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 and may provide comments on the evaluation.
5. Chair and faculty member sign and submit the annual performance evaluation to the appropriate dean.
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 May 1st.
Annual Faculty Performance Evaluation

Name/Degree ____________________________________________________________

Academic Rank/Department ________________________________________________

Evaluation Period: June 20____ to May 20____

Time Effort Reporting (used to reassess work effort allocation):

<table>
<thead>
<tr>
<th></th>
<th>Work hours per week according to current contract</th>
<th>Estimated actual work hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Service (i.e., teaching)</td>
<td></td>
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<tr>
<td>Other Activities</td>
<td></td>
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<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If “other activities” are included in the table above, please specify what these activities are:

---

1 Only activities during this academic year should be included in this report. Throughout this document, please demonstrate how your activities, accomplishments, and goals align with the mission and vision of Burrell College of Osteopathic Medicine (Section 7 of Faculty Handbook).
ACADEMIC SERVICE (TEACHING)\textsuperscript{2}

For each goal established in the previous annual evaluation list the activities\textsuperscript{3} that have been accomplished to achieve the goal. You may also list accomplishments that are unrelated to previously established goals:

Self-Assessment of Teaching Activities
Briefly comment on the extent to which you feel you met your goals. 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 area:

Evaluation of Teaching Activities by Department Chair/Direct Supervisor
Comment on accomplishments, strengths, weaknesses:

Department Chair/Direct Supervisor: Rate Achievement of Teaching Plans (circle one)

\textbf{“Exceeded Expectations”} \hspace{2cm} \textbf{“Met Expectations”} \hspace{2cm} \textbf{“Did Not Meet Expectations”}

\textsuperscript{2} See Sections 3 and 15 of Faculty Handbook

\textsuperscript{3} You may refer to an attached curriculum instead of listing all accomplishments here.
Teaching: Future Plans and Measurable Outcomes
The information included in this section should be limited to your plans in the future.

<table>
<thead>
<tr>
<th>Plans and Measurable Outcomes</th>
<th>Department Chair/Evaluator Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Department Chair/Direct Supervisor: Rate Plans Based on Academic Rank and Position (circle one)

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

You may provide additional comments after you discussed the annual performance evaluation with your Chair/Direct Supervisor:
INSTITUTIONAL SERVICE

For each goal established in the previous annual evaluation list the activities that have been accomplished to achieve the goal. You may also list accomplishments that are unrelated to previously established goals:

Self-Assessment of Institutional Service
Briefly comment on the extent to which you feel you met your goals. 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:

Evaluation of Institutional Service by Department Chair/Direct Supervisor
Comment on accomplishments, strengths, weaknesses:

Department Chair/Direct Supervisor: Rate Achievement of Institutional Service (circle one)
“Exceeded Expectations” “Met Expectations” “Did Not Meet Expectations”

4 See Faculty Handbook Sections 3 and 16
Institutional Service: Future Plans and Measurable Outcomes

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

<table>
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Department Chair/Direct Supervisor: Rate Plans Based on Academic Rank and Position (*circle one*)

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

You may provide additional comments after you discussed the annual performance evaluation with your Chair/Direct Supervisor:

<p>| |</p>
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</table>
CLINICAL SERVICE

For each goal established in the previous annual evaluation list the activities that have been accomplished to achieve the goal. You may also list accomplishments that are unrelated to previously established goals:

Self-Assessment of Clinical Service
Briefly comment on the extent to which you feel you met your goals. 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 area:

Evaluation of Clinical Service by Department Chair/Direct Supervisor
Comment on accomplishments, strengths, weaknesses:

Department Chair/Direct Supervisor: Rate Achievement of Clinical Service (circle one)
“Exceeded Expectations” “Met Expectations” “Did Not Meet Expectations”

5 See Section 3 of Faculty Handbook
**Clinical Service: Future Plans and Measurable Outcomes**

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

<table>
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<tr>
<th>Plans and Measurable Outcomes</th>
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**Department Chair/Direct Supervisor: Rate Plans Based on Academic Rank and Position (circle one)**

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

You may provide additional comments after you discussed the annual performance evaluation with your Chair/Direct Supervisor:
RESEARCH AND SCHOLARLY ACTIVITY

For each goal established in the previous annual evaluation list the activities that have been accomplished to achieve the goal. You may also list accomplishments that are unrelated to previously established goals:

Self-Assessment of Research and Scholarly Activity
Briefly comment on the extent to which you feel you met your goals. 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 area:

Evaluation of Research and Scholarly Activity by Department Chair/Direct Supervisor
Comment on accomplishments, strengths, weaknesses:

Department Chair/Direct Supervisor: Rate Achievement of Research and Scholarly Activity (circle one)

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

---

6 See Section 3 of Faculty Handbook
Research and Scholarly Activity: Future Plans and Measurable Outcomes
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</tr>
</thead>
</table>

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

- "Overly Demanding Plans"
- "On Target Plans"
- "More Challenging Plans Needed"

You may provide additional comments after you discussed the annual performance evaluation with your Chair/Direct Supervisor:

You may provide additional comments after you discussed the annual performance evaluation with your Chair/Direct Supervisor:
ADMINISTRATIVE SERVICE

For each goal established in the previous annual evaluation list the activities that have been accomplished to achieve the goal. You may also list accomplishments that are unrelated to previously established goals:

Self-Assessment of Administrative Service
Briefly comment on the extent to which you feel you met your goals. 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 area:

Evaluation of Administrative Service by Department Chair/Direct Supervisor
Comment on accomplishments, strengths, weaknesses:

Department Chair/Direct Supervisor: Rate Achievement of Administrative Service
(circle one)
“Exceeded Expectations” “Met Expectations” “Did Not Meet Expectations”

7 See Sections 3 and 16 of Faculty Handbook
Administrative Service: Future Plans and Measurable Outcomes

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

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

You may provide additional comments after you discussed the annual performance evaluation with your Chair/Direct Supervisor:
OTHER ACTIVITIES

For each goal established in the previous annual evaluation list the activities that have been accomplished to achieve the goal. You may also list accomplishments that are unrelated to previously established goals:

Self-Assessment of Other Activities
Briefly comment on the extent to which you feel you met your goals. 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 area:

Evaluation of Other Activities by Department Chair/Direct Supervisor
Comment on accomplishments, strengths, weaknesses:

Department Chair/Direct Supervisor: Rate Achievement of Other Activities (circle one)

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

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8 This may include Service to the Profession and other activities.
Other Activities: Future Plans and Measurable Outcomes

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


You may provide additional comments after you discussed the annual performance evaluation with your Chair/Direct Supervisor:

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ADDITIONAL COMMENTS BY DEPARTMENT CHAIR OR DIRECT SUPERVISOR

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. Plans and Measurable Outcomes for the next academic year.

Progress Report

Department Chair/Direct Supervisor requests that the faculty member submits 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
SIGNATURES AND TIME EFFORT ALLOCATION FOR UPCOMING 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:

<table>
<thead>
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<th>Activity</th>
<th>Time Effort (hours/week)</th>
<th>Time Effort (%)</th>
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<td>Total (of approved FTE)</td>
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