

Annual Faculty Evaluation Application User Documentation

- How to access the application: <https://faceval.som.umd.edu>
- Support Questions: help@som.umd.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
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Workflow Process

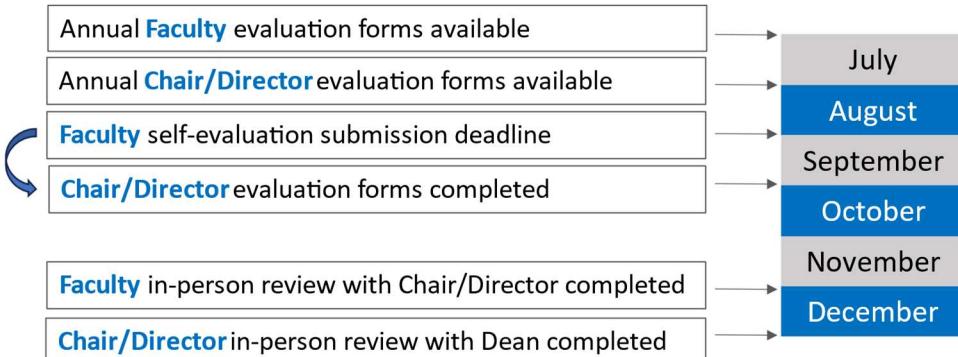
1. Faculty member submits an electronic version of their updated CV in the UMSOM format.
2. Faculty member fills out relevant sections and self-assesses annual accomplishments.
3. Chair/Director meets one-on-one with faculty member to review their self-assessment.
4. Chair/Director comments on mismatched 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.

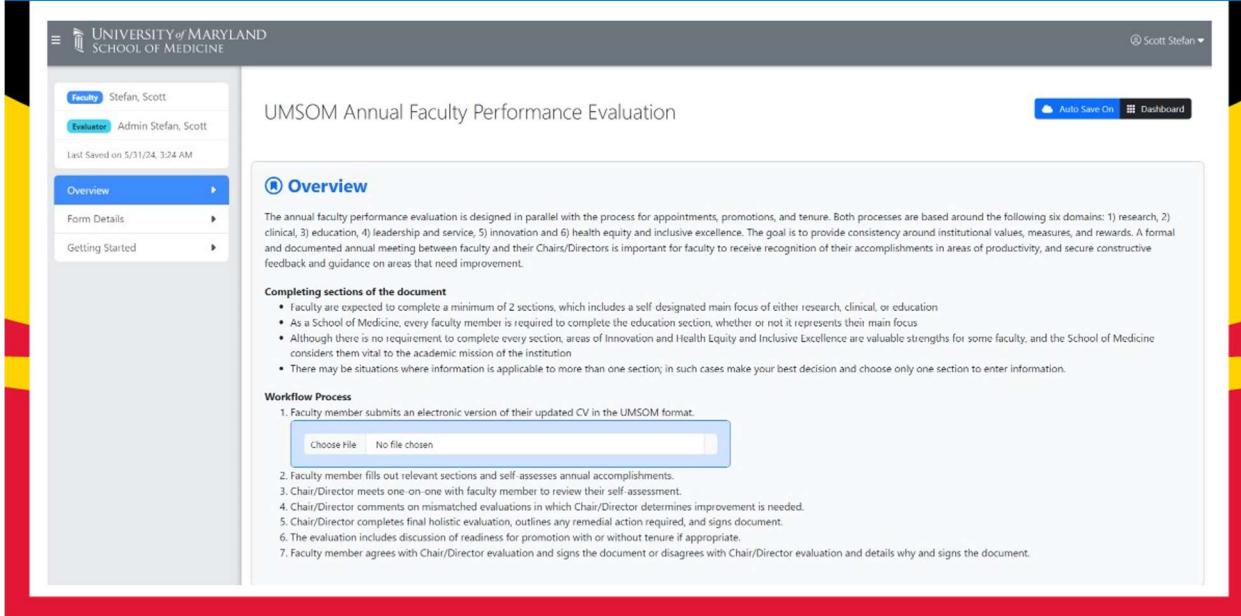
You have 1 form assigned to you.

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



UMSOM Annual Faculty Performance Evaluation

Overview

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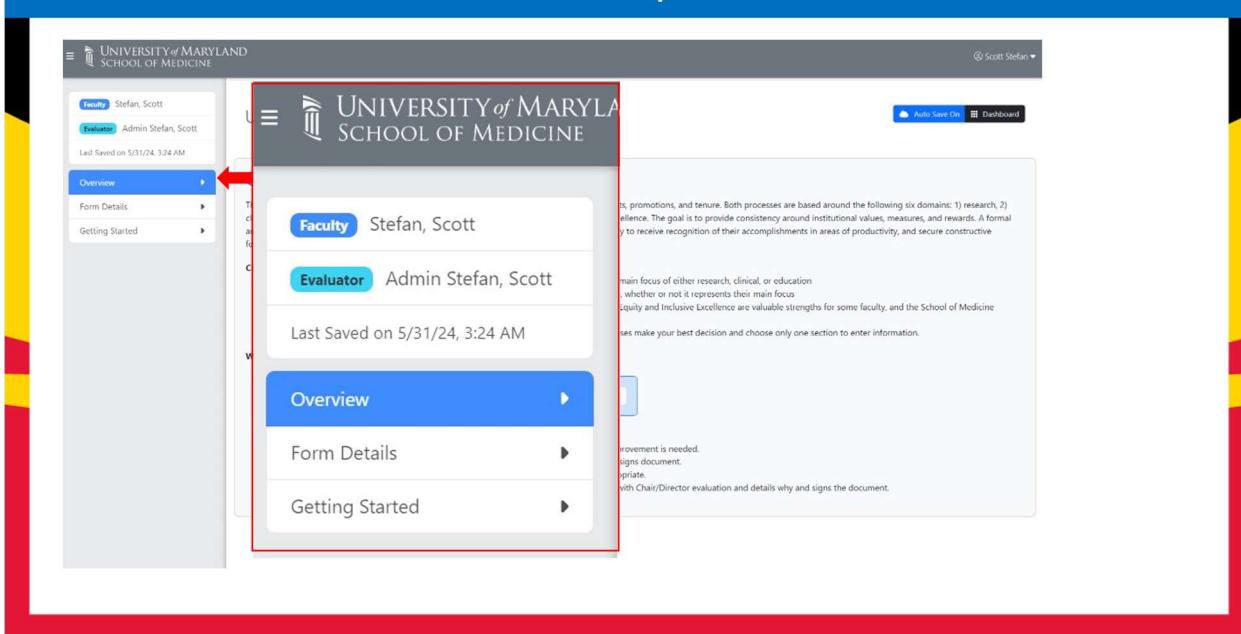
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HOME PAGE |OVERVIEW



UMSOM Annual Faculty Performance Evaluation

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Completing sections of the document

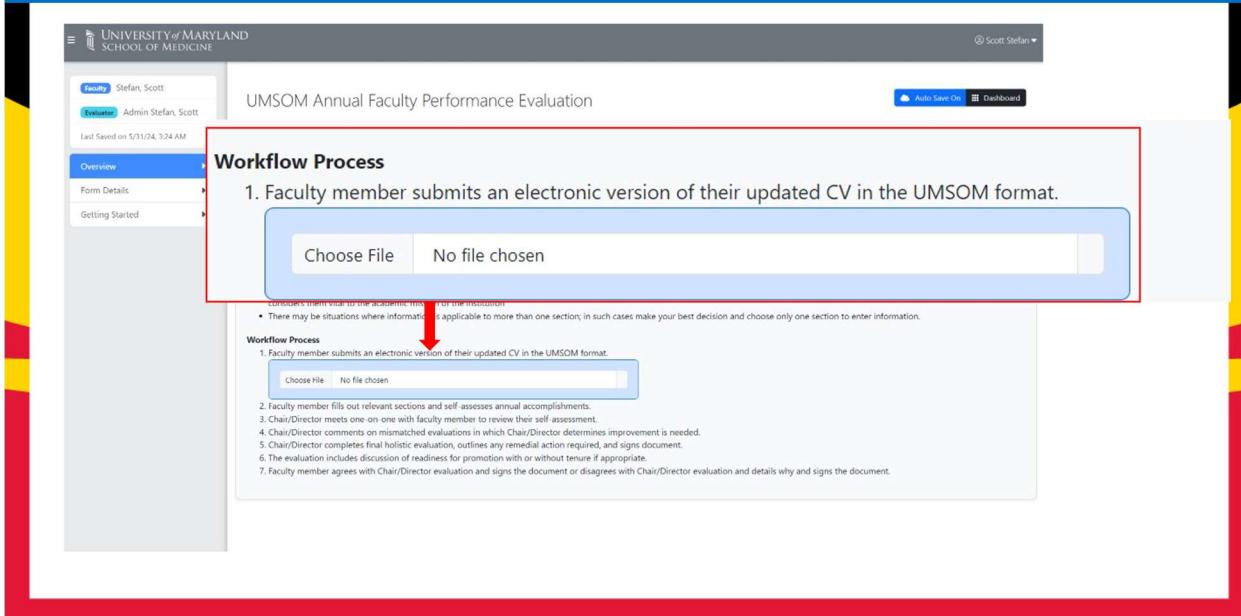
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- Faculty member agrees with Chair/Director evaluation and signs the document or disagrees with Chair/Director evaluation and details why and signs the document.

Annual Faculty Evaluation Application User Documentation

FACULTY MEMBER MUST SUBMIT UPDATED CV



UMSOM Annual Faculty Performance Evaluation

Workflow Process

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

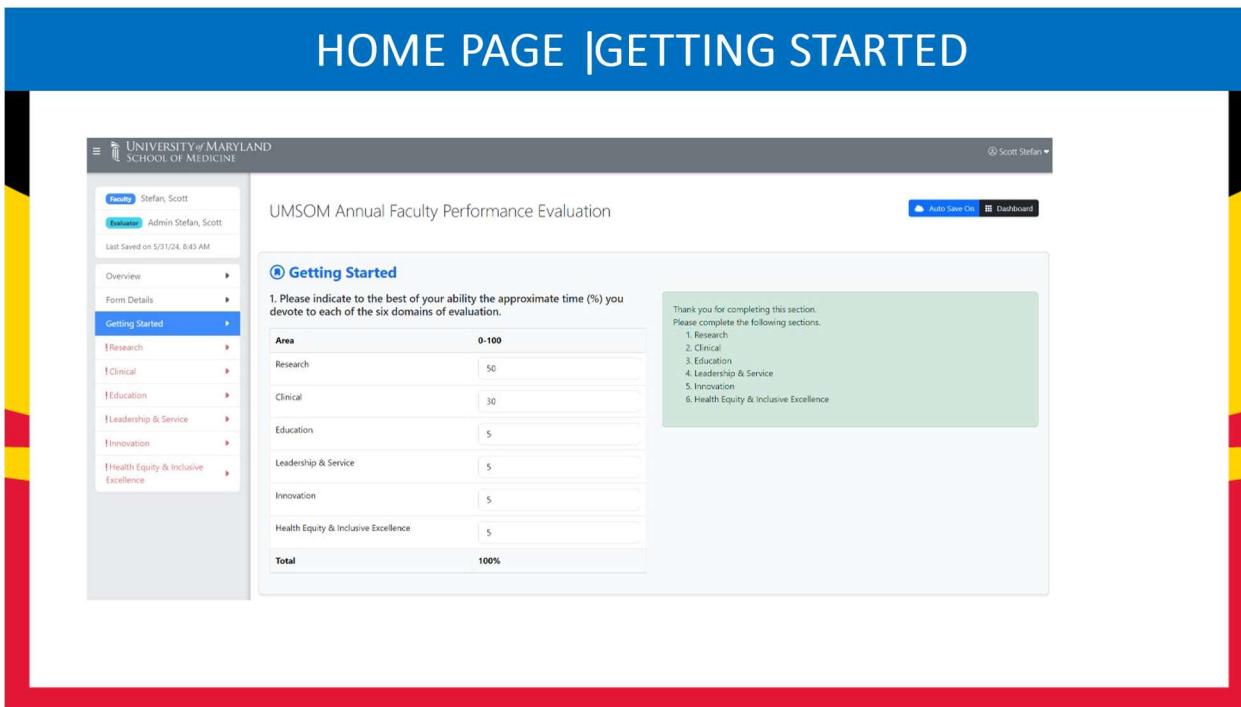
Choose File No file chosen

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

Workflow Process

1. Faculty member submits an electronic version of their updated CV in the UMSOM format.
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HOME PAGE |GETTING STARTED



UMSOM Annual Faculty Performance Evaluation

① Getting Started

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

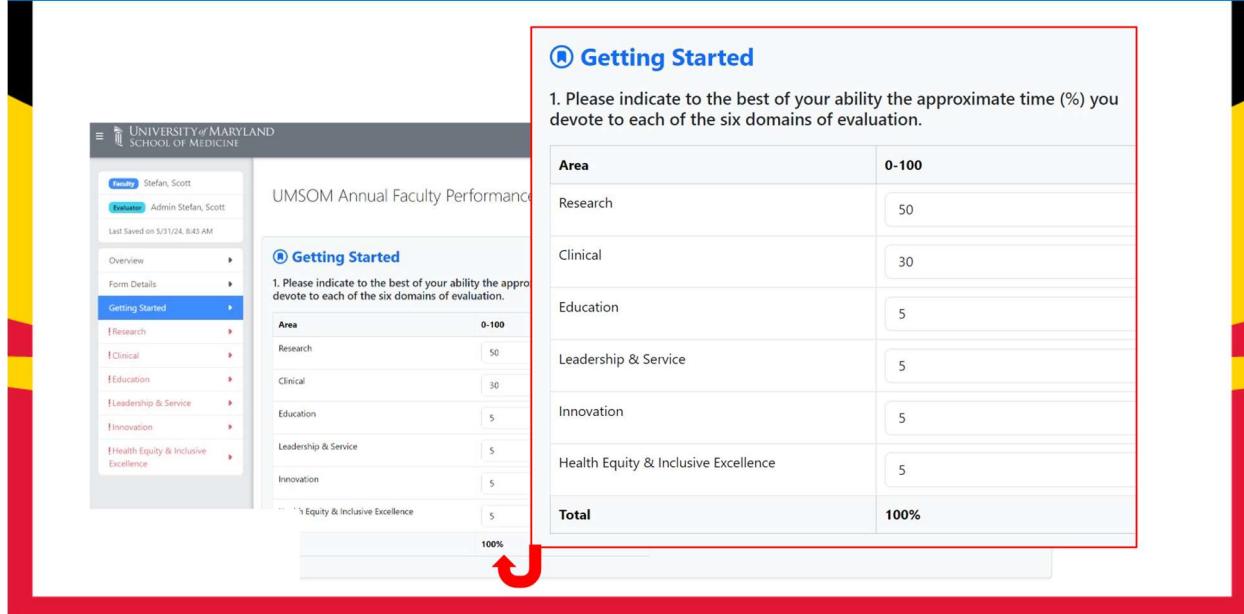
Area	0-100
Research	50
Clinical	30
Education	5
Leadership & Service	5
Innovation	5
Health Equity & Inclusive Excellence	5
Total	100%

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

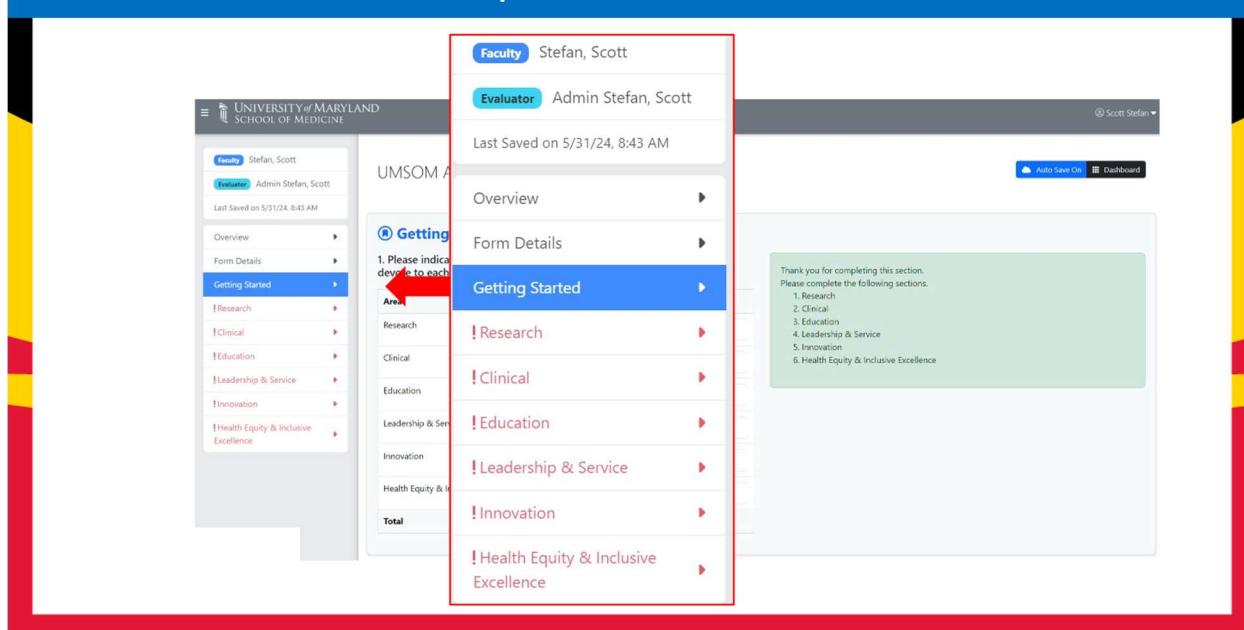


Getting Started

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
Total	100%

GETTING STARTED | SELECTED DOMAINS ACTIVATED



Getting Started

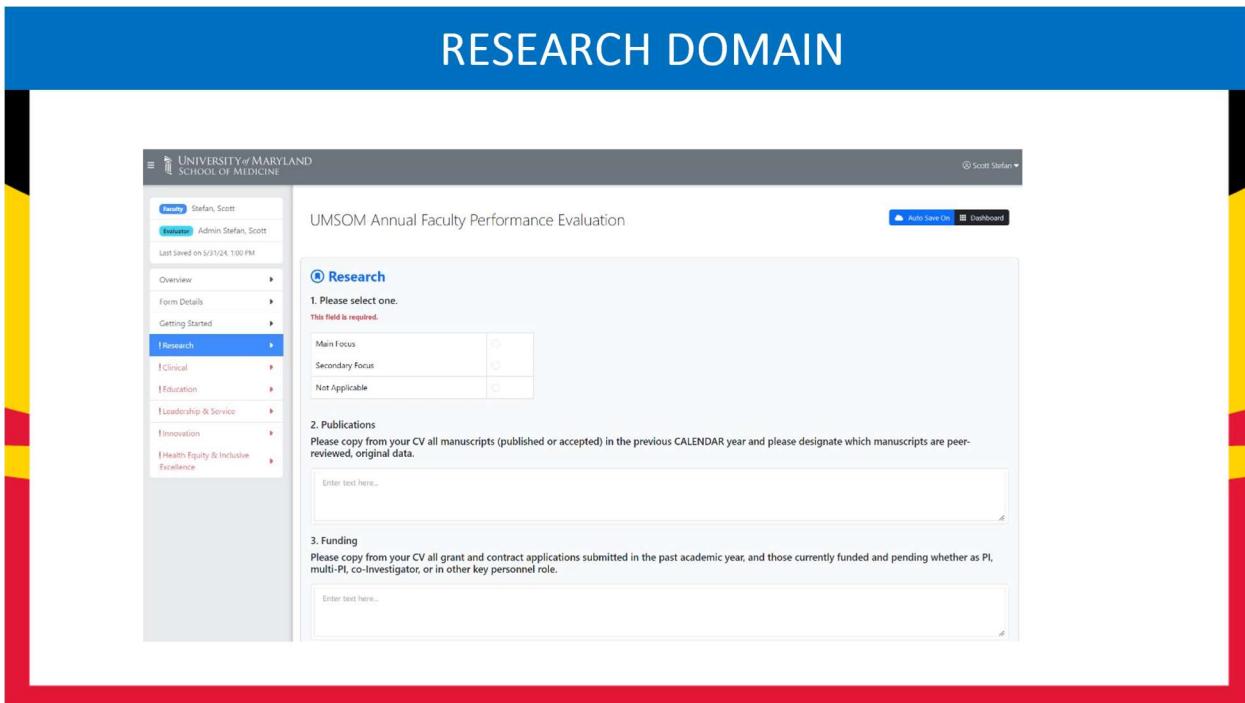
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Area	0-100
Research	50
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Innovation	5
Health Equity & Inclusive Excellence	5
Total	100%

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

RESEARCH DOMAIN



UMSOM Annual Faculty Performance Evaluation

④ Research

1. Please select one.
This field is required.

Main Focus	<input type="radio"/>
Secondary Focus	<input type="radio"/>
Not Applicable	<input type="radio"/>

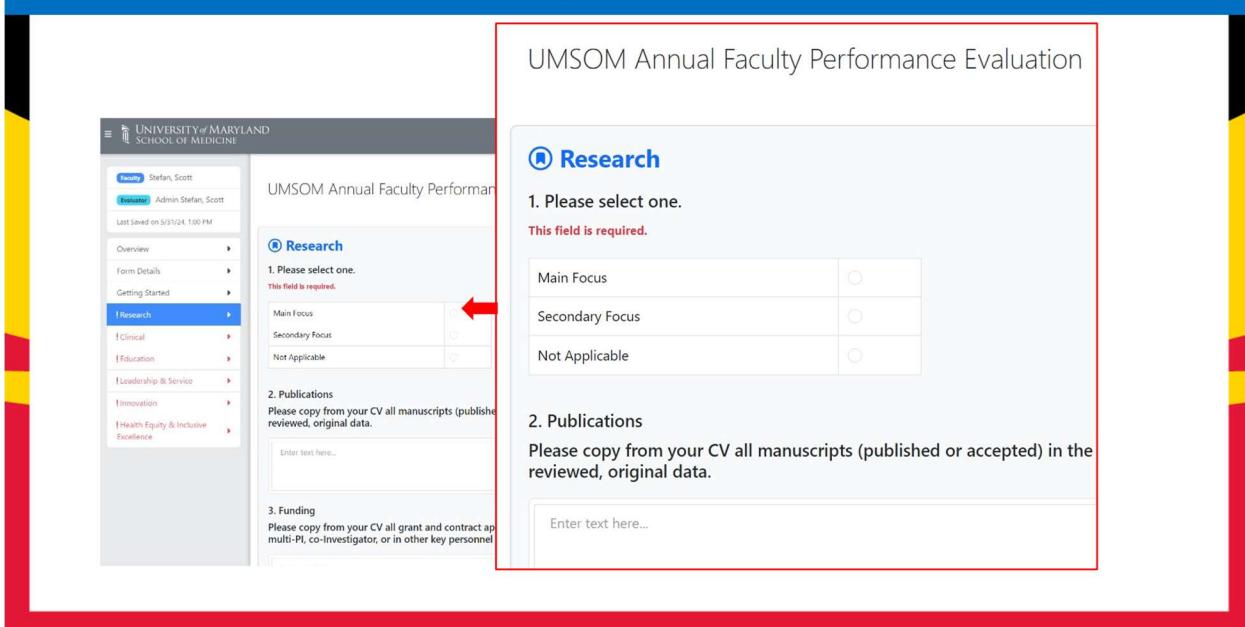
2. Publications
Please copy from your CV all manuscripts (published or accepted) in the previous CALENDAR year and please designate which manuscripts are peer-reviewed, original data.

Enter text here...

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.

Enter text here...

RESEARCH DOMAIN SELECTING IF MAIN FOCUS



UMSOM Annual Faculty Performance Evaluation

④ Research

1. Please select one.
This field is required.

Main Focus	<input type="radio"/>
Secondary Focus	<input type="radio"/>
Not Applicable	<input type="radio"/>

2. Publications
Please copy from your CV all manuscripts (published or accepted) in the previous CALENDAR year and please designate which manuscripts are peer-reviewed, original data.

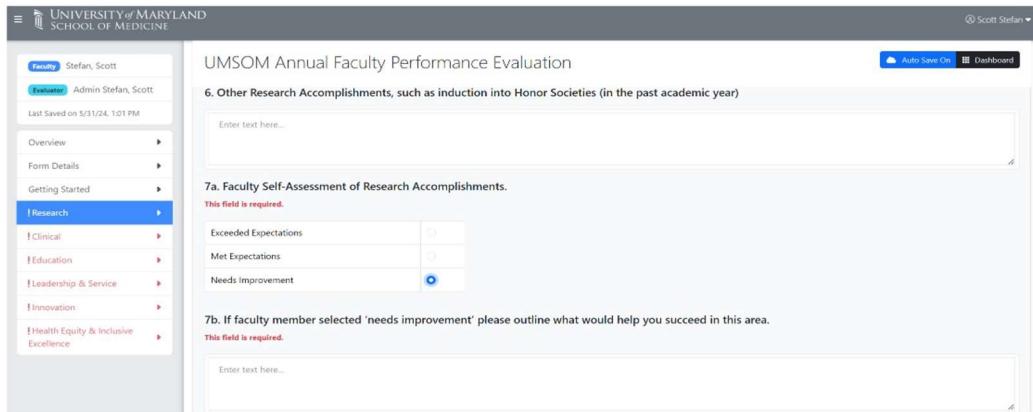
Enter text here...

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.

Enter text here...

Annual Faculty Evaluation Application User Documentation

RESEARCH DOMAIN SELF-ASSESSMENT OF PERFORMANCE



UMSOM Annual Faculty Performance Evaluation

6. Other Research Accomplishments, such as induction into Honor Societies (in the past academic year)

Enter text here...

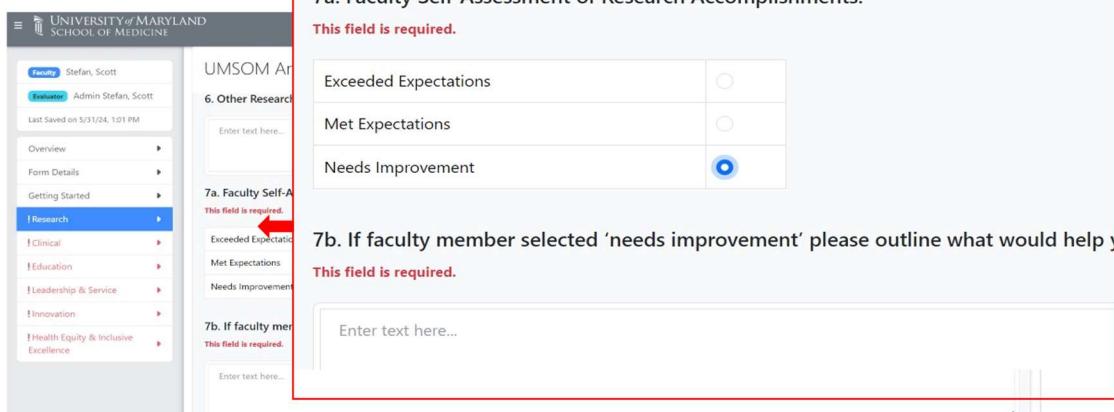
7a. Faculty Self-Assessment of Research Accomplishments.
This field is required.

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

7b. If faculty member selected 'needs improvement' please outline what would help you succeed in this area.
This field is required.

Enter text here...

RESEARCH DOMAIN SELF-ASSESSMENT OF PERFORMANCE



UMSOM Annual Faculty Performance Evaluation

6. Other Research Accomplishments

Enter text here...

7a. Faculty Self-Assessment of Research Accomplishments.
This field is required.

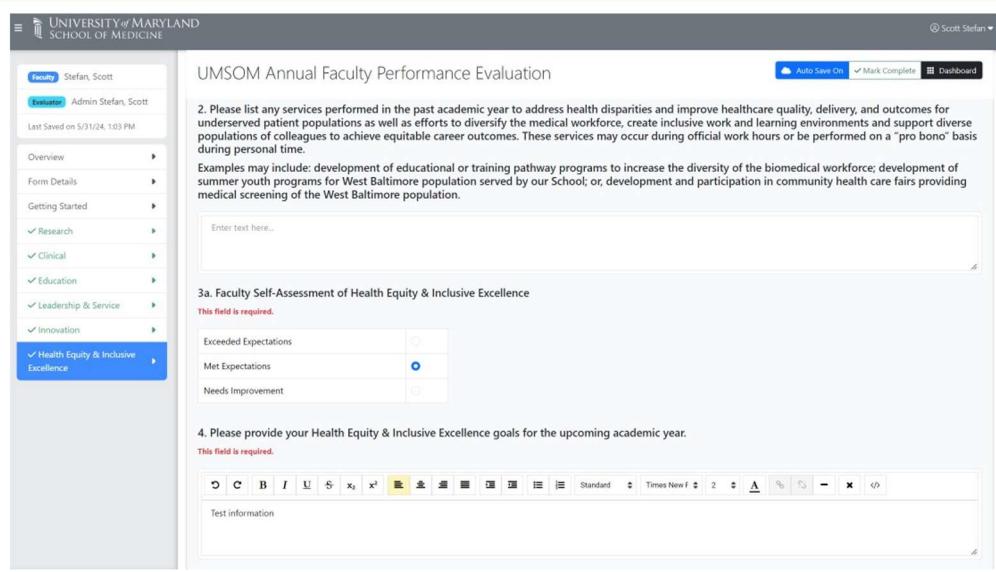
Exceeded Expectations	<input type="radio"/>
Met Expectations	<input type="radio"/>
Needs Improvement	<input checked="" type="radio"/>

7b. If faculty member selected 'needs improvement' please outline what would help you succeed in this area.
This field is required.

Enter text here...

Annual Faculty Evaluation Application User Documentation

COMPLETION OF ALL CHOSEN DOMAINS

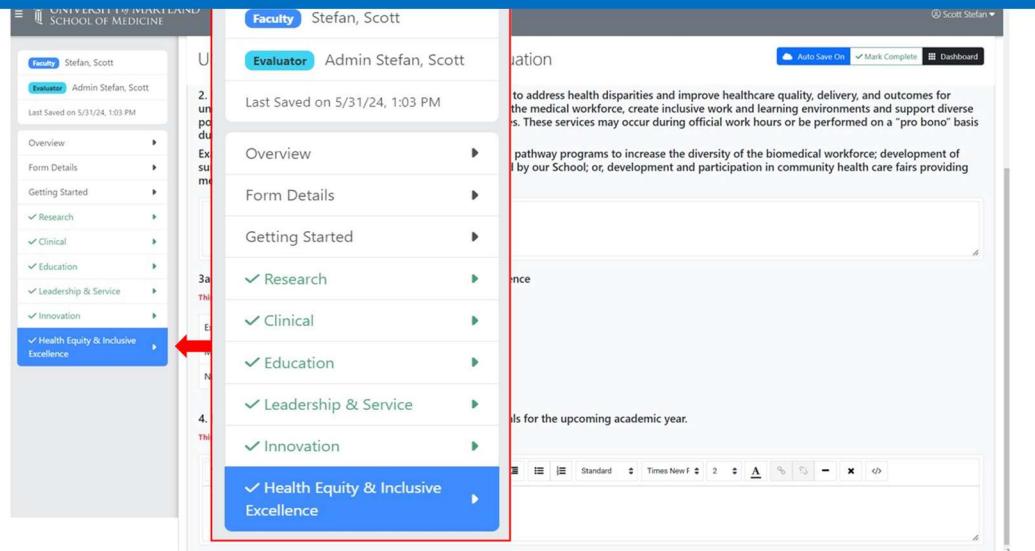


The screenshot shows the 'UMSOM Annual Faculty Performance Evaluation' application. The left sidebar shows a navigation menu with the 'Health Equity & Inclusive Excellence' domain selected. The main content area displays a question: '2. Please list any services performed in the past academic year to address health disparities and improve healthcare quality, delivery, and outcomes for underserved patient populations as well as efforts to diversify the medical workforce, create inclusive work and learning environments and support diverse populations of colleagues to achieve equitable career outcomes. These services may occur during official work hours or be performed on a "pro bono" basis during personal time.' Below the question is a text input field with placeholder text 'Enter text here...'.

Below the text input field is a section titled '3a. Faculty Self-Assessment of Health Equity & Inclusive Excellence'. It contains three radio buttons: 'Exceeded Expectations', 'Met Expectations' (which is selected), and 'Needs Improvement'.

At the bottom of the page, there is a question: '4. Please provide your Health Equity & Inclusive Excellence goals for the upcoming academic year.' This field is marked as required. Below the question is a rich text editor with a toolbar and a placeholder text 'Test information'.

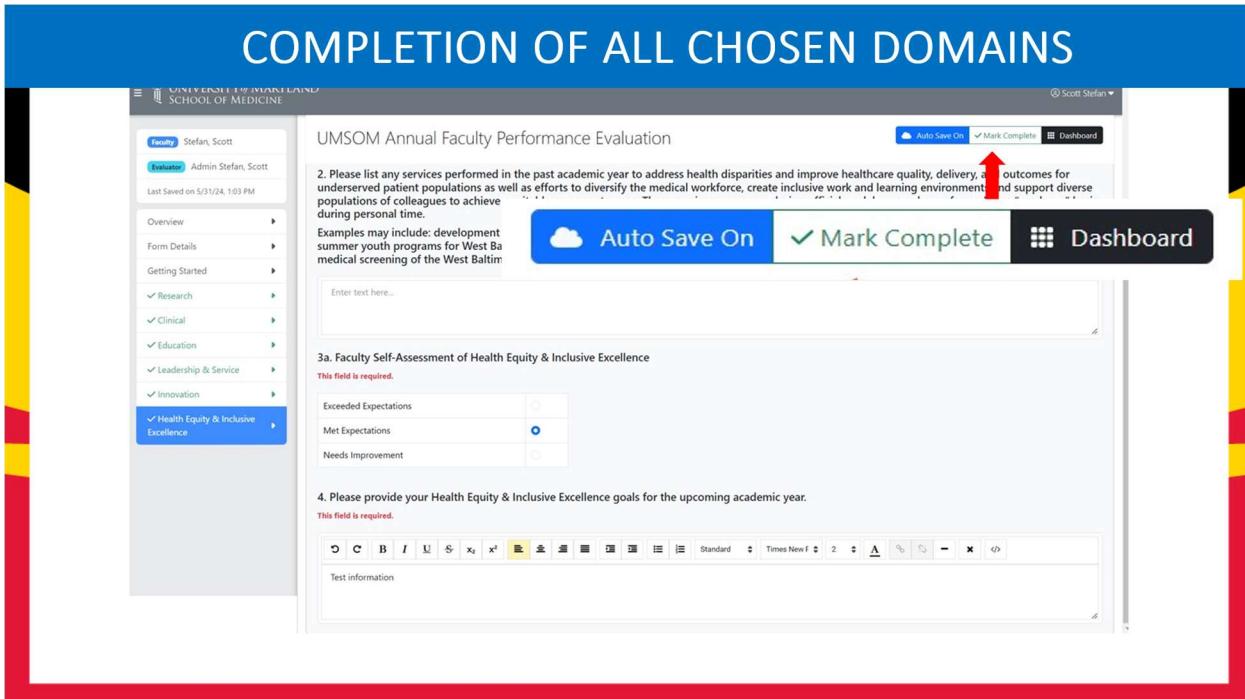
COMPLETION OF ALL CHOSEN DOMAINS



The screenshot shows the 'UMSOM Annual Faculty Performance Evaluation' application. The left sidebar shows a navigation menu with the 'Health Equity & Inclusive Excellence' domain selected. A red arrow points to the 'Health Equity & Inclusive Excellence' link in the sidebar. The main content area displays the same questions and sections as the previous screenshot, including the self-assessment and goals sections.

Annual Faculty Evaluation Application User Documentation

COMPLETION OF ALL CHOSEN DOMAINS



UMSOM Annual Faculty Performance Evaluation

2. Please list any services performed in the past academic year to address health disparities and improve healthcare quality, delivery, and outcomes for underserved patient populations as well as efforts to diversify the medical workforce, create inclusive work and learning environments, and support diverse populations of colleagues to achieve during personal time. Examples may include: development of summer youth programs for West Baltimore medical screening of the West Baltimore.

Auto Save On **Mark Complete** **Dashboard**

3a. Faculty Self-Assessment of Health Equity & Inclusive Excellence

This field is required.

Exceeded Expectations

Met Expectations

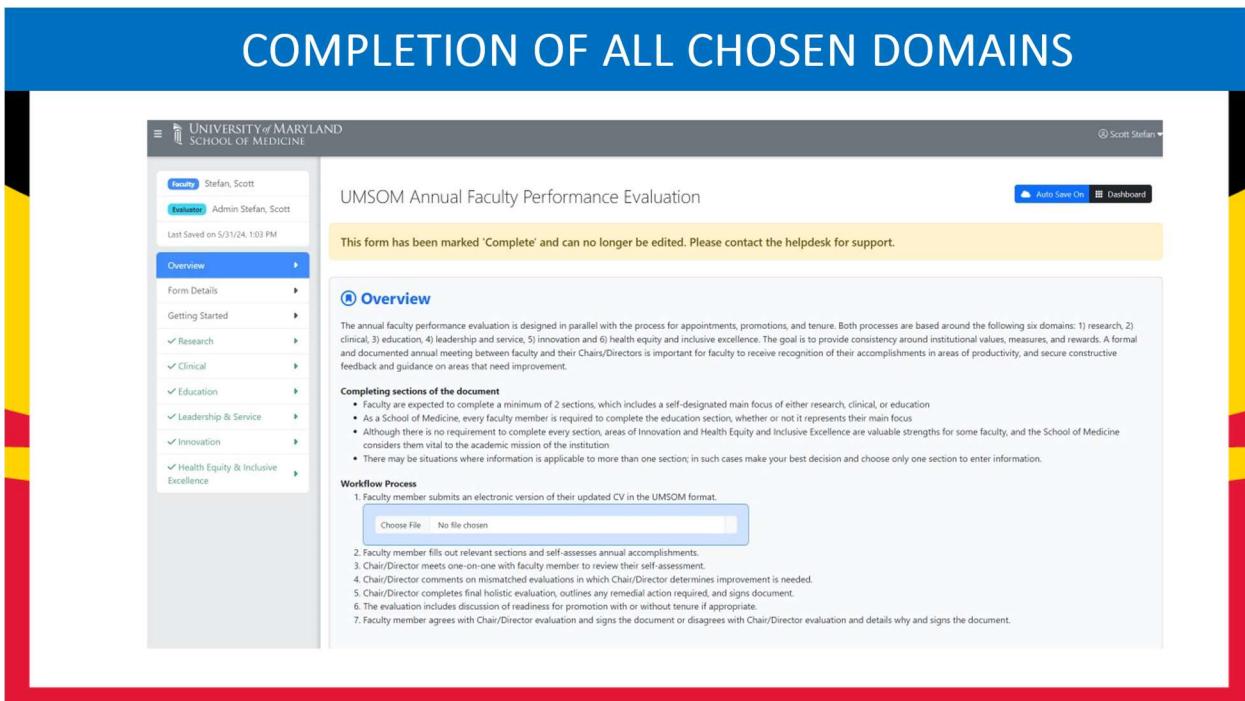
Needs Improvement

4. Please provide your Health Equity & Inclusive Excellence goals for the upcoming academic year.

This field is required.

Test information

COMPLETION OF ALL CHOSEN DOMAINS



UMSOM Annual Faculty Performance Evaluation

This form has been marked 'Complete' and can no longer be edited. Please contact the helpdesk for support.

Overview

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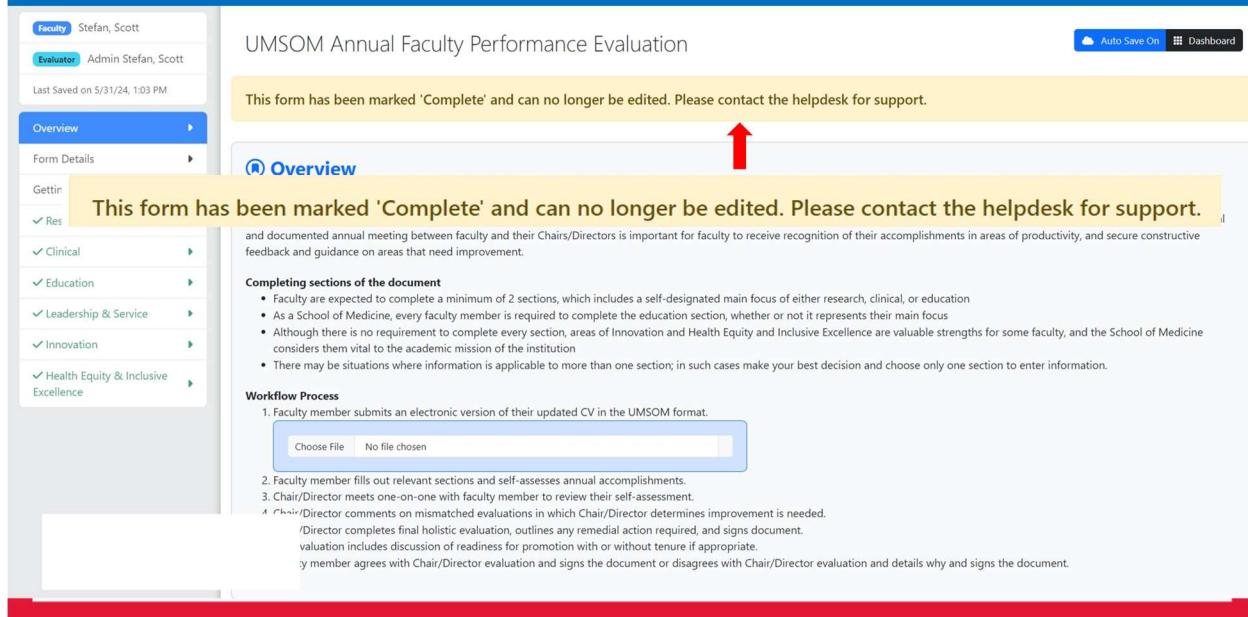
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FORM LOCKED FOR SENDING TO CHAIR/DIRECTOR



UMSOM Annual Faculty Performance Evaluation

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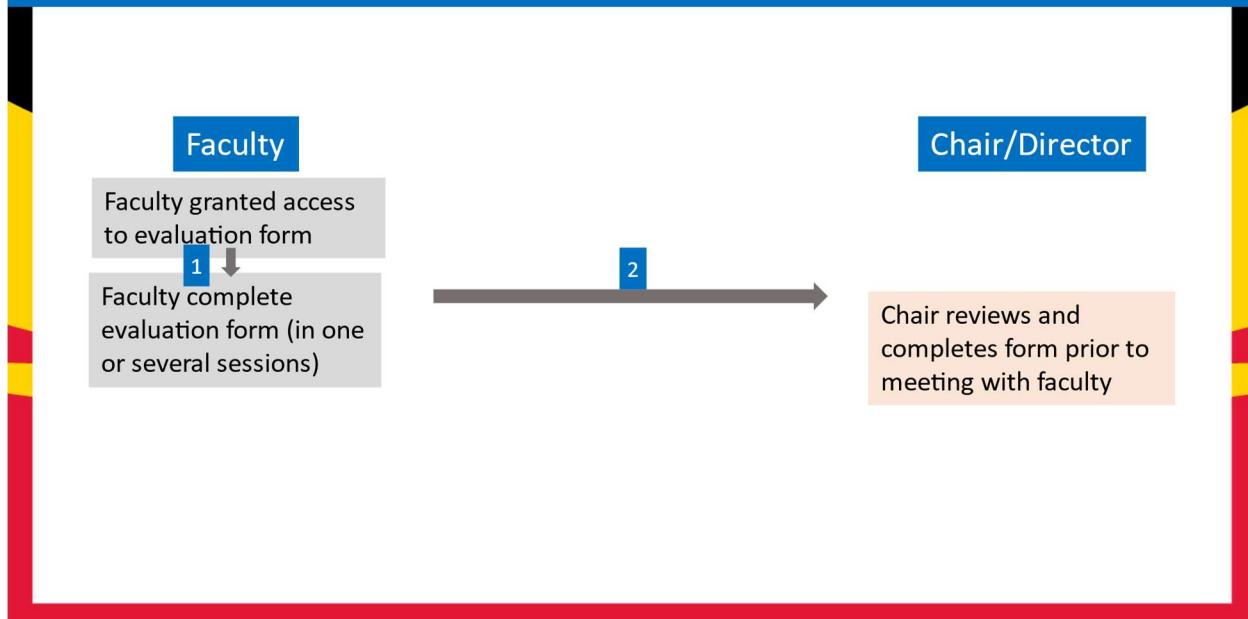
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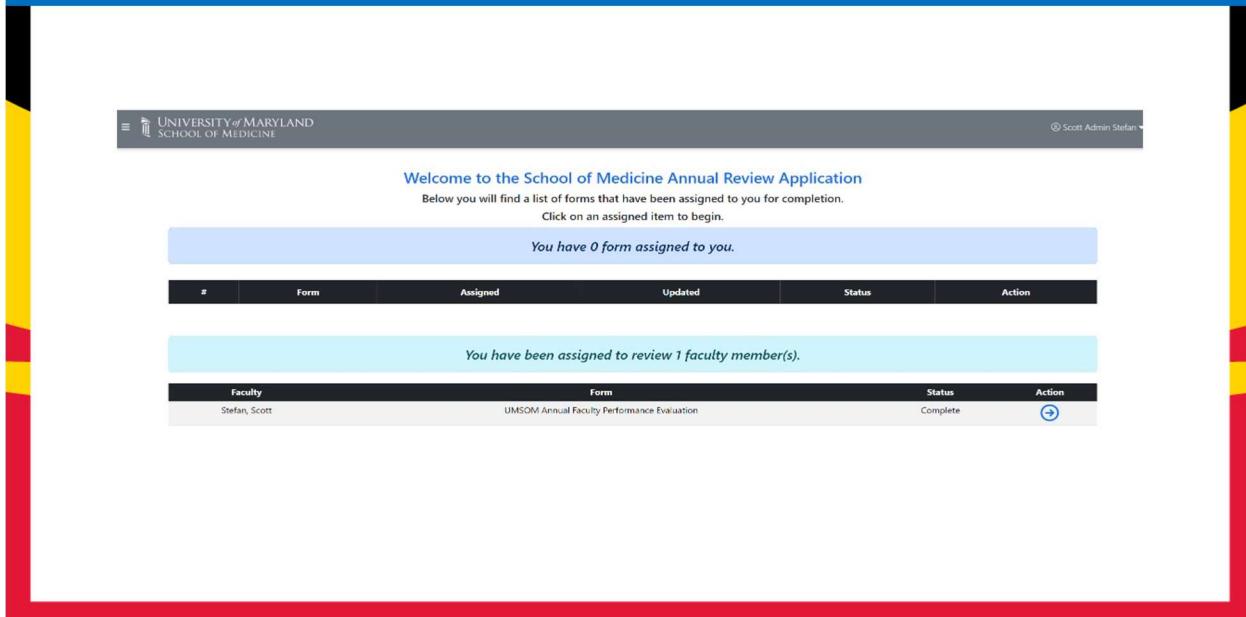
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WORKFLOW FORM MADE AVAILABLE TO CHAIR/DIRECTOR



Annual Faculty Evaluation Application User Documentation

WORKFLOW FORM MADE AVAILABLE TO CHAIR/DIRECTOR



Welcome to the School of Medicine Annual Review Application

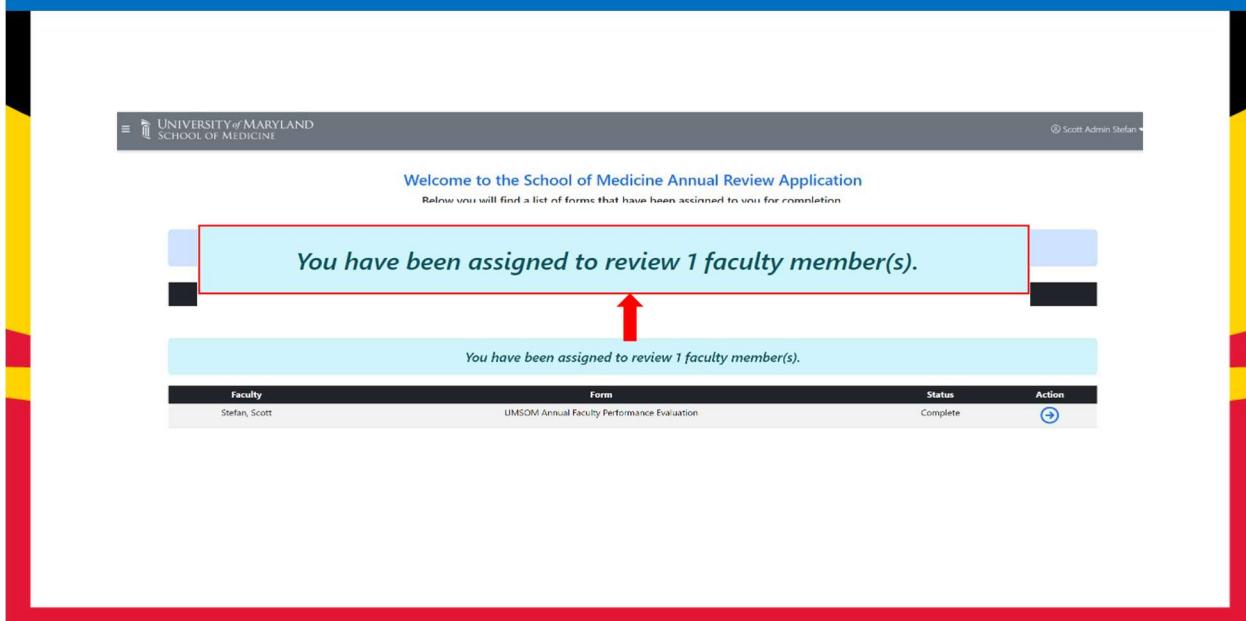
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Click on an assigned item to begin.

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	

WORKFLOW FORM MADE AVAILABLE TO CHAIR/DIRECTOR



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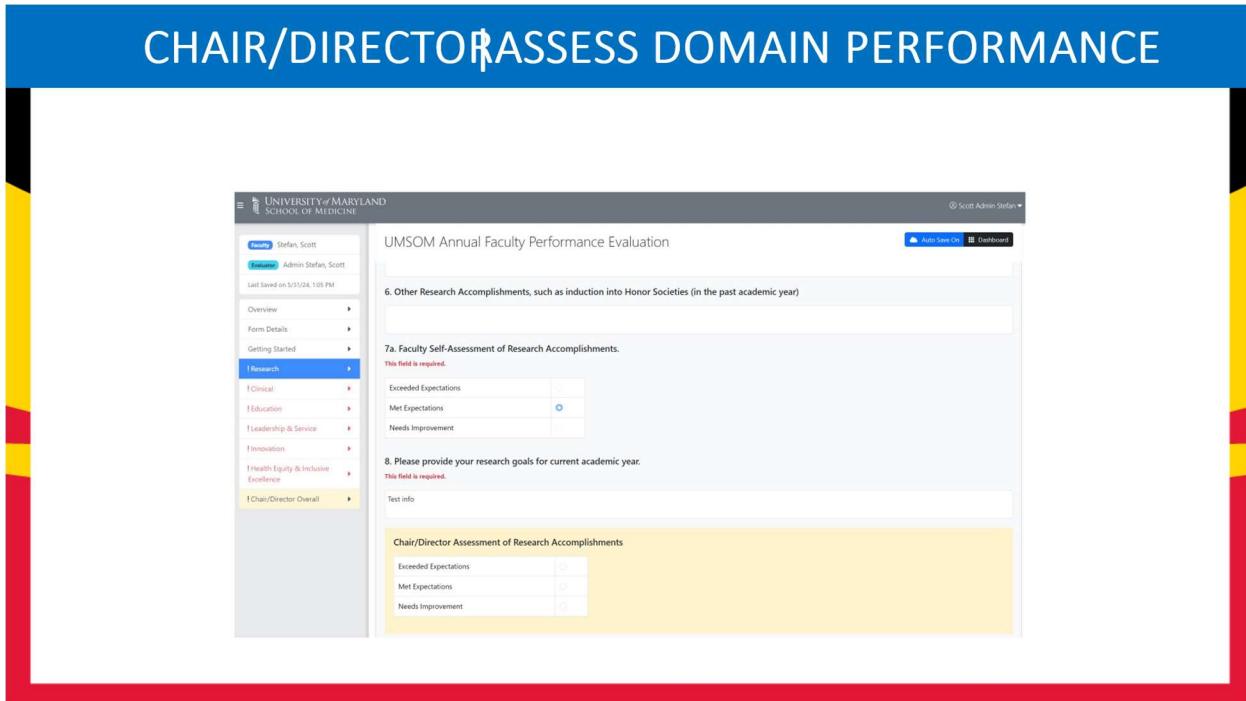
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Faculty	Form	Status	Action
Stefan, Scott	UMSOM Annual Faculty Performance Evaluation	Complete	

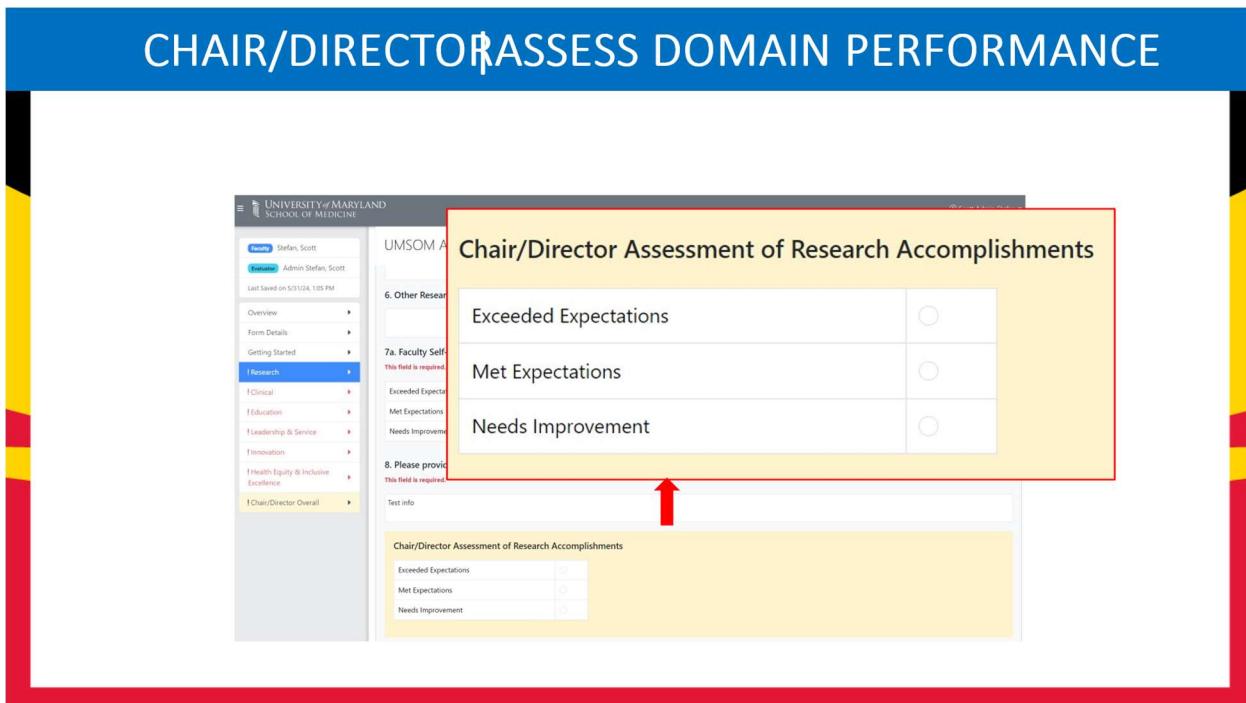
Annual Faculty Evaluation Application User Documentation

CHAIR/DIRECTOR ASSESS DOMAIN PERFORMANCE



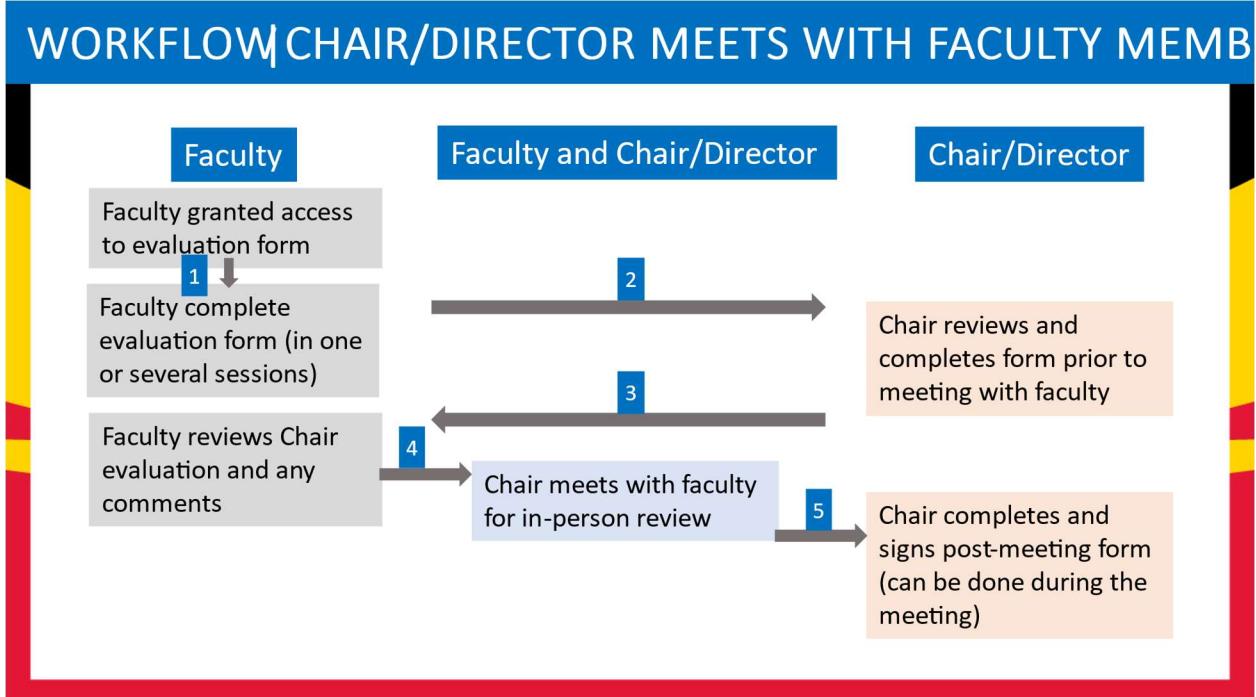
The screenshot shows the 'UMSOM Annual Faculty Performance Evaluation' application. The left sidebar has a 'Research' section selected. The main content area displays the '7a. Faculty Self-Assessment of Research Accomplishments' and '8. Please provide your research goals for current academic year.' sections. A yellow box highlights the 'Chair/Director Assessment of Research Accomplishments' section, which contains three radio buttons: 'Exceeded Expectations', 'Met Expectations' (selected), and 'Needs Improvement'.

CHAIR/DIRECTOR ASSESS DOMAIN PERFORMANCE

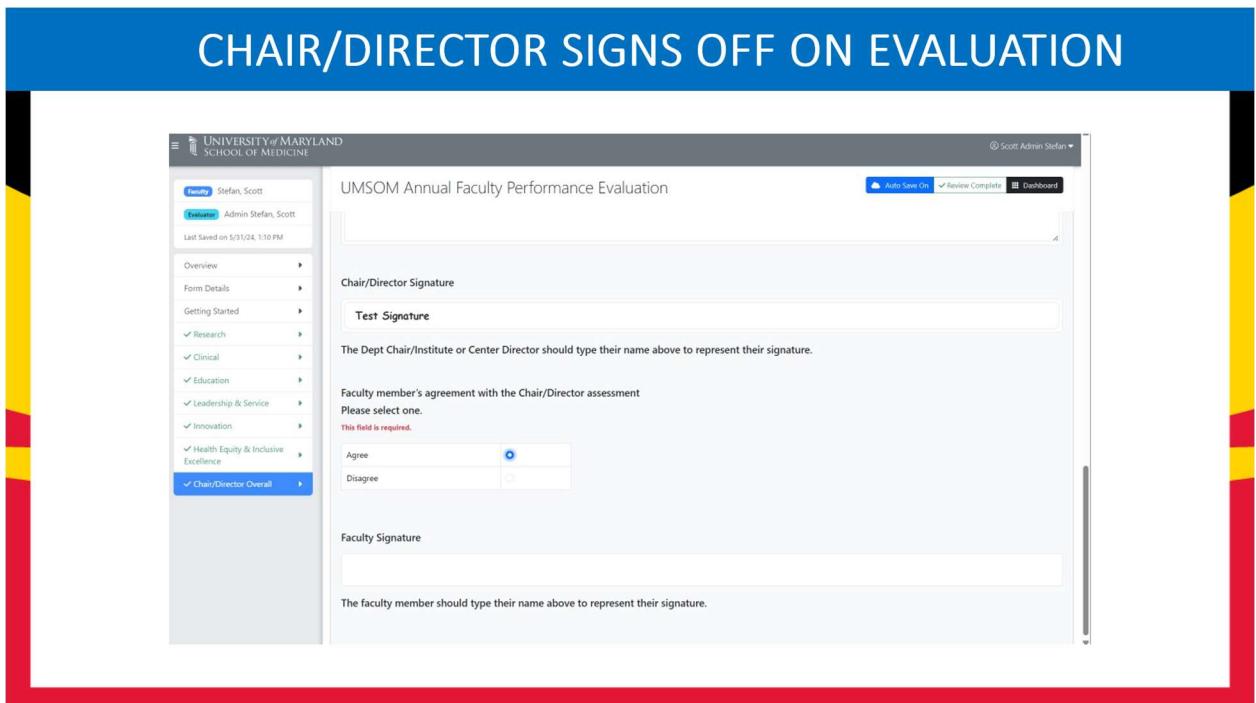


The screenshot shows the same application interface. A red box highlights the 'Chair/Director Assessment of Research Accomplishments' section, which contains three radio buttons: 'Exceeded Expectations', 'Met Expectations' (selected), and 'Needs Improvement'. A red arrow points to the 'Met Expectations' radio button.

Annual Faculty Evaluation Application User Documentation



CHAIR/DIRECTOR SIGNS OFF ON EVALUATION



The screenshot shows the "UMSOM Annual Faculty Performance Evaluation" application interface. The left sidebar shows a navigation menu with "Faculty" and "Evaluator" selected. The main content area displays the "Chair/Director Signature" section, which includes a "Test Signature" input field and a note: "The Dept Chair/Institute or Center Director should type their name above to represent their signature." Below this is a section for "Faculty member's agreement with the Chair/Director assessment" with a "Please select one." note. A radio button labeled "Agree" is selected. The interface also includes "Auto Save On" and "Review Complete" buttons, and a "Dashboard" link.

Annual Faculty Evaluation Application User Documentation

CHAIR/DIRECTOR SIGNS OFF ON EVALUATION



Chair/Director Signature

Test Signature

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

Chair/Director Signature

Test Signature

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

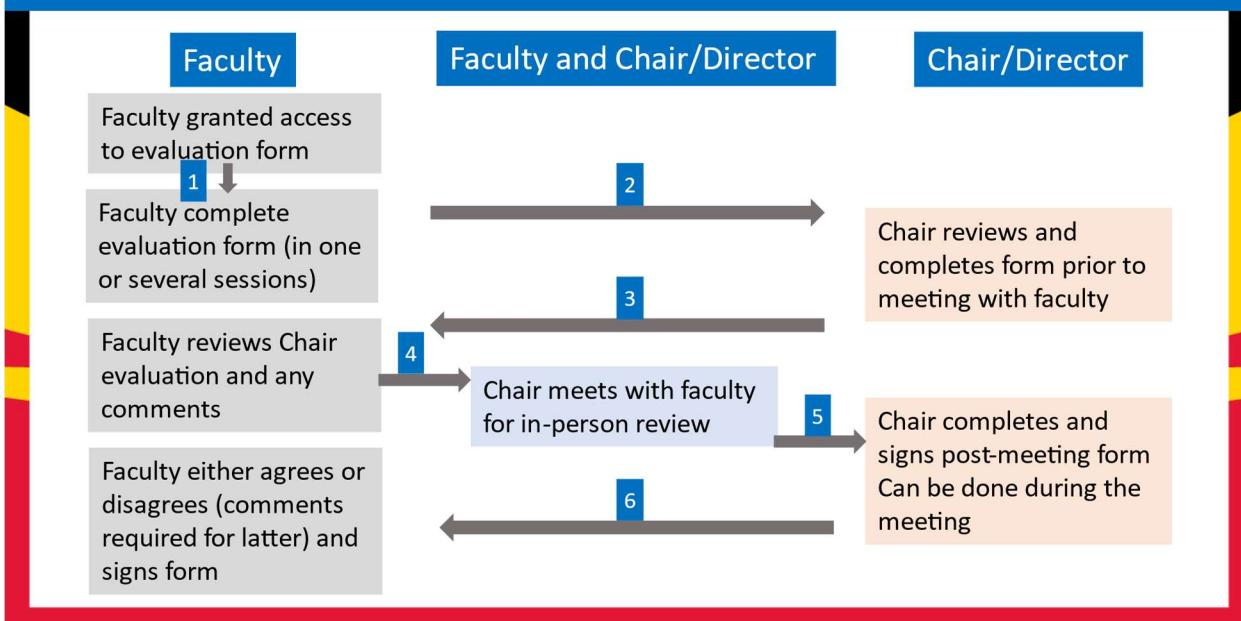
Faculty member's agreement with the Chair/Director assessment
Please Select one.

This field is required.

Agree

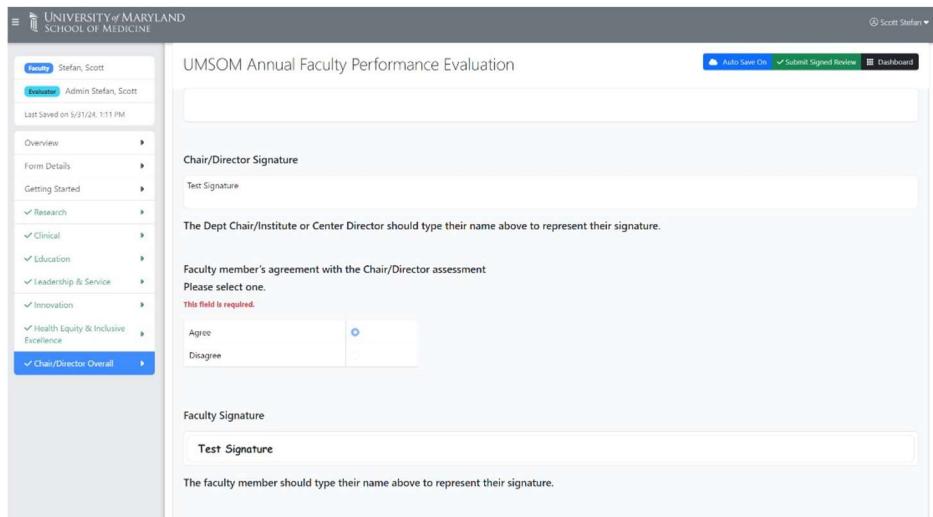
Disagree

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

Scott Stefan

Faculty Stefan, Scott
Evaluator Admin Stefan, Scott
Last Saved on 5/31/24, 1:11 PM

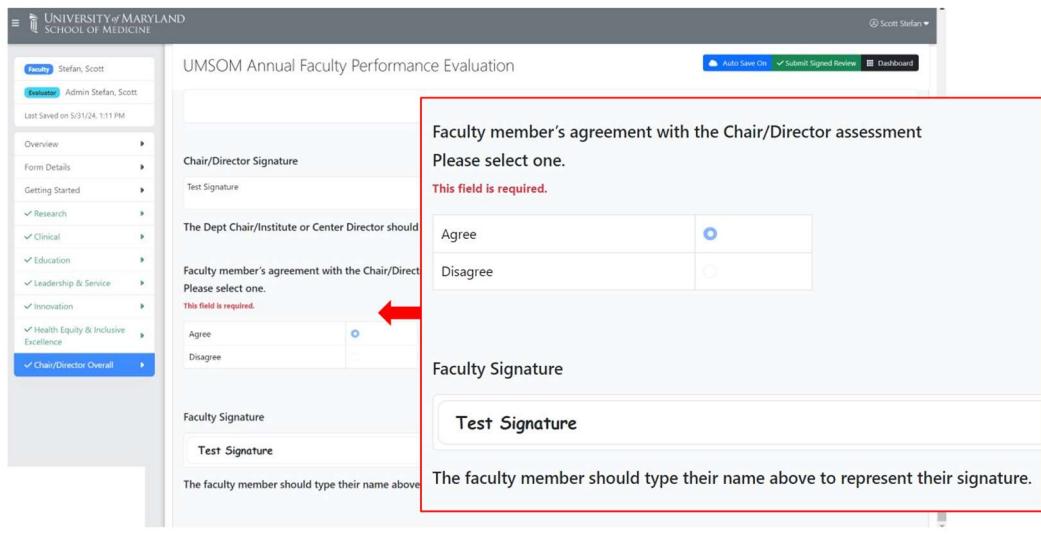
Overview Form Details Getting Started ✓ Research ✓ Clinical ✓ Education ✓ Leadership & Service ✓ Innovation ✓ Health Equity & Inclusive Excellence ✓ Chair/Director Overall

Chair/Director Signature
Text 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 Disagree

Faculty Signature
Text 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

Scott Stefan

Faculty Stefan, Scott
Evaluator Admin Stefan, Scott
Last Saved on 5/31/24, 1:11 PM

Overview Form Details Getting Started ✓ Research ✓ Clinical ✓ Education ✓ Leadership & Service ✓ Innovation ✓ Health Equity & Inclusive Excellence ✓ Chair/Director Overall

Chair/Director Signature
Text 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 Disagree

Faculty Signature
Text Signature
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