

Annual Faculty Performance Evaluation Form
DEPARTMENT OF MEDICINE
College of Human Medicine - Michigan State
University January 1, 2023 through December 31, 2023

Campus:

Name:

Date of Initial Appointment:

Faculty Rank:

Date of Present Rank:

Board Certification:

Date of Certification:

Board Recertification:

Date of Recertification:

Subspecialty:

Date of Certification:

American College of Physicians

Member:

Fellow:

Check if you achieved Board Certification in 2023 or re-certified in 2023: _____

Percent Effort

This is a subjective estimate of faculty time. It is used to compare the estimates of the Division Chief and faculty member so that they can have a shared understanding of the differences between assigned and actual workload. It is also used to guide estimates of effort for the coming year.

	Assigned for 2023 PER DEPARTMENT	Actual as Estimated by Faculty	Projected for 2024 PER DIVISION CHIEF
Research, creative, & scholarly activities			
Instruction			
SDC Teaching			
Residency Teaching			
Graduate Teaching (CHM)			
Graduate Teaching (non-CHM)			
Undergraduate Teaching			
Researchers w/ Grad Students			
Clinical & Professional Services			
# of outpatient clinics/wk			
# of inpatient weeks			
#of residency clinics/wk			
Administrative Committee Service			
Academic			
Clinical			
CHM Non-Department			

Primary Focus (check one):

(prescribed career path, as developed with Chair):

- ☐ Research, creative and scholarly activities
- ☐ Instruction
- ☐ Clinical and Professional Service
- ☐ Administrative/Committee Service
- ☐ Not yet defined

Secondary Focus (check one):

(prescribed career path, as developed with Chair):

- ☐ Research, creative and scholarly activities
- ☐ Instruction
- ☐ Clinical and Professional Service
- ☐ Administrative/Committee Service
- ☐ Not yet defined

HONORS, AWARDS AND RECOGNITION IN 2023

(include teaching awards, College awards, Univ. awards, FACP, etc)

RESEARCH, CREATIVE AND SCHOLARLY ACTIVITIES

- Active grants and role on grant, amount
- Pending grants with status (submitted, in preparation), role, amount
- Publications: List all articles, chapters, abstracts/posters
- Websites authored (in university criteria)
- Presentations: Describe as national, regional or local
- List all Study Sections of which you were a member or chair (include organization, e.g. NIH)
- Editorial Boards
- Journals for which you reviewed in 2023
- Other (for example): Patents, non-supported ongoing research, survey instruments and training
- Manuals

INSTRUCTION (list role and approximate time commitment):

- Student (undergraduate & medical student)
- Resident and fellow
- Graduate student (including thesis and dissertation committees)
- Continuing medical education and faculty development
- Curriculum development

CLINICAL AND PROFESSIONAL SERVICE:

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

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

Outpatient Clinical Commitment Budgeted:

Outpatient Clinical Commitment Actual:

Total wRVUs Budgeted:

Total wRVUs Actual:

Summarize the variance of actual to budgeted wRVUs:

Number of clinic cancellations <30 days:

What other clinical activities did you participate in and approximately how much time did they take in 2023 (include clinic protocol development, quality assessment development, medical record development etc.)?

Activity	Time Devoted in 2023 to Activity

Other:

ADMINISTRATIVE/COMMITTEE SERVICE:

- List committees and other administrative activities for 2023
- List mentor relationships and community service
- Department Meeting Attendance (%)

OUTSIDE WORK FOR PAY: (Nature of work, how much time, with which institutions)

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)
3. New short term goals and objectives (one year)
4. New long term goals and objectives (three or more years)

Signature of Faculty

Date

FACULTY ANNUAL REVIEW BY DIVISION CHIEF

Use department criteria to determine performance ratings in each area

	Unsatisfactory	Satisfactory	Highly Satisfactory	Excellent
Teaching				
Research/scholarship				
Administration				
Clinical/Professional service				

Overall Evaluation (check one):

For Calendar 2023

Superior

Highly Satisfactory

Satisfactory

Unsatisfactory

2023 GOALS:

Goals and Primary Focus (please check box next to primary focus):	SPECIFIC GOALS FOR CALENDAR 2023
Research, creative and scholarly activities	
Instruction	
Clinical and Professional Service	
Administrative/Committee Service	
Other	

SUMMARY OF FACULTY PROFESSIONALISM FOR 2023:

DIVISION CHIEF'S COMMENTS FOR 2023:

_____	_____	_____	_____
Section Chief Signature	Date	Faculty Signature	Date

CHAIRPERSON COMMENTS:

Agree with Section Chief evaluation/goals:

Disagree with Section Chief evaluation/goals:

Recommend to RPT committee for further review:	Yes	No
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Summary of Faculty Professionalism for 2023:

Overall Evaluation (check one):	Superior
For Calendar 2023	Highly Satisfactory
	Satisfactory
	Unsatisfactory

Chair assignment of % effort for calendar 2024. *The funding source is necessarily an estimate. This chart will be filled by the Department Chair at the annual meeting.*

		Estimated	Funding	Source	For Effort
	% Effort	GenFund	Clinical \$	Salary on Research Grants	Salary on Contracts
Research, creative, and scholarly activities					
Instruction					
SDC Teaching					
Residency Teaching					
Graduate Teaching (CHM)					
Graduate Teaching (non-CHM)					
Undergraduate Teaching					
Researchers w/Grad Students					
Clinical and Professional Services					
Administrative Committee Service					
Academic					

TOTAL = 100%

Chairperson Signature

Date

Faculty Signature

Date