

**University of Pittsburgh School of Medicine (UPSOM)  
and  
University of Pittsburgh Physicians (UPP)**

**Faculty Performance Evaluation  
ANNUAL REVIEW  
ACADEMIC PLANS AND MEASUREABLE OUTCOMES  
PROGRESS REPORT**

The University of Pittsburgh School of Medicine (UPSOM) requires at least yearly a written performance evaluation of each member of the faculty. The Faculty Performance Evaluation (FPE) consists of the following components:

**ANNUAL REVIEW**

A form for describing performance and accomplishments for the current year (January 1, 2016 – December 31, 2016; due by January 15, 2017; all faculty must complete the Annual Review)

**ACADEMIC PLANS AND MEASURABLE OUTCOMES**

A form for describing the academic plans and measurable outcomes for next year (January 1, 2017 – December 31, 2017; due by January 15, 2017; all faculty must complete the Academic Plans and Measurable Outcomes)

**PROGRESS REPORT**

A form for describing performance, accomplishments and progress since the Annual Review (January 1, 2017 – June 30, 2017, due by July 15, 2017) **for only those areas indicated as needing improvement during the Annual Review.** A faculty member should complete the Progress Report only if requested by the Department Chair or Evaluator.

The FPE satisfies the University of Pittsburgh Board of Trustees requirement that each member of the University faculty have a written annual performance review.

The University of Pittsburgh Physicians (UPP) requires an annual written performance evaluation of each clinical provider. The Faculty Performance Evaluation integrates categories for reporting clinical accomplishments that satisfy UPP requirements.

**COMPLETING THE FORM ELECTRONICALLY IS STRONGLY ENCOURAGED**

*You may copy and paste information from your CV. Depending on which version of Microsoft Word you are using to complete the FPE, you may need to format the information from your CV into a separate document and paste into the FPE form.*

## **INSTRUCTIONS:**

### **STEP 1: FACULTY MEMBER COMPLETES FORM**

#### **ANNUAL REVIEW**

The faculty member should list his/her activities and accomplishments for the current year (January 1, 2016 – December 31, 2016) on this form (in the areas shaded yellow) by following the instructions provided for each of the indicated academic areas. For a suggested format for providing your academic information, see the *Annual Review Examples* at the end of these instructions.

#### **ACADEMIC PLANS AND MEASURABLE OUTCOMES**

The faculty member should list his/her plans and identify measurable outcomes for the next year (January 1, 2017 – December 31, 2017) on this form for each of the indicated academic areas (in the areas shaded yellow).

Each performance plan must be written in concrete terms. For each plan, indicate measurable outcomes that will be used as evidence to substantiate the level of performance and accomplishment. (e.g. submit R01 to NIH on October 5, 2017; submit manuscript on hyponatremia in children for publication; revise lectures for resident curriculum; etc.)

If performance plans are established that are clear and agreed upon by both you and your department chair/evaluator in terms of how these plans fit the mission of your division, department, and institution and your career goals, how ambitious the plans are, and the metrics used to evaluate your accomplishments of your plans, then there should be no surprises on your evaluation about your performance each year.

Submit the completed form to the department chair or evaluator for review and comment.

### **STEP 2: DEPARTMENT CHAIR OR EVALUATOR REVIEWS AND COMMENTS**

#### **ANNUAL REVIEW**

The department chair/evaluator should review the activities and accomplishments indicated by the faculty member on the form for each of the academic areas and provide comments in all designated areas (in the areas shaded green) as indicated in the instructions.

The department chair/evaluator comments and ratings for each academic area for the past calendar year's performance should be based on a combination of how demanding/ambitious the plans and measurable outcomes were (as defined in the previous year's *ACADEMIC PLANS AND MEASURABLE OUTCOMES*) and to what degree these plans and measurable outcomes were met or surpassed. For example, full achievement of only modest plans might result in a lower assessment than partial achievement of very ambitious plans. Faculty whose performance fell short of modest or on target plans, or those whose performance fell far short of ambitious plans, should be noted to require improvement. When improvements by the faculty member are needed, detailed comments and specific expectations are required.

Additionally, the department chair/evaluator may complete, if needed, *Section VI. Additional Comments by Department Chair or Evaluator*.

The department chair or evaluator should indicate if a progress report will be required.

### **ACADEMIC PLANS AND MEASURABLE OUTCOMES**

The department chair or evaluator should review the performance plans and measurable outcomes for each of the academic areas, provide comments in all designated areas, and rate the performance plans (in the areas shaded green).

The department chair or evaluator is strongly encouraged to meet with the faculty member as part of the assessment process.

### **STEP 3: FACULTY MEMBER REVIEWS**

The faculty member should review the comments of the department chair/evaluator and seek clarification as needed. The faculty member may provide written responses to the comments of the department chair/evaluator if desired.

A copy of the form, signed by the faculty member and the department chair/evaluator, should be returned to the department chair.

*Please note: the ANNUAL REVIEW and the ACADEMIC PLANS AND MEASURABLE OUTCOMES must be completed by January 15, 2017.*

### **PROGRESS REPORT**

The faculty member should complete the Progress Report for the period of January 1, 2017 through June 30, 2017 only if requested by the Department Chair or Evaluator. Use this form and complete only the specific areas indicated as needing improvement during the ANNUAL REVIEW.

*Please note: The PROGRESS REPORT must be completed by July 15, 2017.*

**University of Pittsburgh School of Medicine (UPSOM)  
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**Faculty Performance Evaluation  
ANNUAL REVIEW – EXAMPLES**

***Please note: These are examples only, provided to suggest ways of indicating a faculty member's role and time commitment in a variety of settings, and may not accurately reflect the details of any actual course, lecture, committee, etc.***

**Research Activities**

**Grants:**

GRANT NUMBER	GRANT TITLE	ROLE IN PROJECT % EFFORT	YEARS INCLUSIVE	SOURCE OF SUPPORT/ TOTAL DIRECTS AND INDIRECTS
5R01AA013489092	Regulation of Inflammation and Cell Growth	Principal Investigator 30% Effort	2013-2018	National Institutes of Health Total Directs: \$981,000 Total Indirects: \$475,784

**Publications:**

Doe J, Brown A, Williams E. Costimulation blockade prolongs graft and patient survival following bone marrow transplantation. J Immunol 2013, 120:55-62.

**Teaching Activities**

Committee member, Graduate student dissertation committee, Jack Doe – 3<sup>rd</sup> year doctoral student, committee meets two times per year

Seminar speaker, Immunology Seminar Series, 50 faculty, fellows, graduate students, and staff attend, a one-hour lecture, 3 hours preparation time

Course director, Patient-doctor relationship, all UPSOM I students; 10 days 8:30-4:30. Organized individual segments, identified speakers, support staff, relevant readings.

**Outpatient Teaching:**

Pulmonology clinic preceptor, MUH, 2 half-days per week, 48 weeks/year, UPSOM IV students, IM residents, fellows

**Inpatient Teaching:**

Inpatient attending ward rounds, neurology, PUH/MUH, 4 months per year. UPSOM III-IV students (2 per month), IM and neurology residents (2-4 months)

**National and International Presentations:**

Presented at the 2014 American Surgical Association 129th Annual Meeting on April 25, 2016 in Indian Wells, CA; "Endovascular Abdominal Aortic Aneurysm Repair"

**Invited Lectures:**

Department of Medicine Grand Rounds, University of Chicago, October 10, 2016.

**Clinical Activities**

**Clinic:**

Cardiology clinic, CHP, 5 half-days per week, 48 weeks per year

Transplant surgery clinic, 1 day per week, 48 weeks per year

**Inpatient:**

ID service, PUH/MUH inpatient consultation, 8 months per year, 5 days per week, 11 hours per day

**Surgical:**

Trauma surgery, OR and ward rounds, 36 weeks per year

**Service Activities**

**Department:**

Member, Department of Medicine Promotions Committee, 2016-, two meetings per year plus preparation time

**UPMC/UPP:**

Member, Quality Improvement Committee, PUH/MUH, one meeting per month, 1.5 hours per meeting

**University/UPSOM:**

Vice Chair, Institutional Review Board, 2014-2016, meetings twice monthly x 3 hours, preparation time 3 hours per meeting

Member, UPSOM Curriculum Committee

**VA:**

Chair, Patient Safety Committee, 10 hours/month

**Professional Society and National/International Service Activities:**

Program Committee, American Thoracic Society, 2013-present, 4 meetings per year (2 days each), 20 hours additional time

Member, NHLBI study section, 2013- present

Editor, Journal of Experimental Medicine, 2012-present

Reviewer, Journal of Urology

### **Administrative Activities**

Peptide Synthesis Core, University of Pittsburgh, Core Director, 50% effort

- 25% Increase in use of the Core by research faculty
- Core received a NIH National Center for Research Resources Shared Instrumentation Grant, \$450,000

Clinical Director

Director, Transplant ICU, MUH, 10 hours/week

- Oversee policy and procedure development and implementation
- Oversee Quality improvement effort

Division Chief

- Chief, Endocrinology, Dept of Internal Medicine, 20 % effort