

## Annual Faculty Evaluation Application User Documentation

- How to access the application: <https://faceval.som.umaryland.edu>
- Support Questions: [help@som.umaryland.edu](mailto:help@som.umaryland.edu)

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.

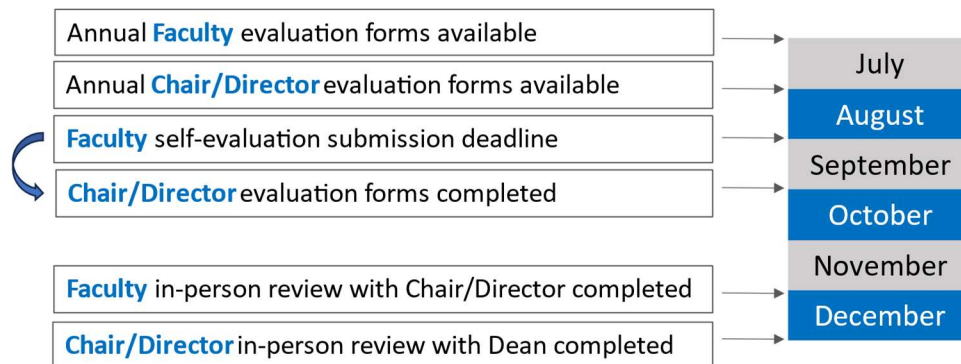
## Annual Faculty Evaluation Application User Documentation

### ANNUAL EVALUATIONS

# An Online Process for Annual Faculty Evaluations



### ANNUAL REVIEW TIMELINES



## Annual Faculty Evaluation Application User Documentation

### WORKFLOW FOR ONLINE ANNUAL FACULTY EVALUATIONS

#### Faculty

Faculty granted access to evaluation form

1 ↓

Faculty complete evaluation form (in one or several sessions)

### EMAIL LINK SENT TO FACULTY MEMBER

#### Welcome to the School of Medicine Annual Review Application

Below you will find a list of forms that have been assigned to you for completion.

Click on an assigned item to begin.

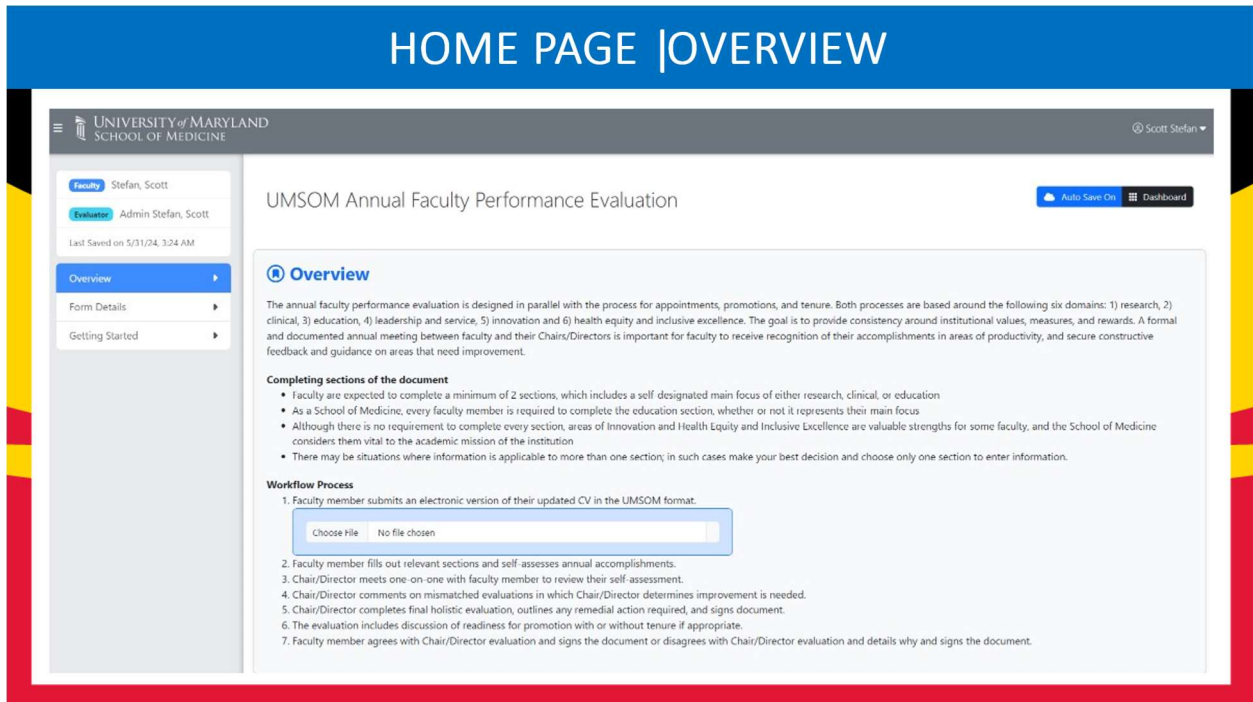
*You have 1 form assigned to you.*

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

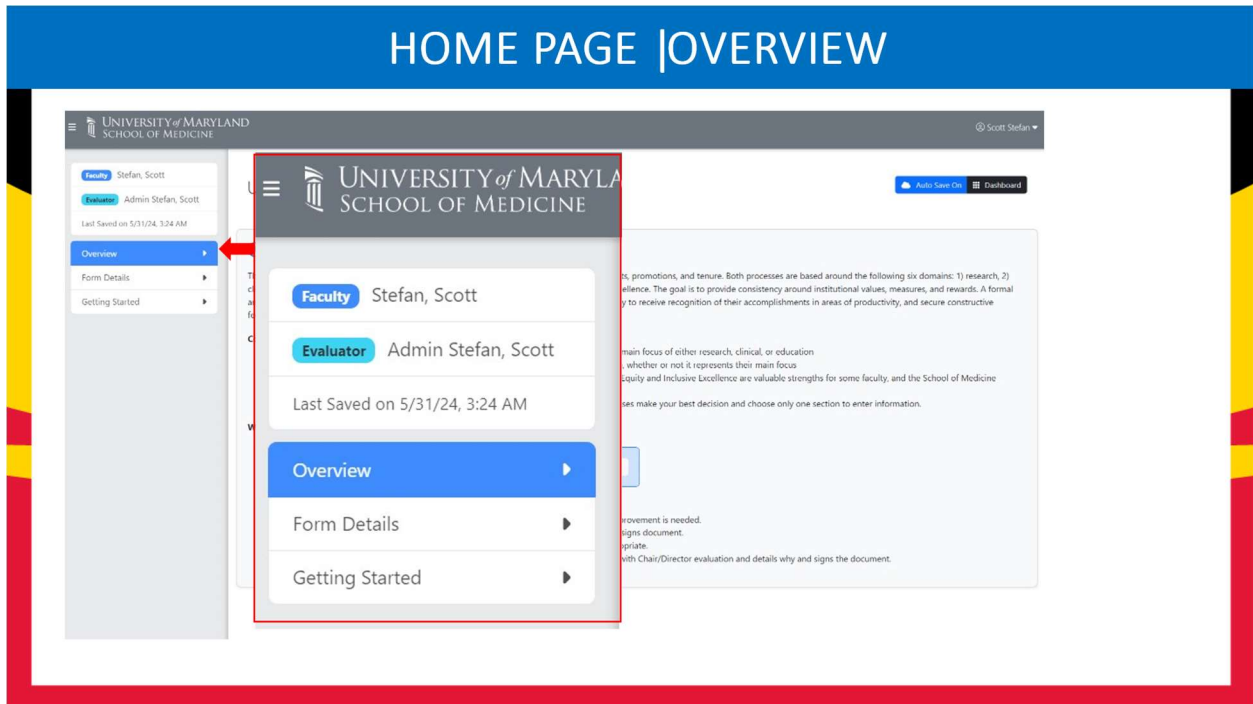


# Annual Faculty Evaluation Application User Documentation

## HOME PAGE | OVERVIEW

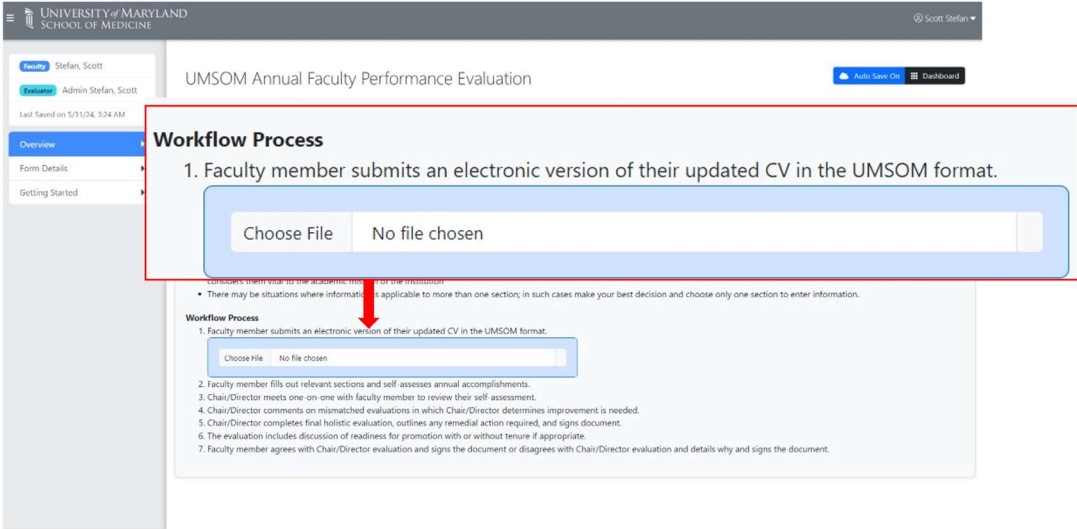


## HOME PAGE | OVERVIEW



# Annual Faculty Evaluation Application User Documentation

## FACULTY MEMBER MUST SUBMIT UPDATED CV



**Workflow Process**

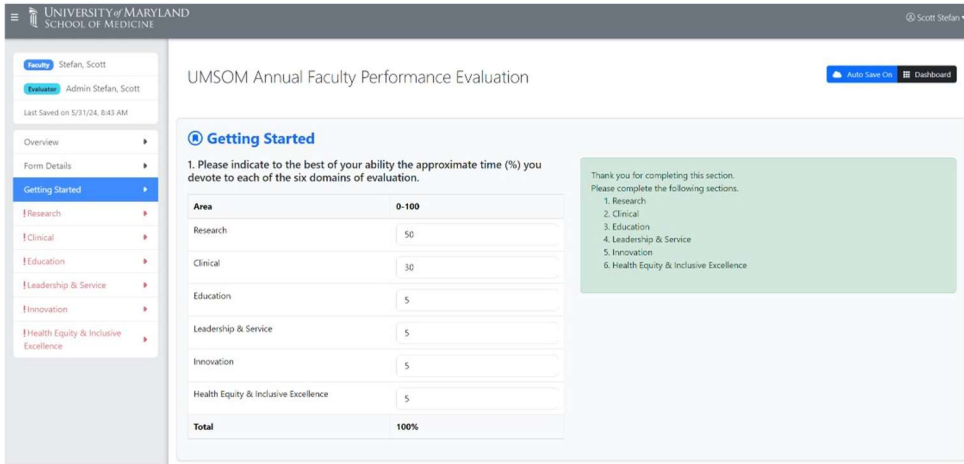
1. Faculty member submits an electronic version of their updated CV in the UMSOM format.

Choose File No file chosen

**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.

## HOME PAGE |GETTING STARTED



**Getting Started**

1. Please indicate to the best of your ability the approximate time (%) you devote to each of the six domains of evaluation.

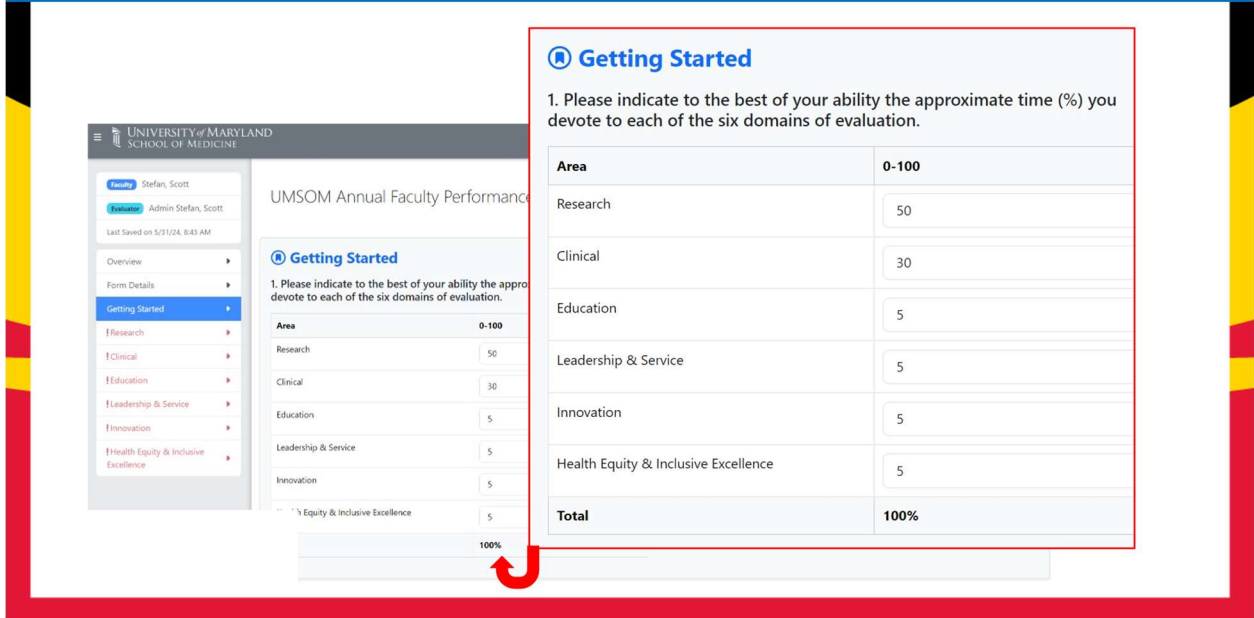
Area	0-100
Research	50
Clinical	30
Education	5
Leadership & Service	5
Innovation	5
Health Equity & Inclusive Excellence	5
<b>Total</b>	<b>100%</b>

Thank you for completing this section. Please complete the following sections.

1. Research
2. Clinical
3. Education
4. Leadership & Service
5. Innovation
6. Health Equity & Inclusive Excellence

# Annual Faculty Evaluation Application User Documentation

## PROPORTIONING EFFORT ACROSS SIX POSSIBLE DOMAINS

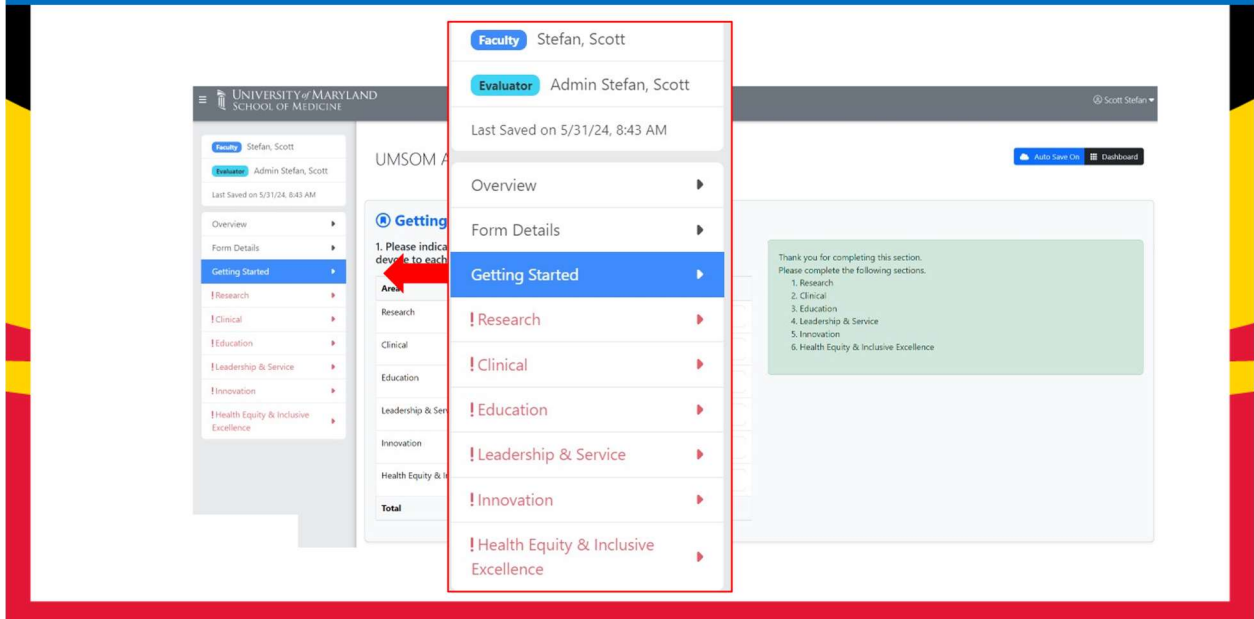


**Getting Started**

1. Please indicate to the best of your ability the approximate time (%) you devote to each of the six domains of evaluation.

Area	0-100
Research	50
Clinical	30
Education	5
Leadership & Service	5
Innovation	5
Health Equity & Inclusive Excellence	5
<b>Total</b>	<b>100%</b>

## GETTING STARTED | SELECTED DOMAINS ACTIVATED



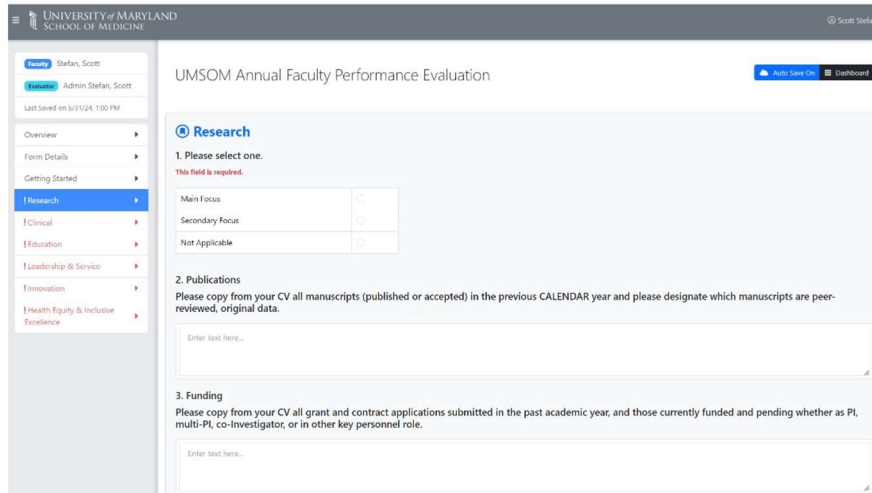
**Getting Started**

1. Please indicate to the best of your ability the approximate time (%) you devote to each of the six domains of evaluation.

- ! Research
- ! Clinical
- ! Education
- ! Leadership & Service
- ! Innovation
- ! Health Equity & Inclusive Excellence

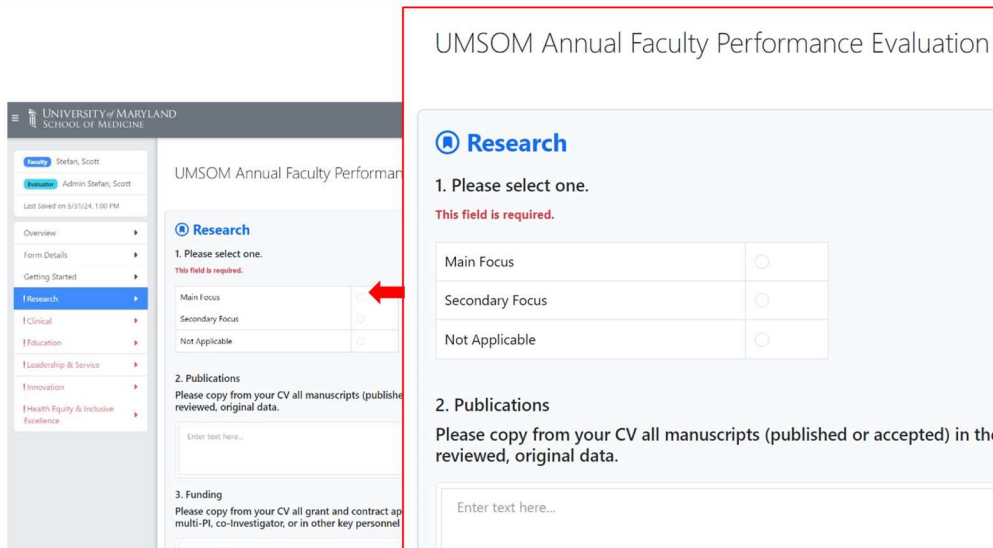
# Annual Faculty Evaluation Application User Documentation

## RESEARCH DOMAIN



The screenshot shows the 'Research' section of the 'UMSOM Annual Faculty Performance Evaluation' form. The left sidebar contains navigation options: Home, Overview, Form Details, Getting Started, Research (selected), Clinical, Education, Leadership & Service, Innovation, and Health Equity & Inclusive Excellence. The main content area is titled 'Research' and includes three sections: '1. Please select one.' with radio buttons for 'Main Focus', 'Secondary Focus', and 'Not Applicable'; '2. Publications' with a text area for copying CV data; and '3. Funding' with another text area for copying CV data.

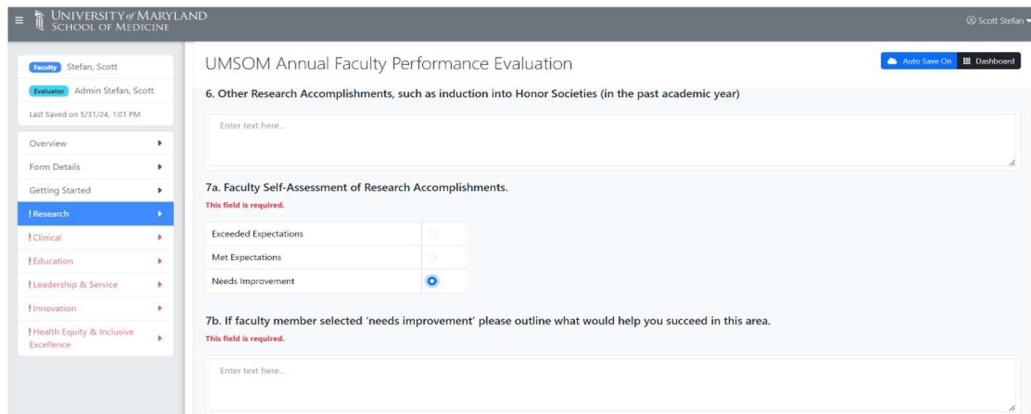
## RESEARCH DOMAIN SELECTING IF MAIN FOCUS



This screenshot highlights the 'Main Focus' selection step. A red callout box on the right side of the form contains the following text: 'UMSOM Annual Faculty Performance Evaluation', 'Research', '1. Please select one.', 'This field is required.', a table with radio buttons for 'Main Focus', 'Secondary Focus', and 'Not Applicable', '2. Publications', and 'Please copy from your CV all manuscripts (published or accepted) in the reviewed, original data.' A red arrow points from the 'Main Focus' radio button in the callout box to the corresponding radio button in the form's selection table.

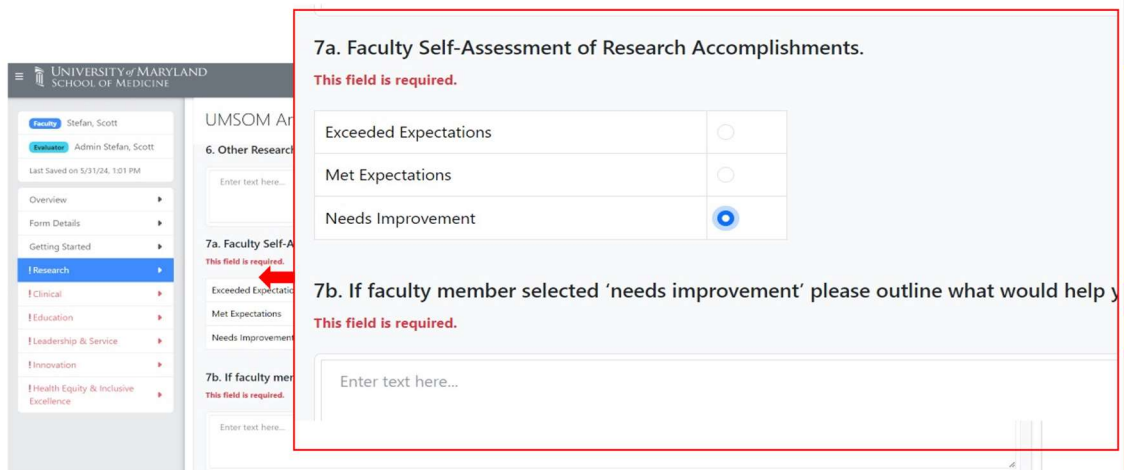
# Annual Faculty Evaluation Application User Documentation

## RESEARCH DOMAIN SELF-ASSESSMENT OF PERFORMANCE



The screenshot shows the 'UMSOM Annual Faculty Performance Evaluation' interface. On the left is a navigation menu with 'Research' selected. The main content area displays section 6, 'Other Research Accomplishments', and section 7a, 'Faculty Self-Assessment of Research Accomplishments'. Section 7a includes a table with three rows: 'Exceeded Expectations', 'Met Expectations', and 'Needs Improvement'. The 'Needs Improvement' radio button is selected. Below this is section 7b, 'If faculty member selected 'needs improvement' please outline what would help you succeed in this area.', which has a text input field.

## RESEARCH DOMAIN SELF-ASSESSMENT OF PERFORMANCE



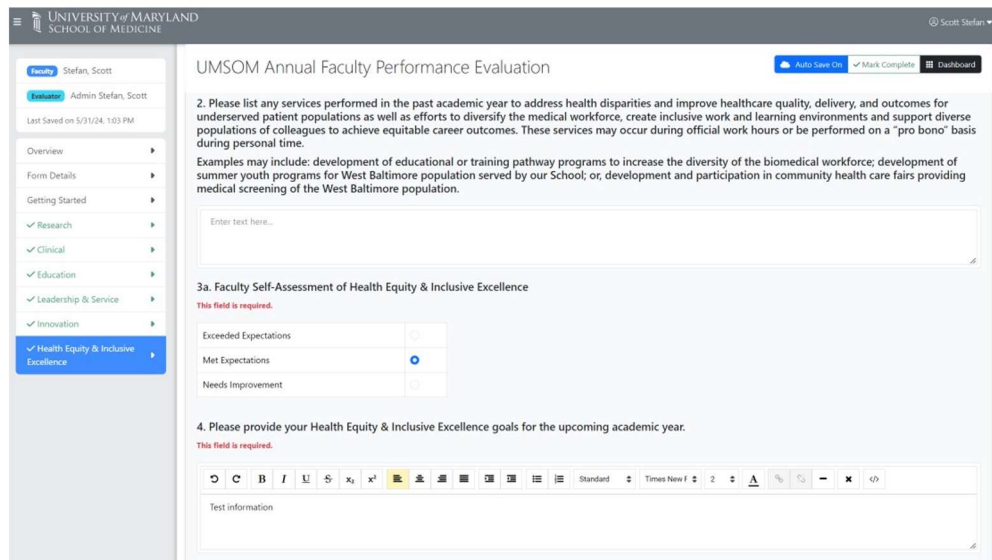
This screenshot is an annotated version of the previous one. A red box highlights the '7a. Faculty Self-Assessment of Research Accomplishments' section, which includes the table and the '7b. If faculty member selected 'needs improvement' please outline what would help you succeed in this area.' text field. A red arrow points from the 'Needs Improvement' radio button in the table to the text field in section 7b. The table data is as follows:

Exceeded Expectations	<input type="radio"/>
Met Expectations	<input type="radio"/>
Needs Improvement	<input checked="" type="radio"/>

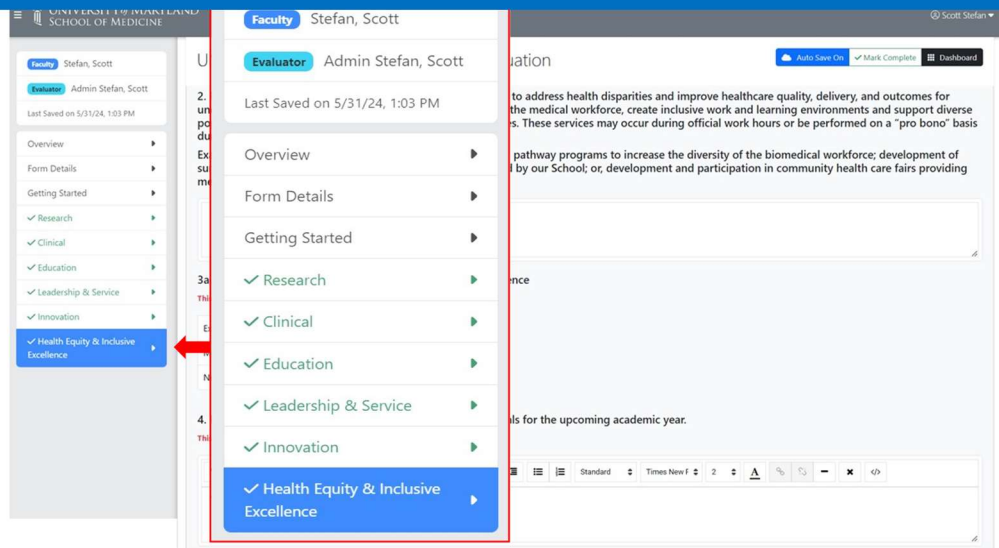


# Annual Faculty Evaluation Application User Documentation

## COMPLETION OF ALL CHOSEN DOMAINS

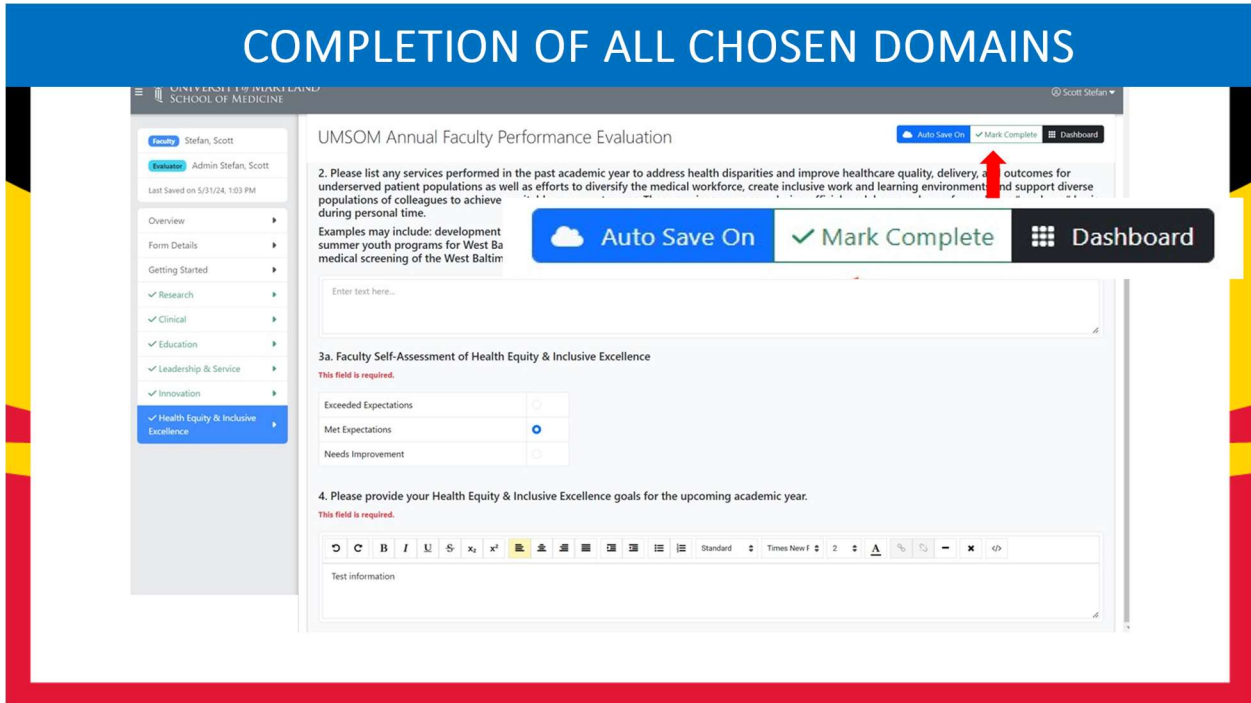


## COMPLETION OF ALL CHOSEN DOMAINS

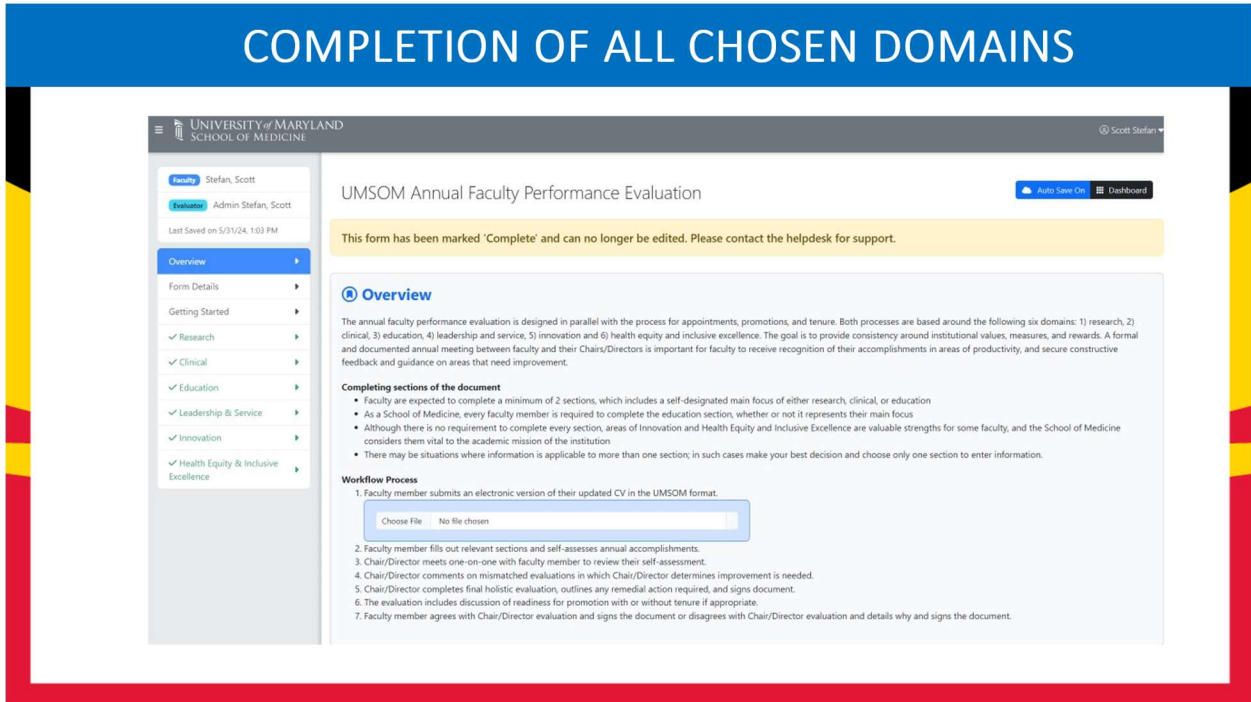


# Annual Faculty Evaluation Application User Documentation

## COMPLETION OF ALL CHOSEN DOMAINS

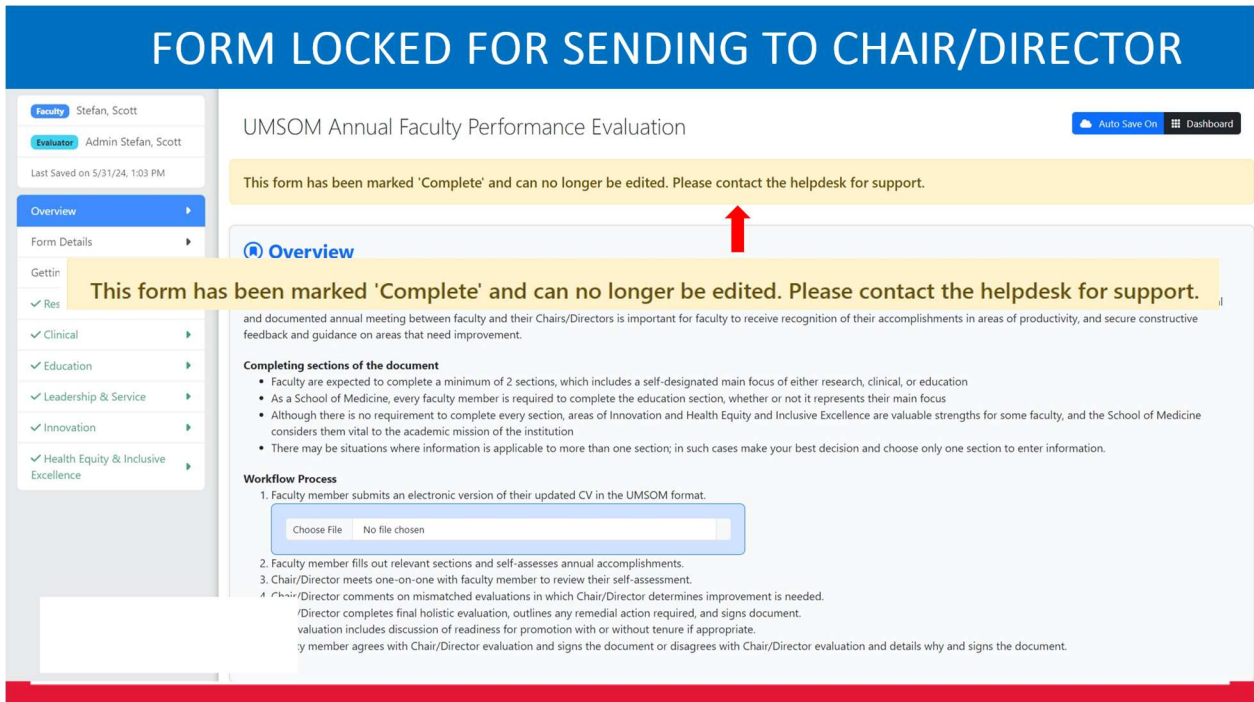


## COMPLETION OF ALL CHOSEN DOMAINS

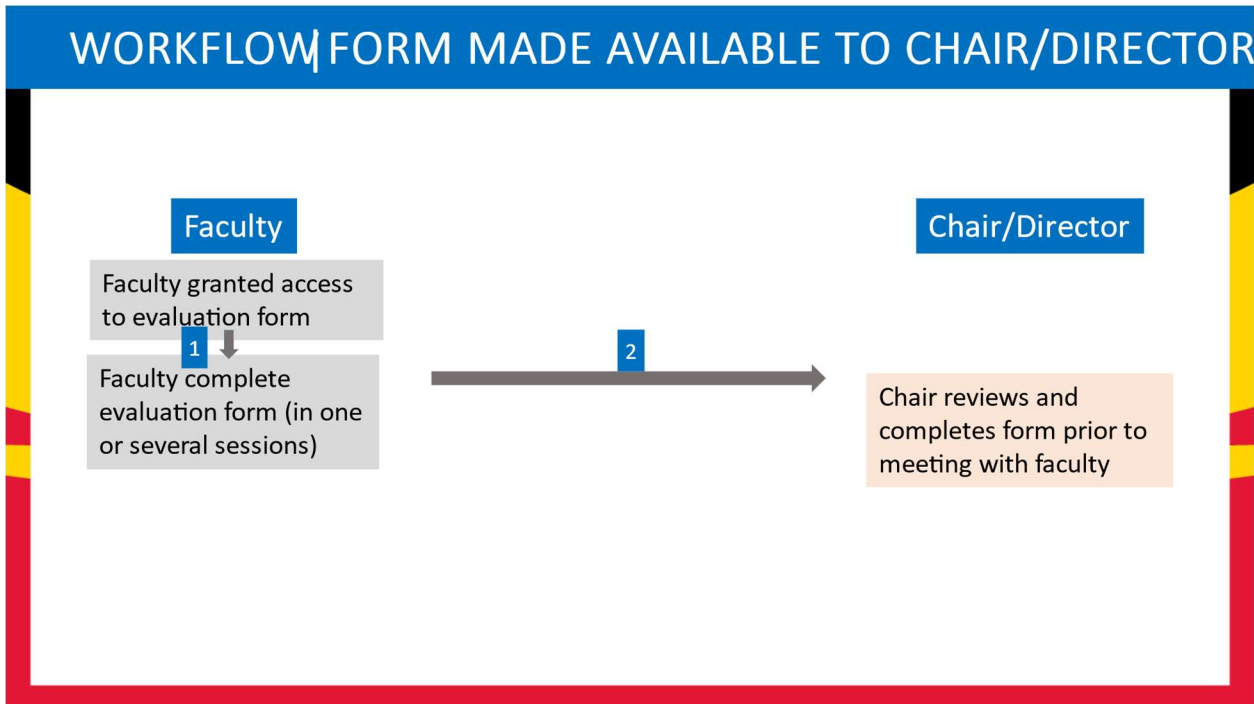


# Annual Faculty Evaluation Application User Documentation

FORM LOCKED FOR SENDING TO CHAIR/DIRECTOR

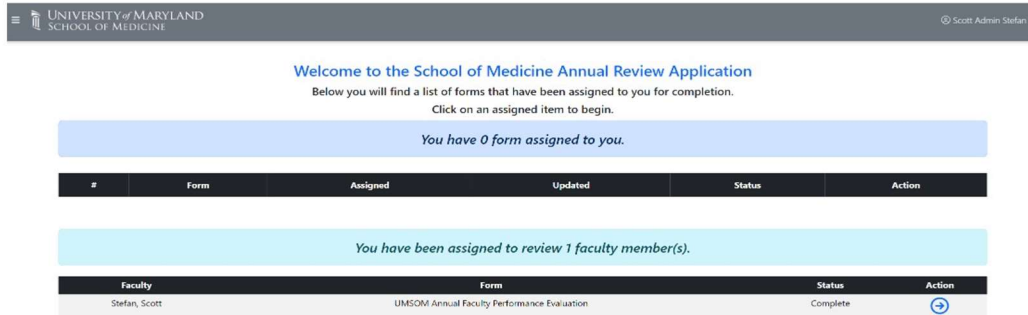


The screenshot shows the 'Overview' section of the evaluation form. A yellow banner at the top of the main content area reads: "This form has been marked 'Complete' and can no longer be edited. Please contact the helpdesk for support." A red arrow points to this banner. The left sidebar shows a navigation menu with 'Overview' selected. The main content area includes a 'Workflow Process' section with a file upload button that says 'Choose File' and 'No file chosen'.



## Annual Faculty Evaluation Application User Documentation

### WORKFLOW FORM MADE AVAILABLE TO CHAIR/DIRECTOR



UNIVERSITY of MARYLAND  
SCHOOL OF MEDICINE

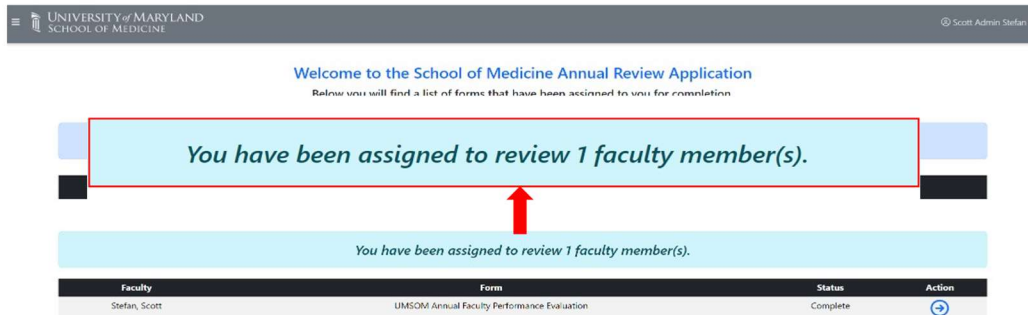
Scott Admin Stefan

Welcome to the School of Medicine Annual Review Application  
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 0 form assigned to you.

#	Form	Assigned	Updated	Status	Action
You have been assigned to review 1 faculty member(s).					
Faculty	Form	Status	Action		
Stefan, Scott	UMSOM Annual Faculty Performance Evaluation	Complete			<a href="#">→</a>

### WORKFLOW FORM MADE AVAILABLE TO CHAIR/DIRECTOR



UNIVERSITY of MARYLAND  
SCHOOL OF MEDICINE

Scott Admin Stefan

Welcome to the School of Medicine Annual Review Application  
Below you will find a list of forms that have been assigned to you for completion.

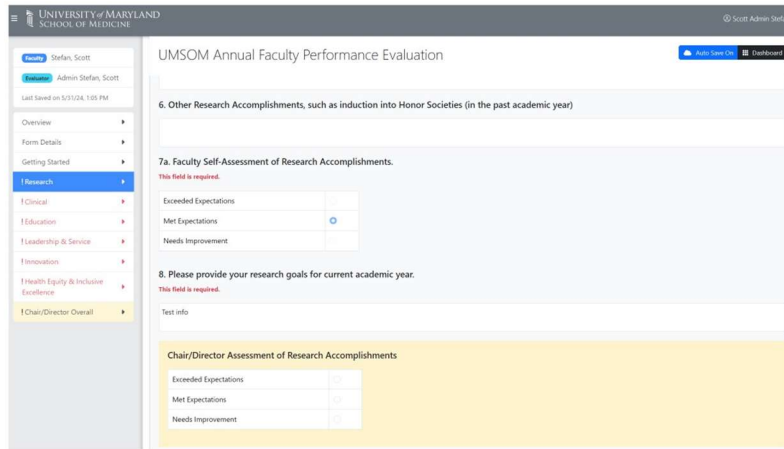
You have been assigned to review 1 faculty member(s).

You have been assigned to review 1 faculty member(s).

Faculty	Form	Status	Action
Stefan, Scott	UMSOM Annual Faculty Performance Evaluation	Complete	<a href="#">→</a>

# Annual Faculty Evaluation Application User Documentation

## CHAIR/DIRECTOR ASSESS DOMAIN PERFORMANCE



The screenshot shows the 'UMSOM Annual Faculty Performance Evaluation' application. On the left is a navigation menu with categories like Overview, Form Details, Getting Started, Research, Clinical, Education, Leadership & Service, Innovation, Health Equity & Inclusive Excellence, and Chair/Director Overall. The main content area is titled 'UMSOM Annual Faculty Performance Evaluation' and includes sections for '6. Other Research Accomplishments', '7a. Faculty Self-Assessment of Research Accomplishments', and '8. Please provide your research goals for current academic year.' The 'Chair/Director Assessment of Research Accomplishments' section is highlighted in yellow and contains three radio button options: 'Exceeded Expectations', 'Met Expectations', and 'Needs Improvement'.

## CHAIR/DIRECTOR ASSESS DOMAIN PERFORMANCE

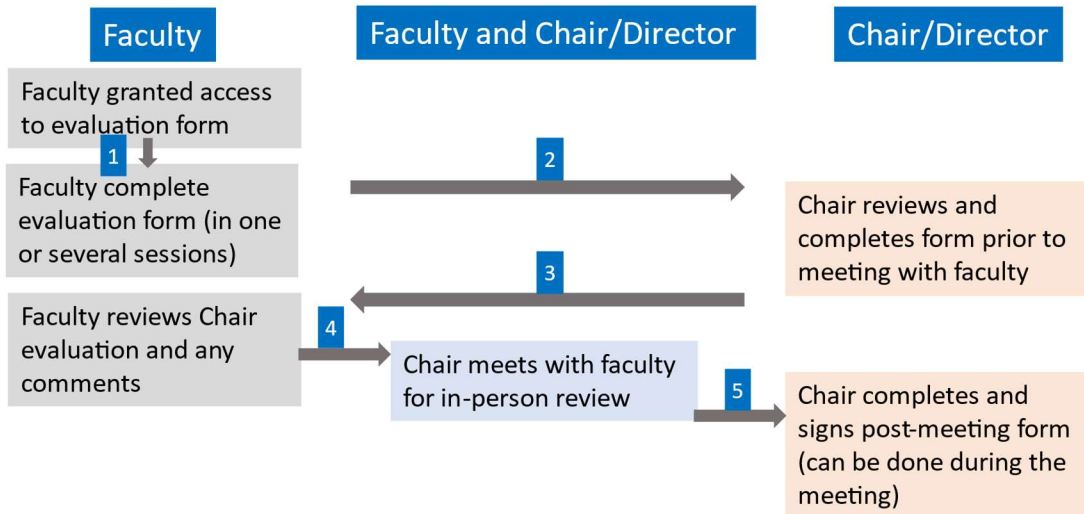


This screenshot is similar to the one above but features a callout box with a red border and a red arrow pointing to the 'Chair/Director Assessment of Research Accomplishments' section. The callout box contains the title 'Chair/Director Assessment of Research Accomplishments' and a table with three rows and two columns:

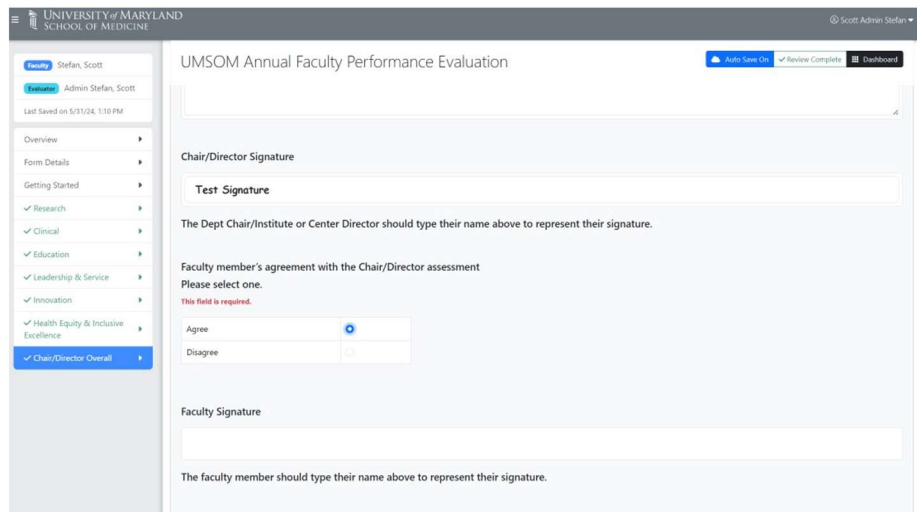
Exceeded Expectations	<input type="radio"/>
Met Expectations	<input type="radio"/>
Needs Improvement	<input type="radio"/>

## Annual Faculty Evaluation Application User Documentation

### WORKFLOW CHAIR/DIRECTOR MEETS WITH FACULTY MEMB



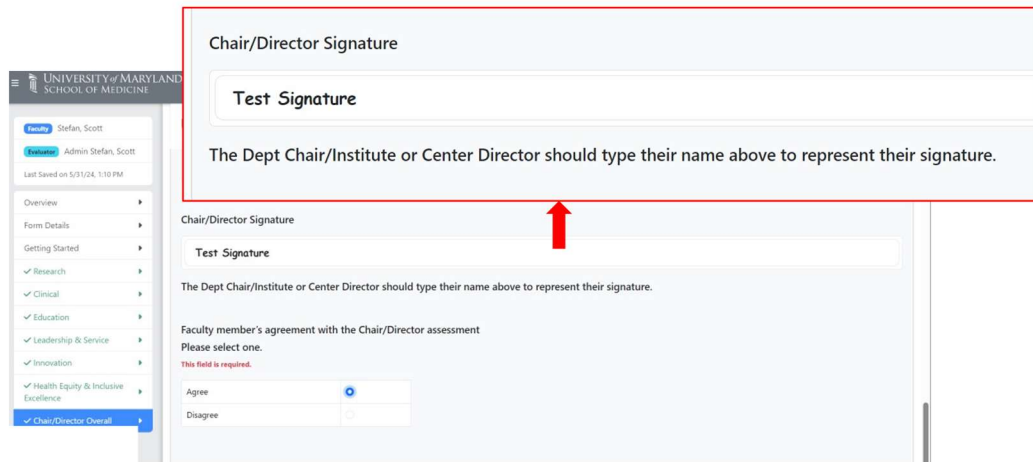
### CHAIR/DIRECTOR SIGNS OFF ON EVALUATION



The screenshot shows the 'UMSOM Annual Faculty Performance Evaluation' form. The interface includes a sidebar with navigation options like 'Overview', 'Form Details', and 'Getting Started'. The main content area is titled 'Chair/Director Signature' and contains a text input field with the placeholder 'Test Signature'. Below this, there is a section for 'Faculty member's agreement with the Chair/Director assessment' with a radio button set for 'Agree'. The form also includes a 'Faculty Signature' field at the bottom.

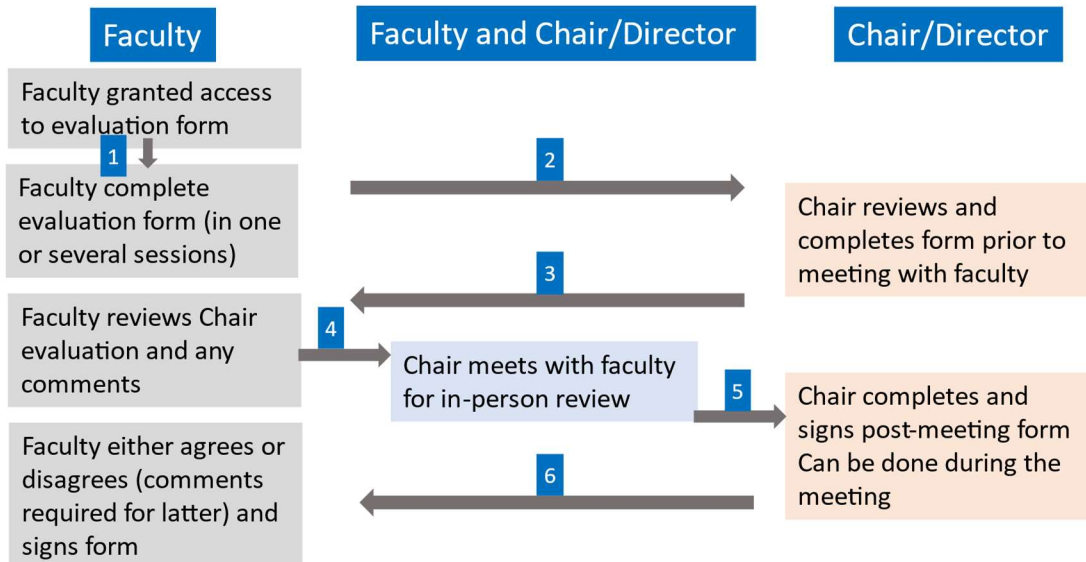
## Annual Faculty Evaluation Application User Documentation

### CHAIR/DIRECTOR SIGNS OFF ON EVALUATION



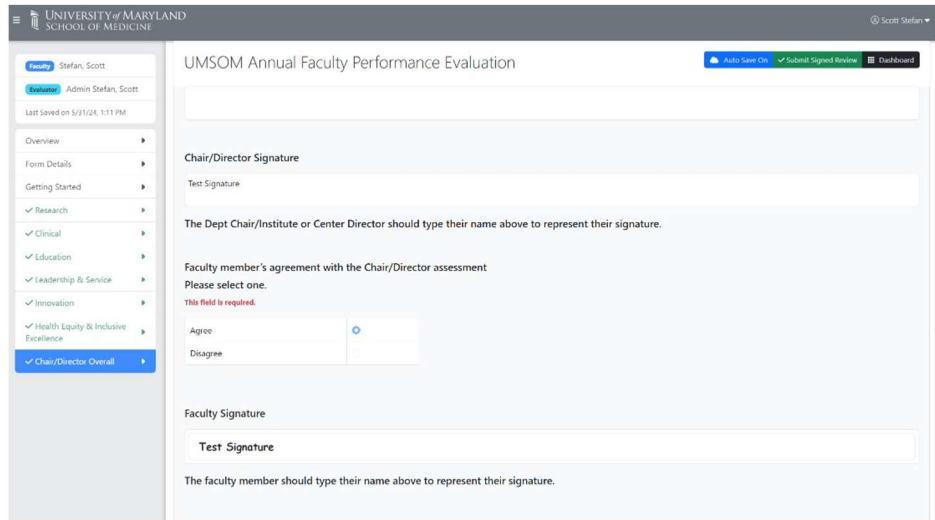
The screenshot shows the 'Chair/Director Signature' section of the evaluation application. A red box highlights the signature input field, which contains the text 'Test Signature'. Below the input field, a red arrow points to the text: 'The Dept Chair/Institute or Center Director should type their name above to represent their signature.' The interface also includes a sidebar with navigation options like 'Overview', 'Form Details', and 'Getting Started', and a section for 'Faculty member's agreement with the Chair/Director assessment' with radio buttons for 'Agree' and 'Disagree'.

### WORKFLOW FACULTY MEMBER SIGNS OFF ON EVALUATION



# Annual Faculty Evaluation Application User Documentation

## FACULTY MEMBER AGREES/DISAGREES AND SIGNS OFF



UNIVERSITY of MARYLAND  
SCHOOL OF MEDICINE

UMSOM Annual Faculty Performance Evaluation

Chair/Director Signature

Test Signature

The Dept Chair/Institute or Center Director should type their name above to represent their signature.

Faculty member's agreement with the Chair/Director assessment

Please select one.

This field is required.

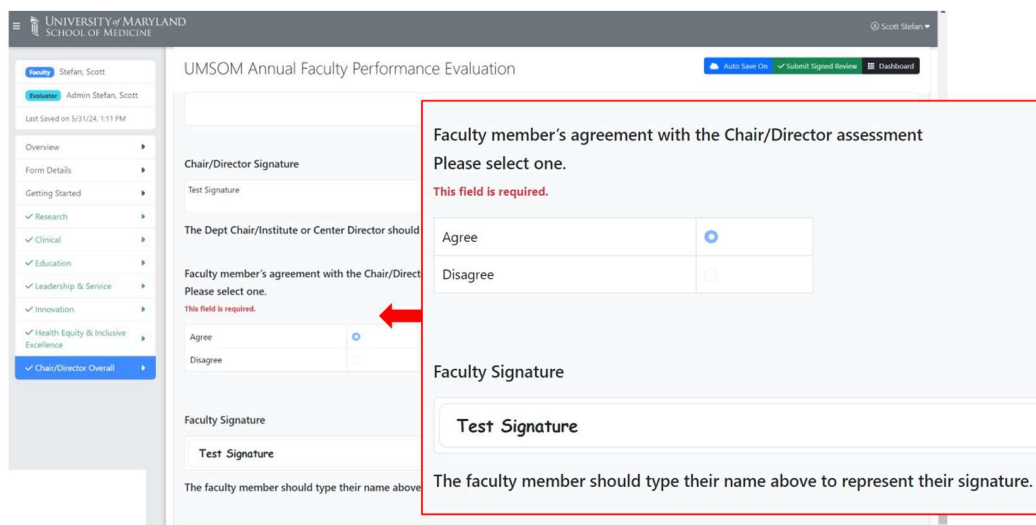
Agree	<input checked="" type="radio"/>
Disagree	<input type="radio"/>

Faculty Signature

Test Signature

The faculty member should type their name above to represent their signature.

## FACULTY MEMBER AGREES/DISAGREES AND SIGNS OFF



UNIVERSITY of MARYLAND  
SCHOOL OF MEDICINE

UMSOM Annual Faculty Performance Evaluation

Chair/Director Signature

Test Signature

The Dept Chair/Institute or Center Director should

Faculty member's agreement with the Chair/Direct

Please select one.

This field is required.

Agree	<input checked="" type="radio"/>
Disagree	<input type="radio"/>

Faculty Signature

Test Signature

The faculty member should type their name above

The faculty member should type their name above to represent their signature.