

Annual Faculty Performance Evaluation Form
DEPARTMENT OF MEDICINE
College of Human Medicine - Michigan State University
 January 1, 2024 through December 31, 2024

Campus Date of Initial Appointment
 Name FTE (out of 1.0)
 Faculty Rank Subspecialty

The purpose of this annual review is to discuss your recent work, to clarify expectations, provide feedback and support, and assess performance to inform decisions about merit pay and future appointments or roles. It will include:

- Review of the expectations for your assigned position and recent achievements
- Discussion of plans for continued participation in that role and future goals
- Discussion of your contributions to MSU’s diversity, equity and inclusion goals
- Discussion of reappointment in your current position, if applicable
- Discussion of ways that supervisors and other MSU leaders can support your work
- A review of the criteria for promotion in your appointment system and discussion of progress toward meeting those expectations

PERCENT EFFORT

	Assigned for 2024 per Department
Patient Care Services	
% of outpatient cFTE	
% of inpatient cFTE	
% of residency/fellowship cFTE	
Instruction/Teaching	
Research and Scholarly Productivity	
Institutional Services	
Residency/fellowship admin	
Dept. of Medicine admin	
Division Chief	
Other admin	
CHM Non-Department	
Total (must equal 100)	

CLINICAL AND PROFESSIONAL SERVICE:

On average, how many half-day outpatient clinics do you currently have per week?

Note: per 10% outpatient cFTE equals 45 1/2 day outpatient clinics. For example 20% cFTE equals 90 1/2 day clinics.

How many weeks were you assigned to inpatient service in the past year (includes consult services and/or general medicine and/or hospitalist)?

Minimum required wRVUs:

Total wRVUs Actual #:

Below 50th Percentile
wRVU Benchmark

50th Percentile
wRVU Benchmark

75th Percentile
wRVU Benchmark

90th or above Percentile
wRVU Benchmark

Number of clinic cancellations with less than 30 days notice:

What other clinical activities did you participate in and approximately how much time did they take in 2024 (include clinic protocol development, quality assessment development, medical record development, etc.?)

Activity	Time Devoted to Activity in 2024

Other:

INSTRUCTION/TEACHING:

- List role and approximate time commitment
- List your teaching efforts and your advising/mentoring of students and trainees
- List efforts to mentor, coach or otherwise support other colleagues under service.

2023-2024 Assigned teaching hours

2023-2024 Actual teaching hours

Note: 10% teaching FTE equals 165 hours

RESEARCH AND SCHOLARLY PRODUCTIVITY:

- List your publications, presentations and other efforts to summarize and describe your research and related activities for your professional community. Indicate those that are peer reviewed.
- List activities that illustrate your regard as an expert in your field, such as grant or publication reviews completed or patent applications published.

- List any grant awards in the past year; they can be within any mission area, or across areas. Include annual total award amount.

INSTITUTIONAL SERVICES:

- List your service activities in institutional service, such as committees, administrative roles, mentoring of other employees, and assigned curriculum/program/assessment development efforts.
- Department Meeting Attendance (%)

DIVERSITY, EQUITY AND INCLUSION CONTRIBUTIONS:

Faculty of all appointment systems and levels are expected to contribute to advancing MSU's institutional commitment to diversity, equity and inclusion (DEI) and provide evidence of their contribution efforts in their annual reviews. Examples of DEI activities can be found at:

https://humanmedicine.msu.edu/faculty-staff/faculty-affairs/file/Examples_of_DEI_Activities_CHM_2022_FINAL.pdf

OUTSIDE WORK FOR PAY: Nature of work, how much time, with which institutions, etc.

HONORS, AWARDS AND RECOGNITION: Include teaching awards, College awards, University awards, FACP, etc.

FOR CHIEFS, PROGRAM DIRECTORS, FELLOWSHIP DIRECTORS:

List contributions in your leadership role such as improving clinical operations, enhancing residencies and/or fellowships, developing and implementing positive changes, managing conflicts, etc. Include any notable achievements that contributed to a positive climate and culture and employee satisfaction.

FACULTY CAREER GOALS AND OBJECTIVES

1. Review of progress toward last year's short and long-term goals (include assessment of resources needed to be successful in the future)
2. Statement of progress toward reappointment/promotion (review appropriate [promotion requirements](#) and guidelines; include timeline for reappointment/promotion.) List 1-3 pieces of evidence collected in the last year that would be useful for demonstrating progress toward any of the promotion criteria.
3. New short-term (one year) goals and objectives. Division Chiefs, please also include division-specific short-term goals.
4. New long-term (3+ year) goals and objectives. Division Chiefs, please also include division-specific long-term goals.

Signature of Faculty

Date

Revised 11/24

FACULTY ANNUAL REVIEW BY DIVISION CHIEF

Use department criteria to determine performance ratings in each area.

	Excellent	Highly Satisfactory	Satisfactory	Unsatisfactory
Patient Care Services				
Instruction/Teaching				
Research and Scholarly Productivity				
Institutional Services				
Overall Evaluation for Calendar 2024				

	Specific Goals for Calendar Year 2025
Patient Care Services	
Instruction/Teaching	
Research and Scholarly Productivity	
Institutional Services	

Division Chief’s comments for 2024 (include summary of faculty professionalism):

Division Chief Signature

Date

Faculty Signature

Date

CHAIRPERSON COMMENTS:

Agree or Disagree with Division Chief evaluation/goals (include summary of faculty professionalism):

Overall Evaluation for Calendar Year 2024 **Excellent** **Highly Satisfactory** **Satisfactory** **Unsatisfactory**

Recommend to RPT Committee for promotion consideration: Yes No

	2024 FTE	2025 FTE (if different)
	Assigned for 2024 per Department	Assigned for 2025 per Department
Patient Care Services		
% of outpatient cFTE		
% of inpatient cFTE		
% of residency/fellowship cFTE		
Instruction/Teaching		
Research and Scholarly Productivity		
Institutional Services		
Residency/fellowship admin		
Dept. of Medicine admin		
Division Chief		
Other admin		
CHM Non-Department		
Total (must equal 100)		

Chairperson Signature

Date

Faculty Signature

Date