



MARSHALL UNIVERSITY
Joan C. Edwards School of Medicine

Office of Faculty Advancement

Memo

To: Department Chairs, Department Administrators
From: Darshana Shah, Ph.D. (Associate Dean, Faculty Advancement)
Date: 17 January 2023
Re: Annual Faculty Evaluation

Performance evaluations for faculty must be conducted annually during the spring semester MUBOG-Policy No. AA-22h

The evaluation calendar will run from January to December to compress the time between evaluation and the award of promotion, tenure, and merit. Annual evaluations for the 2022 calendar year must be completed by **May 1, 2023**.

Any evaluation process should consider the nature of the assigned duties and the quality of the faculty member's performance of those duties. Please notify each supervisor/division chief in your department of this required evaluation process and ensure that your faculty members are aware that they will be requested to provide Evidence of Performance report for their annual evaluation.

Faculty members holding joint appointments will be evaluated in each department with copies of both evaluations in the faculty member's official evaluation file. **Each department should maintain the annual faculty evaluations for their faculty in the department.**

Darshana Shah, Ph.D.
Professor of Pathology
Associate Dean for Faculty Advancement
Editor-in-Chief, Marshall Journal of Medicine
Marshall University Joan C. Edwards School of Medicine

CC.

Bobby Miller, M.D., Interim Dean

Nicholas Phan, M.D., Chair, PAC

Joe Evans, M.D., Vice Dean of Clinical Affairs

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JOAN C. EDWARDS SCHOOL OF MEDICINE

The Annual Faculty Activities Evaluation form must be completed by ALL Full Time and Part time Faculty Members before May 1, 2023. This form is standardized to verify that the school meets the Marshall University Board of Governor's requirement to provide annual evaluations to all Faculty Members. [MUBOG-AA-22 Annual Evaluation of Faculty Policy](#)

The form is revised and approved by JCESOM Faculty Council April 2013.

It should again be emphasized that the evaluation must take into account the Faculty Member's assigned and approved activities.

The last page of the completed Annual Faculty Assessment Summary must be signed by both the Departmental Chair and the faculty member to verify the information. Even if the Faculty Member does not agree with the Chair's assessment/comments, the Faculty Member must sign and date the form. The Faculty Member is required to attach a signed detailed letter of explanation if she/he indicates a substantial disagreement with the overall assessment.

This form is intended to be used as follows:

1. The Faculty Member is requested to complete appropriate sections (not all sections should be filled out by all faculty, e.g. Basic Science faculty would not complete section on clinical service). In addition to this form, Faculty Members are encouraged to submit material which will be helpful in an adequate consideration of their performance. The Faculty Member should include her/his updated *curriculum vitae* listing supporting data for that year. ([ICESOM CV builder](#))
2. The Faculty Member and the Chair shall complete appropriate sections of the form, and thereafter a conference shall be scheduled with the Faculty Member, at which time the completed form will be discussed. The Faculty Member's signature signifies that he/she has met with the chair and has seen the Chair's comments and recommendations, but not necessarily that he/she agrees with all of them.
3. The Faculty Member must have the opportunity to review the Chair's comments and respond before the form is finalized. The completed form becomes part of the Faculty Member's official file.
4. Faculty members holding joint appointments will be evaluated in each department with copies of both evaluations in the faculty member's official evaluation file
5. Each department should maintain the annual faculty evaluations for their faculty in the departmental.

Those completing the form should feel free to specify other activities or factors considered significant. Particular emphasis should be given to elements unique to an individual department and how these elements relate to the criteria for performance in that department.

Please fill out completely.

Name of Faculty Member: _____ Degree: _____

Academic Year: _____ Department: _____

Name of Department Chairperson: _____

Rank: _____ Years in Rank: _____ FTE: _____%

Academic Track: _____ Tenured: ____ Yes ____ No

Percentage effort in the following activities during the evaluation period:

Clinical: ____ Education: ____ Research: ____ Administrative: ____ Service: ____ Other: ____

I have a Mentor: Yes No Name(s) of Mentor(s): _____

1. TEACHING & MENTORING

To be completed by the Faculty Member

The information included in this section should be limited to your teaching and mentoring activities during the past academic year.

- A. Teaching including Quality and Quantity (courses taught, courses/block directed, student assessment, peer assessment, awards, new teaching materials developed, field or clinical teaching)

- B. Mentoring of Resident(s) or Medical Student(s), Graduate Student (s), PA Student (s), Post Doc Fellows or Junior Faculty Members.

Faculty Member's Self-Assessment of Teaching and Mentoring Activities

If you wish, briefly comment on the extent to which you feel you met your teaching/mentoring goals as defined in the previous year. Include the challenges you have faced during this academic period, and the approach you took to address each challenge. Indicate what you, the department, or the institution could do to enhance your professional development in this academic area.

Goals and objectives for the future year as related to A & B:

To be completed by the Chair

Chair's Comment:

CURRENT % EFFORT _____

(If % effort has changed for any reason during this assessment period, please explain.)

2. RESEARCH & SCHOLARLY ACTIVITY (include ONLY those occurring in the past calendar year)

To Be Completed by the Faculty Member

- A. Publications (books, articles, chapters, reviews, abstracts etc.)

- B. Regional or National Presentations

- C. Grants & Contracts Received (including the name of the granting agency and the amount of the award/contract.)

- D. Work in Progress (submitted or in-press abstracts and manuscripts and creative works in development, research support applied for, development of new teaching or research materials/methods.)

Faculty Member's Self-Assessment:

If you wish, briefly comment on the extent to which you feel you accomplished your research plans as defined in the previous year. Include the challenges you have faced during this academic period, and the approach you took to address each challenge. Indicate what you, the department, or the institution could do to enhance your professional development in this academic area.

Goals and objectives for the future year as related to A, B, C and D above:

To Be Completed by the Chair

Chair's Comment:

CURRENT % EFFORT _____

(If % effort has changed for any reason during this assessment period, please explain.)

3. CLINICAL SERVICE:

To Be Completed by the Faculty Member

A. Practice Goals and Assessment of the Past Year (re: patient volume and RVU's, no-shows, referral base, etc.)

Faculty Member's Self-Assessment:

If you wish, briefly comment on the extent to which you feel you met your clinical goals as defined last year. Include the challenges you have faced during this academic period, and the approach you took to address each challenge. Indicate what you, the department, or the institution could do to enhance your professional development in this academic area.

Goals and objectives for the future year as related to A above:

To Be Completed by the Chair

Comment on accomplishments, strengths, weaknesses, and if the annual performance goals were met. Provide detailed comments and specific expectations when improvements are needed

Chair's Comment:

CURRENT % EFFORT _____

(If % effort has changed for any reason during this assessment time period, please explain.)

4. HONORS AND AWARDS

To Be Completed by the Faculty Member

- A. Journal Editorial Reviews (list name/date of journal):
- B. Selection to review panels & editorial boards, elections to professional society positions, organization of scholarly meetings):
- C. Invited/Keynote Speaker

Faculty Member's Self-Assessment:

If you wish, briefly comment on the extent to which you feel you met your service goals as defined last year. Include the challenges you have faced during this academic period, and the approach you took to address each challenge. Indicate what you, the department, or the institution could do to enhance your professional development in this academic area.

Goals and objectives for the future year as related to related to A, B, C:

To Be Completed by the Chair

Special attention should be given to faculty activities which extend service activities and expertise beyond the boundaries of the department. This kind of work often serves educational purposes and is an important avenue of contact between the department and other parts of the JCESOM. Comment on accomplishments, strengths, weaknesses, and if the annual performance goals were met. Provide detailed comments and specific expectations when improvements are needed.

Chair's Comment:

CURRENT % EFFORT _____

(If % effort has changed for any reason during this assessment period, please explain.)

5. ADMINISTRATIVE AND INSTITUTIONAL SERVICE ACTIVITIES

To Be Completed by the Faculty Member

- A. Committees (Internal & External):

- B. Standing Committee Chair or on Executive Council of the Committee:

- C. Professional Organizations (outside MU):

- D. Program/Clerkship/Course Director

Faculty Member's Self-Assessment:

If you wish, briefly comment on the extent to which you feel you met your service goals as defined last year. Include the challenges you have faced during this academic period, and the approach you took to address each challenge. Indicate what you, the department, or the institution could do to enhance your professional development in this academic area.

Goals and objectives for the future year as related to related to A, B, C, & D:

To Be Completed by the Chair

Special attention should be given to faculty activities which extend service activities and expertise beyond the boundaries of the department. This kind of work often serves educational purposes and is an important avenue of contact between the department and other parts of the JCESOM. Comment on accomplishments, strengths, weaknesses, and if the annual performance goals were met. Provide detailed comments and specific expectations when improvements are needed.

Chair's Comment:

CURRENT % EFFORT _____

(If % effort has changed for any reason during this assessment period, please explain.)

6. PROFESSIONAL DEVELOPMENT

To Be Completed by the Faculty Member

Activities contributing to Personal Professional Development (e.g. participation in professional societies, professional certifications, CME credits, participation in institutional and departmental workshops, conferences and training sessions.)

7. OVERALL ASSESSMENT: Integrated assessment of Faculty performance.

Chair's Summary:

	Exemplary	Professional	Needs Improvement	Unacceptable
Teaching & Mentoring				
Research & Scholarly Activities				
Clinical Service				
Activities Honors, Awards, Administrative and Institutional Service Activities				
Professional Development				

Signatures:

DATE _____

CHAIR _____

DATE _____

DIVISION/SECTION CHIEF _____

Faculty Member's Response

_____ I have discussed with my Chair his/her comments and recommendations and **I agree with the overall assessment.**

_____ I have discussed with my Chair his/her comments and recommendations. **I disagree substantially with the overall assessment** and wish to receive explicit feedback from the Dean's Office. **The faculty member is required to attach a detailed signed letter of explanation.**

DATE

FACULTY MEMBER'S SIGNATURE