What are the Timelines/Submission Dates?

- Evaluation process period begins May 1st and ends July 15th of each year.
- Faculty member’s self-evaluation and updated CV in RBHS format or from the Faculty Survey are due to the Chair – June 1st.
- Completed evaluation provided to the faculty member by the Chair – July 1st
- Deadline for Chair to meeting with faculty member – July 15th

SECTION I – FACULTY INFORMATION

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.

<table>
<thead>
<tr>
<th>If the faculty member is…</th>
<th>Enter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenured Faculty</td>
<td>Tenure</td>
</tr>
<tr>
<td>Tenure-Track Faculty</td>
<td>Tenure-Track</td>
</tr>
<tr>
<td>Non-Tenure Track Faculty</td>
<td>Teaching, Research, Clinical Educator, Clinical Scholar or Professional Practice</td>
</tr>
<tr>
<td>RBHS Lecturer or RBHS Instructor</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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 to they report. This will most likely be the chair, however it can be an administrator, program director, vice chair, etc.

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 (%).
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?
All categories should be completed for the specific faculty member unless the faculty member does not have responsibilities in that particular mission area. If a faculty member does not have responsibilities in a certain area please indicate “Not Applicable” and that area will not be evaluated.

Do all areas of responsibility in Section II require an FTE?
All categories require a “FTE”, which is 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 will be 0 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

Why are both “Faculty Member’s Clinical Specialty” and MGMA Academic Benchmark Specialty repeated?
The evaluator needs to confirm and enter this information for the next evaluation period. Reference: MGMA Academic Practice Compensation and Production Report (2019). Please see the Instructions for more information.

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:

<table>
<thead>
<tr>
<th>Area</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>0.2</td>
</tr>
<tr>
<td>Clinical</td>
<td>0.4</td>
</tr>
<tr>
<td>Service</td>
<td>0.1</td>
</tr>
<tr>
<td>Total</td>
<td>0.7</td>
</tr>
</tbody>
</table>

Reference: Guidelines for Defining Faculty FTE/CFTE.
SECTION IV – APPROVALS

If Evaluator and Chair are the same, do they need to sign twice?
No, they can sign once under Chair.

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.

Does the Evaluator have to have a face-to-face meeting with the faculty member being evaluated?
Yes, this meeting is required and not optional.