

- How to access the application: <u>https://faceval.som.umaryland.edu</u>
- Support Questions: <u>help@som.umaryland.edu</u>

The annual faculty performance evaluation is designed in parallel with the process for appointments, promotions, and tenure. Both processes are based around the following six domains: 1) research, 2) clinical, 3) education, 4) leadership and service, 5) innovation and 6) health equity and inclusive excellence. The goal is to provide consistency around institutional values, measures, and rewards. A formal and documented annual meeting between faculty and their Chairs/Directors is important for faculty to receive recognition of their accomplishments in areas of productivity, and secure constructive feedback and guidance on areas that need improvement.

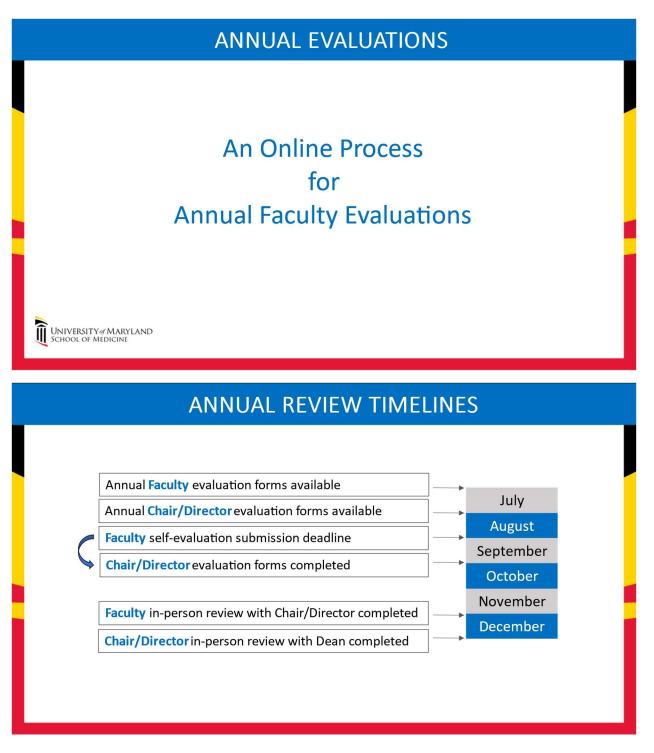
#### **Completing sections of the document**

- Faculty are expected to complete a minimum of 2 sections, which includes a self-designated main focus of either research, clinical, or education
- As a School of Medicine, every faculty member is required to complete the education section, whether or not it represents their main focus
- Although there is no requirement to complete every section, areas of Innovation and Health Equity and Inclusive Excellence are valuable strengths for some faculty, and the School of Medicine considers them vital to the academic mission of the institution
- There may be situations where information is applicable to more than one section; in such cases make your best decision and choose only one section to enter information.

#### Workflow Process

- 1. Faculty member submits an electronic version of their updated CV in the UMSOM format.
- 2. Faculty member fills out relevant sections and self-assesses annual accomplishments.
- 3. Chair/Director meets one-on-one with faculty member to review their self-assessment.
- 4. Chair/Director comments on mismatched evaluations in which Chair/Director determines improvement is needed.
- 5. Chair/Director completes final holistic evaluation, outlines any remedial action required, and signs document.
- 6. The evaluation includes discussion of readiness for promotion with or without tenure if appropriate.
- 7. Faculty member agrees with Chair/Director evaluation and signs the document or disagrees with Chair/Director evaluation and details why and signs the document.







## WORKFLOW FOR ONLINE ANNUAL FACULTY EVALUATIONS



Faculty granted access to evaluation form

Faculty complete evaluation form (in one or several sessions)

## EMAIL LINK SENT TO FACULTY MEMBER

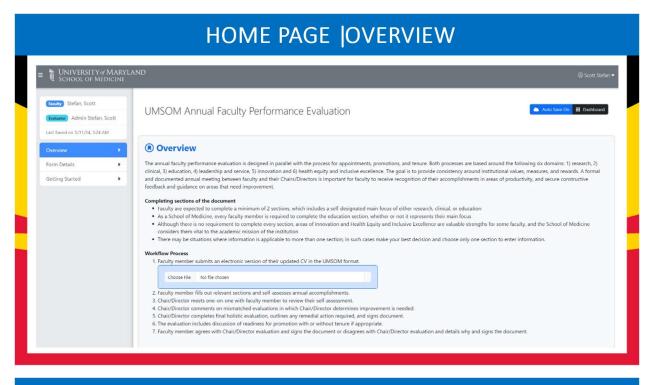
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Below you will find a list of forms that have been assigned to you for completion. Click on an assigned item to begin.

You have 1 form assigned to you.

Form	Assigned	Updated	Status
UMSOM Annual Faculty Performance Evaluation	5/31/24, 3:23 AM	5/31/24, 3:24 AM	New
<b>†</b>			





## HOME PAGE |OVERVIEW

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# HOME PAGE |GETTING STARTED

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	3. Funding Please copy from your CV all grant and contract applications submitted in the past academic year, and those currently funded and pending whether as PI, multi-PI, co-Investigator, or in other key personnel role.  Creter text News.

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## RESEARCH DOMAIN SELF-ASSESSMENT OF PERFORMANCE

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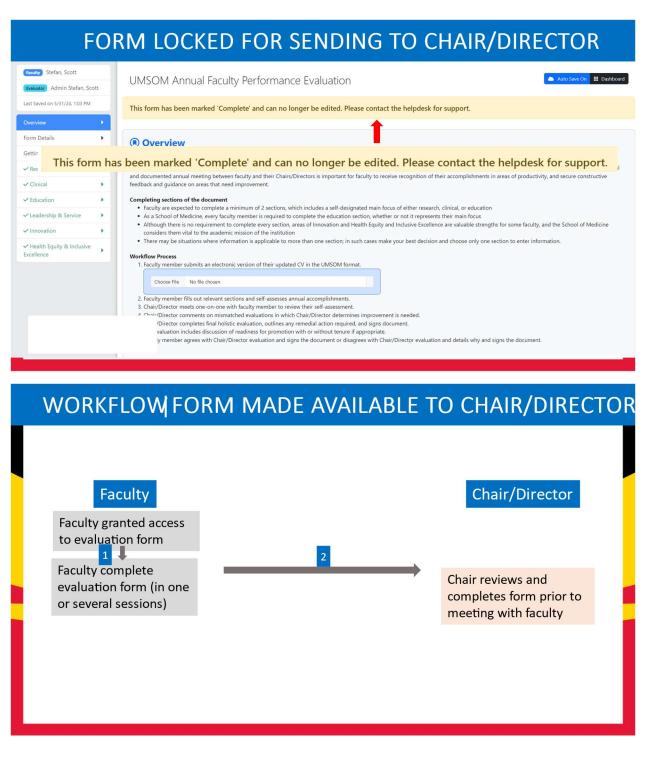


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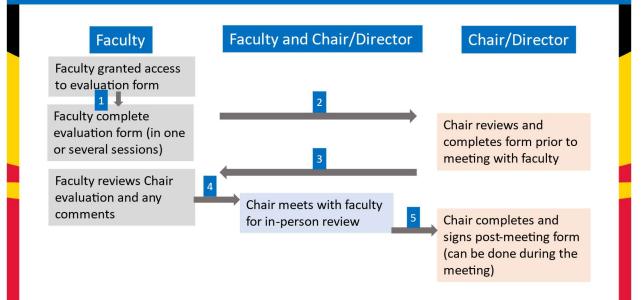
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## WORKFLOW CHAIR/DIRECTOR MEETS WITH FACULTY MEMB



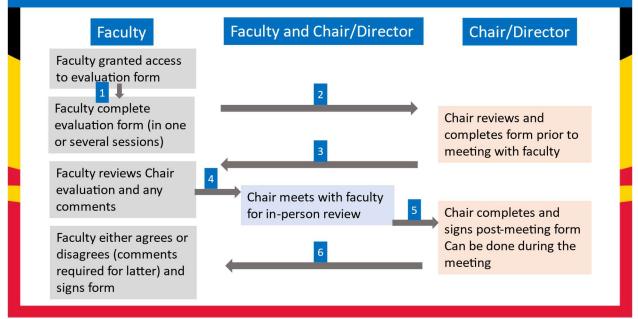
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## WORKFLOW FACULTY MEMBER SIGNS OFF ON EVALUATION





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Overview		Faculty member's agree	ement with the Chair/Dire	ector assessment
Form Details	Chair/Director Signature	Please select one.		
Getting Started	Test Signature	This field is required.		
✓ Research ►				
✓ Clinical ►	The Dept Chair/Institute or Center Director should	Agree	0	
✓ Education ►	Founds - member's announcest with the Chair (Direct	Discourse		
✓ Leadership & Service ►	Faculty member's agreement with the Chair/Direct Please select one.	Disagree		
✓ Innovation ►	This field is required.			
✓ Health Equity & Inclusive Excellence	Agree O			
✓ Chair/Director Overall ♦	Disagree	Faculty Signature		
	Faculty Signature	Test Signature		
	Test Signature			
	The faculty member should type their name above	The faculty member sh	ould type their name abo	ove to represent th