) to the Office of Academic Affairs to request the extension. |

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| **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 equity, diversity, or inclusion:Clinical:Teaching:Research/Scholarship:Community:Administration, Service, Leadership:Institutional resources needed (include plans for self-education if relevant): |

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| **Policy on Research Misconduct**This is to be completed by the faculty member: it allows you to review the Policy on Research Misconduct.The ethical and responsible conduct of researxh is critical for excellence, and public trust, in science. The University of Rochester is committed to upholding the highest ethical and professional standards of research. **PROCESS Steps**1. Read and review the policy2. Click the check box to acknowledge that you have read and understand the policy. Please review and affirm you have read and understand the University’s Policy on Research Misconduct.<https://www.rochester.edu/orpa/_assets/pdf/compl_miscon3.pdf>**For completion:**[ ]  I have read and understand the University’s Policy on Research Misconduct. |

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| **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):Equity, Diversity, 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? |

April 2, 2024