

FACULTY PERFORMANCE AND EVALUATION UPDATE

SCHOOL OF MEDICINE

Faculty members are expected to conduct research, engage in teaching and/or undertake other administrative and service activities and, for those who are UPP members, to provide clinical service and other UPP functions.

The target for the School of Medicine, in the case of faculty whose primary effort is research, is to obtain an overall average (for the School as a whole) of 75% support of faculty salaries from research grants for those faculty members who are not members of UPP. It is recognized that each faculty member will have different levels of research support and that faculty may have other major assignments and responsibilities. Consideration will be given to faculty with start-up packages or faculty in the period shortly after relocating to the University of Pittsburgh from another institution. Similarly, faculty with a recent history (last several years) of substantial grant support or with very promising research programs will receive additional consideration.

Educational activity is highly valued and is recognized as a core force in support of a faculty member's position. In this regard, programmatic leadership will receive the largest recognition (e.g., course director, block director, clerkship director, program director) but other contributions are also valued with ECUs or ECU equivalents.

Credit also will be given to faculty providing substantial service to the UPSOM, including administrative responsibilities and active participation in major committees (e.g., IACUC, IRB, admissions).

Faculty will be evaluated annually according to UPSOM and UPP (for those members of UPP) expectations through the Faculty Performance Evaluation and Plans (FPE).

- Between November 1 and December 31, a faculty performance plan for the following calendar year will be submitted to chairs (or other supervisor). These evaluations and plans will be discussed by the faculty member and supervisor and signed by January 15. Performance expectations for the upcoming year will be determined, at least in part, with respect to the past year's performance plan and results. Numerical goals for the upcoming year for extramural research funding, education, and service will be defined explicitly for each faculty member. In establishing the annual performance plan, the faculty member must agree to the numerical and other expectations in the plan or offer an acceptable alternative that can be supported by the chair. Inability to agree on expectations or assessment of performance may be appealed to the Dean by the faculty member. The Dean's determination regarding the appeal will be final.
- The annual evaluations will indicate clearly whether a faculty member has or has not met his/her numerical and other expectations for the past year. The chair (or his/her designee) will comment in writing on the performance evaluation elements of the plans that have or have not been met. If the goals have not been met, the chair (or his/her designee) will indicate in writing for tenured faculty that they will receive a progress evaluation for the January 1st to June 30th time period with regard to that year's performance plan, and the results of the progress evaluation may result in a salary reduction of up to 20% effective August 1st of that year. Non-tenured faculty members who have not met the goals may receive notification of contract non-renewal in accordance with the notification guidelines of the University.

Timeline

Salary reduction or non-renewals

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| November-January | <ul style="list-style-type: none">• Faculty member reviews performance over past year with chief/chair, establishes whether goals have been met, develops plans/goals for next calendar year.• Tenured faculty members who have not met goals will be cautioned that adjustment in salary may be necessary if goals not met or substantial progress made by June and this caution will be documented in the FPE. Department will also inform faculty member by letter.• Non-tenured faculty members not meeting goals will be informed of contract non-renewal or alteration of responsibilities for the upcoming academic year according to University of Pittsburgh guidelines. |
| June | <ul style="list-style-type: none">• Progress report due for any faculty member noted in December as not meeting goals or any faculty member with newly emerging performance issues.• Tenured faculty members failing to make adequate progress toward goals defined in their performance plan will be informed, in writing, of any salary reduction.• Termination or modification of employment of non-tenured faculty not meeting plans. |
| July | <ul style="list-style-type: none">• Paperwork due for implementing salary reductions Aug 1. |

Department responsibilities

- Routine FPE notes current funding and funding expiring within calendar year on front sheet and in plans
- Set individual goals for improving/replacing funding

Require department administrators to

- Provide chair and faculty member with current funding % and impact of any decrease in funding that will occur in the next year

Approved by the Executive Committee of the School of Medicine
2/11/2013

Clarification approved by the School of Medicine Executive Committee of the Faculty
3/10/2015