

Burrell College of Osteopathic Medicine

Process for the Annual Faculty Performance Evaluation

1. Faculty submits their completed annual performance evaluation to their chair or designated supervisor.
2. Chair or direct supervisor reviews the annual performance evaluation.
3. Chair and faculty member meet to discuss the annual performance evaluation.
4. If necessary faculty member modifies the evaluation and future goals
5. Chair and faculty member sign and submit the annual performance evaluation to the appropriate dean (Curriculum, Clinical, OPP, etc)
6. Dean reviews annual performance evaluation and discusses it with the chair. The dean may ask for clarification and modifications as needed.
7. Chair and faculty member review dean's comments. When necessary, the faculty member makes appropriate changes.
8. Dean approves the Final version of the faculty member's annual performance evaluation.
9. Dean's signed approval is submitted to the faculty member, chair, and HR by **June 15, 2017**.

Annual Faculty Performance Evaluation

Name/Degree _____

Academic Rank/Department _____

Evaluation Period: June 20____ to May 20____

Record approximate percent time devoted to:

Research activities _____%

Teaching activities _____%

Clinical activities _____%

Service activities _____%

Administrative activities _____%

Other activities _____%

Total *100* %

NOTE: Throughout this document, please demonstrate how your activities, accomplishments, and goals align with the mission and vision of Burrell College of Osteopathic Medicine.

I. TEACHING ACTIVITIES

Annual Review

The information included in this section should be limited to your teaching activities during this academic year

Teaching Accomplishments

Provide a bulleted list of your teaching activities, including teaching in both clinical and nonclinical settings. Examples of teaching activities can be found in the Faculty Council Bylaws, Appendix 2, Part A.

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Self-Assessment of Teaching Activities

Briefly comment on the extent to which you feel you met your teaching goals as defined this academic year. Include the challenges you have faced during this academic period, and the approach you took to address each challenge. Indicate what you, the department, or the institution could do to enhance your professional development in this academic area.

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Evaluation of Teaching Activities by Department Chair/Evaluator

Comment on accomplishments, strengths, weaknesses.

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Department Chair/Evaluator: Rate Achievement of Teaching Plans (*circle one*)

“Exceeds Expectations”

“Met Expectations”

“Did Not Meet Expectations”

Teaching Plans and Measurable Outcomes

The information included in this section should be limited to your teaching plans in the future

Teaching Plans and Measurable Outcomes	Department Chair/Evaluator Comments
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Department Chair/Evaluator: Rate Teaching Plans Based on Academic Rank and Position (*circle one*)

“Overly Demanding Plans”

“On Target Plans”

“More Challenging Plans Needed”

II. RESEARCH/ SCHOLARLY ACTIVITY

The information included in this section should be limited to your research activities during this academic year

Research/Scholarly Activity Accomplishments

Provide a bulleted list of your scholarly and research activities. Examples of such activities can be found in the Faculty Council Bylaws, Appendix 2, Part C.

Self-Assessment of Research/Scholarly Activity

Briefly comment on the extent to which you feel you accomplished your research plans as defined last year. Include the challenges you have faced during this academic period, and the approach you took to address each challenge. Indicate what you, the department, or the institution could do to enhance your professional development in this academic area.

Self-assessment of Research/Scholarly Activity for Previous Academic Year

Evaluation of Research/Scholarly Activity by Department Chair/Evaluator

Comment on accomplishments, strengths, weaknesses.

Department Chair/Evaluator: Rate Achievement of Projected Research Plans (*circle one*)

“Exceeded Expectations” “Met Expectations” “Did Not Meet Expectations”

Research and Scholarly Activity Plans and Measurable Outcomes

<p>Research/Scholarly Activity Goals and Measurable Outcomes for Upcoming Year</p> <ul style="list-style-type: none">•	<p style="text-align: center;">Department Chair/Evaluator Comments</p>
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Department Chair/Evaluator: Rate Research/Scholarly Activity Plans Based on Academic Rank and Position (*circle one*)

“Overly Demanding Plans” “On Target Plans” “More Challenging Plans Needed”

III. CLINICAL ACTIVITIES

Annual Review

The information included in this section should be limited to your clinical activities during this academic year.

Clinical Accomplishments

Provide a bulleted list of your clinical activities. Examples of such activities can be found in the Faculty Council Bylaws, Appendix 2, Part D. Include both BCOM clinic activities and off-site clinic activities.

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Self-Assessment of Clinical Activities

Briefly comment on the extent to which you feel you met your clinical goals.

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Evaluation of Clinical Activities by Department Chair/Evaluator

Comment on accomplishments, strengths, weaknesses.

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Department Chair/Evaluator: Rate Achievement of Projected Clinical Plans (*circle one*)

“Exceeded Expectations”

“Met Expectations”

“Did Not Meet Expectations”

Clinical Plans and Measurable Outcomes

The information included in this section should be limited to your teaching plans in the future

Clinical Plans and Measurable Outcomes	Department Chair/Evaluator Comments
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Department Chair/Evaluator: Rate Clinical Plans Based on Academic Rank and Position (*circle one*)

“Overly Demanding Plans”

“On Target Plans”

“More Challenging Plans Needed”

IV. SERVICE ACTIVITIES

Annual Review

The information included in this section should be limited to your service activities during this academic year.

Service Accomplishments

Provide a bulleted list of your service activities. Examples of such activities can be found in the Faculty Council Bylaws, Appendix 2, Part B.

Self-Assessment of Service Activities

If you wish, briefly comment on the extent to which you feel you met your service goals .

Evaluation of Service Activities by Department Chair/Evaluator

Comment on accomplishments, strengths, weaknesses.

Department Chair/Evaluator: Rate Achievement of Projected Service Plans (*circle one*)

“Exceeded Expectations”

“Met Expectations”

“Did Not Meet Expectations”

Service Plans and Measurable Outcomes

The information included in this section should be limited to your service plans for the upcoming academic year.

Service Plans and Measurable Outcomes	Department Chair/Evaluator Comments
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Department Chair/Evaluator: Rate Service Plans Based on Academic Rank and Position (*circle one*)

“Overly Demanding Plans”

“On Target Plans”

“More Challenging Plans Needed”

V. ADMINISTRATIVE ACTIVITIES

Annual Review

The information included in this section should be limited to your administrative activities during this academic year.

Administrative Accomplishments

Include for each of your administrative activities the type of activity, your role in the activity, time/effort in the activity, and accomplishments during the activity. This section can include, but is not limited to, directorships, instructor of record, dean positions, or chair positions.

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Self-Assessment of Administrative Activities

Briefly comment on the extent to which you feel you met your administrative goals.

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Evaluation of Administrative Activities by Department Chair/Evaluator

Comment on accomplishments, strengths, weaknesses, and if the annual performance goals were met. Provide detailed comments and specific expectations when improvements are needed.

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Department Chair/Evaluator: Rate Achievement of Projected Administrative Plans (*circle one*)

“Exceeded Expectations”

“Met Expectations”

“Did Not Meet Expectations”

Administrative Plans and Measurable Outcomes

The information included in this section should be limited to your administrative plans for the upcoming academic year.

Administrative Plans and Measurable Outcomes	Department Chair/Evaluator Comments

Department Chair/ Evaluator: Rate Administrative Plans Based on Academic Rank and Position (*circle one*)

“Overly Demanding Plans”

“On Target Plans”

“More Challenging Plans Needed”

VI. OTHER ACTIVITIES

Annual Review

Accomplishments

Provide a bulleted list and thorough description of your additional activities that do not fit in one of the above categories

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Self-Assessment

Briefly comment on the extent to which you feel you met your goals in this category.

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Evaluation by Department Chair/Evaluator

Comment on accomplishments, strengths, weaknesses, and if the annual performance goals were met. Provide detailed comments and specific expectations when improvements are needed.

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Department Chair/Evaluator: Rate Achievement of Projected Administrative Plans (*circle one*)

“Exceeded Expectations”

“Met Expectations”

“Did Not Meet Expectations”

Other Activities Plans and Measurable Outcomes

The information included in this section should be limited to the activities listed as “other” for the upcoming academic year.

Plans and Measurable Outcomes	Department Chair/Evaluator Comments
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Department Chair/ Evaluator: Rate Plans Based on Academic Rank and Position (*circle one*)

“Overly Demanding Plans”

“On Target Plans”

“More Challenging Plans Needed”

4. **ADDITIONAL COMMENTS BY DEPARTMENT CHAIR OR EVALUATOR**

Include, as needed, any additional comments not reflected elsewhere on this form. Please be explicit about areas requiring improvement or increased effort and also about areas of strength that should continue (use additional pages as needed).

A. Annual Review

B. Academic Plans and Measurable Outcomes for the next academic year.

Research/scholarly activity plans:

Progress Report

Department Chair/Evaluator requests that the faculty member submit a progress report on the identified areas requiring improvement by : _____

Yes No

Faculty Member's Responses to the Comments of the Department Chair/Evaluator (Optional)

A. Annual Review

B. Academic Plans and Measurable Outcomes for the Next Academic Year

Meeting Date between Evaluator and Faculty Member

Faculty Member's Signature
Read Review and Acknowledge Meeting Date

Evaluator's Printed Name

Evaluator's Signature if Different than Department Chair

Department Chair's Printed Name

Department Chair's Signature

ASSIGNMENT OF ACTIVITIES FOR UPCOMING ACADEMIC YEAR

Record approximate percent time expected to be devoted to:

Research activities	_____ %
Teaching activities	_____ %
Clinical activities	_____ %
Service activities	_____ %
Administrative activities	_____ %
Other activities	_____ %
Total	100 %