# Faculty Annual Review

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years at Current Rank:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Faculty Hire Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Track:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenure Eligible (Y/N): \_\_\_\_\_\_\_

*Faculty members should complete the attached self-evaluation and provide this information to their department chair along with an updated CV for the period under review. Please submit to the Chair at least one week prior to the scheduled meeting. Please ensure that your* [*Faculty 180*](https://fs.utoledo.edu/adfs/ls/?SAMLRequest=fZJPT4NAEMW%2FCtk7LFBom00hwfZgk6qNoAcvZhcG2QR2cWfxz7eXFqvVQ8%2Fz5r03v8wKedf2LBtso%2B7hdQC0zkfXKmTHQUIGo5jmKJEp3gEyW7I8u9mx0PNZb7TVpW6JkyGCsVKrtVY4dGByMG%2ByhIf7XUIaa3tklEreubyXnlQWTK1bqb1SdzRvpBC6Bdt4iJoe3EO6v8sL4mzGOlLxg%2FGvTY3eYEd9pT2oBsqrGmmLlDjbTUKeZ7AQfAGiDuYiiOYiDriIBdRxFEc1LJajDHGArULLlU1I6Ieh6y9dPyr8gM18FodPxNl%2FX3YlVSXVy2UMYhIhuy6KvTs1fwSDx9ajgKSrA0x2DDZneC%2Fb8hNTkp5ORygHA%2F8B4g9AF%2FsVPcuagnt2O5pvN%2Ftxo%2Fx0srbV72sD3EJCAkLTaeXvE6Rf&RelayState=ss%3Amem%3Aa6e98eb8d4382fae802f64d15b3e47b74adaa84b9140967d79c923a46be27363) *information is updated prior to the annual review.*

**Annual Self-Evaluation (completed by faculty member):**

1. Describe your progress and achievements for the previous academic year in the following areas:
2. Research/Scholarly Activity
3. Education/Teaching

c) Service/Administration – Please include service on University and College of Medicine & Life Sciences committees, listing names of the committees and time commitments

d) Clinical Work (if applicable)

1. Review your goals and plans for the previous academic year (either listed in the previous annual review or offer letter for faculty undergoing their first annual review) and describe whether your progress and achievements met expectations, exceeded expectations, or were too ambitious.
2. Research/Scholarly Activity
3. Education/Teaching
4. Service/Administration
5. Clinical Work (if applicable)
6. What are your goals and plans for the current academic year? Please list your goals/plans in a measurable format such as the SMART format (**S**pecific, **M**easurable, **A**chievable, **R**esult expected, **T**ime).

1. Research/Scholarly Activity
2. Education/Teaching
3. Service/Administration – Please include service on University and College of Medicine & Life Sciences committees, listing names of the committees and estimated time commitments
4. Clinical Work (if applicable)
5. What are your long-term scientific and/or clinical career goals?

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1. What can the department do to help you achieve these goals?

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1. For Assistant Professors:
   1. What senior faculty serve on your mentoring committee?
   2. How many times did your mentoring committee meet during the previous academic year?
   3. Please provide summary comments from your mentoring committee:
2. Please list additional discussion topics that are important for your faculty development and career progress.

*No written material is required for this annual review component but possible topics include:*

* *Unresolved questions from your recruitment or onboarding*
* *Challenges (recent or pending)*
* *Your current and future roles in academia (e.g., national service, scientist, teacher)*
* *Mentoring committee*
* *Your recruitment and/or supervision of trainees*
* *Your work-life balance*
* *Suggestions for faculty development sessions*
* *Any other concerns that you have*

*To be completed by the Department Chair:*

1. Provide a brief summary of your discussion with the faculty member, including professional expectations, evaluation of goals and plans for the current academic year, opportunities for career advancement, and progress towards promotion (and tenure, if applicable). Please describe action steps for mutually agreed upon goals:

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2. For annual reviews of Assistant Professors, provide a brief summary of your discussions with the junior faculty member about their mentoring committee, number of meetings held, and if the mentoring committee is providing adequate guidance towards promotion.

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**For faculty with any areas of difficulty, attach an action plan.**

**Faculty 180 updated**

**CV to include updated information on:**

* New academic appointments / licensures / certificates
* Committee memberships
* Awards / Honors
* Administrative work
* Research including grants and publications
* Teaching efforts
* Clinical service work for physicians
* Progress towards regional/national/international reputation in your field

*Annual review must be signed and dated by the Department Chair and faculty member.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Department Chair Date*

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*Faculty Member Date*

Third Year Pre-Promotion Faculty Review:

Faculty members at the rank of Assistant Professor in a tenure-eligible track should undergo an extensive review of their academic performance no later than the start of their fourth year of promotion eligibility. Once this review is completed by both the faculty member and the Department Chair, this review should be forwarded to the Departmental Appointments, Promotions, and Tenure Committee (dAPT) for review (see below). The criteria for promotion and/or tenure in all tracks is available on the Office of Faculty Affairs and Development website. <http://www.utoledo.edu/depts/facaffairs/>

Instructions for the Departmental Promotion & Tenure Committee (dAPT):

1. Review the faculty member’s updated CV, last 3 annual reviews (to be provided by the Department Chair), and teaching evaluations since hiring. Additional information, as appropriate, from the faculty member may be requested (such as publication impact factor or grant submission scores).
2. After completion of the dAPT’s review of the faculty member’s progress towards promotion and/or tenure in their current faculty track. the dAPT should write a summary of their review and provide this review to the Department Chair. If needed, the dAPT should highlight specific areas where performance improvement may be needed and suggest action plans to help the faculty member.