

# Faculty Performance Evaluation Frequently Asked Questions (FAQs)

## What are the Timelines/Submission Dates?

- Evaluation process for AAUP-AFT Legacy BHSNJ and NJEA Program Directors period begins April 1<sup>st</sup> and ends July 15<sup>th</sup> of each year.
- Faculty member's self-evaluation and updated CV in RBHS format or from the Faculty Survey are due to the Chair – May 1<sup>st</sup>.
- Completed evaluation provided to the faculty member by the Chair – July 1<sup>st</sup>
- Deadline for Chair to meeting with faculty member – July 15<sup>th</sup>

## Which RBHS schools/units are completing the faculty evaluation using the online faculty evaluation tool?

Faculty at New Jersey Medical School, Robert Wood Johnson Medical School, School of Dental Medicine, School of Health Professions, School of Nursing and School of Public Health are completing their evaluations online.

## Is there a different faculty evaluation process with the online evaluation tool?

No. The online system does **not** change the process or the content of the tool.

## Can I save my progress in the online evaluation tool?

Yes. You will be able to save your progress. You do not have to complete the evaluation in one sitting.

## Whom should I contact if I have an issue in the evaluation tool?

Please contact the point person at your school. See the chart below.

School	Contacts
Cancer Institute of New Jersey	<a href="#">Karen Robbins</a> and <a href="#">Christie Gallant-Spiezio</a>
New Jersey Medical School	<a href="#">Anjana White</a> and <a href="#">Debra Pittman</a>
Robert Wood Johnson Medical School	<a href="#">Roger Thornton</a>
School of Dental Medicine	<a href="#">Audry Burnett</a>
School of Health Professions	<a href="#">Cindy Merlino</a>
School of Nursing	<a href="#">Betty Kingsley</a> and <a href="#">Johanna Stephenson</a>
School of Public Health	<a href="#">Paris Mourgues</a>

## SECTION I – FACULTY INFORMATION

Faculty completing their evaluation in the online faculty evaluation system will have most of their information auto-populated. These faculty members will only need to select their evaluator, enter their total FTE, and select their specialties (if applicable). If any of the information appears to be incorrect, please contact your school based contact.

### What are the Tracks that should be used?

Faculty and evaluators should use the guide below when indicating the faculty member's track on the evaluation form.

<b>If the faculty member is...</b>	<b>Enter</b>
Tenured Faculty	Tenure
Tenure-Track Faculty	Tenure-Track
Non-Tenure Track Faculty	Teaching, Research, Clinical Educator, Clinical Scholar or Professional Practice
RBHS Lecturer or RBHS Instructor	N/A

### What is the Evaluation Period?

Performance evaluations will evaluate the faculty member's performance since the date of his/her last faculty performance evaluation and shall set expectations for the coming academic year.

### Who is the Evaluator?

The faculty member's evaluator is the person they report to. This will may be the chair, chief, program director, vice chair, or other faculty administrator. In the online system, the faculty member must select their evaluator. If your evaluator is not listed on the drop down, please contact your school faculty affairs office.

### What is the Total FTE?

FTE Total should equal the faculty member's actual FTE and Total FTE should never be more than 1.0. FTE should be presented as a decimal point. i.e., 0.5 or 1.0. Do not use percent (%). The FTE cannot be more than a hundredth (x.xx).

## **SECTION II – COMMENTS**

### **Do all areas of responsibility (Education/Teaching, Research and Scholarship, Service, and Clinical/Patient Care) in Section II need to be completed?**

Comments must be entered in all areas of responsibility for which the faculty member has responsibilities. Ratings and comments in the Professionalism area are required. In addition, NJEA Program Directors must complete the Program Administration section.

### **Do all areas of responsibility in Section II require an FTE?**

FTE should be entered based on the effort the faculty member is performing within the specific category. If a faculty member does not have responsibilities in a particular mission area, the FTE recorded for that activity should be left blank and that area will not be evaluated.

### **How can an evaluator highlight special accomplishments?**

If the evaluator would like to recognize a faculty member for significant accomplishments, it should be entered within the "Comments" section under the appropriate area of responsibility, and if appropriate, summarized under Section F (Overall).

## **SECTION III – GOALS AND OBJECTIVES FOR NEXT EVALUATION PERIOD**

### **What should the Total FTE equal?**

Total FTE should equal the faculty member's FTE. For example: a faculty member who's 0.7 FTE, the evaluation might look something like this:

Teaching: 0.2 FTE

Clinical: 0.4 FTE

Service: 0.1 FTE

Total: 0.7 FTE

Reference: [Guidelines for Defining Faculty FTE/CFTE.](#)

## **SECTION IV – APPROVALS**

### **I completed my self-evaluation online; do I need to send my evaluator an email to let them know?**

No. Your evaluator will receive a system-generated email letting them know that your self-evaluation is complete.

### **If Evaluator and Chair are the same, do they need to sign twice?**

No, they can sign once under Chair. This occurs electronically in the online system.

### **Does the faculty member have to sign the evaluation form?**

Yes, the faculty member must sign the evaluation. The signature indicates only that she/he has reviewed the evaluation. The faculty member may submit a written response to the evaluation. This occurs electronically in the online system.

### **Does the Evaluator have to have a face-to-face (or virtual) meeting with the faculty member being evaluated?**

Yes, this meeting is required and not optional.