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| **Department:** |  |

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| **Inclusion Criteria** |
| 1 | What groups of faculty will be included in the performance review cycle? | * Full-time/Academic Full-time Regular Faculty on the Clinician-Educator, Team Scientist, and Investigator tracks (required)
 |
| 2 | Does your department have a minimum service requirement that new faculty must meet to be included in the review cycle, and if so, what is it? (e.g., review faculty who have been here at least 6 months)  |  |
| **Administrative Access** |
| 3 | List the administrators who need access to manage the performance review process. (Note: The department administrator should set up staff access; individuals who should see the performance review process need to have Full Admin Rights). | * Insert Names
 |
| 4 | List the faculty who need administrative rights to review performance review submissions and record feedback. FAO will need to set up the rights for these individuals. At a minimum, the Chair will be on the list, but other such as Vice Chairs could have access, too. | * Insert Names
 |
| **Performance Review Timeline** |
| 5 | Specify the target launch date. This is the date when the self-evaluation should become visible to faculty in the Feinberg Faculty Portal. |  |
| 6 | Specify the target deadline for faculty to complete their self-evaluations. |  |
| 7 | Following completion of the self-evaluation, the Department Chair/Division Chief should meet with each faculty member to discuss performance and then record a summary of performance feedback in the Feinberg Faculty Portal. Specify the target deadline for the Chair/Chief to document feedback for all faculty included in the review cycle. |  |
| **Process Customization** |
| 8 | Specify the activity period that faculty should reflect upon in their self-evaluation. This should be a one-year period, typically preceding the launch of the self-evaluation process. For example, a review cycle that launches in September 2019 could ask faculty to reflect on activities over the period of September 2018 to August 2019.  |  |
| 9 | Specify the name of the workflow (this will display to faculty).*Suggested: [FY20] Performance Review for [Department Name]* |  |
| 10 | At the end of this document are screen shots of the standard performance review questions required by Feinberg. Departments may add a supplemental section that includes up to five additional questions. Will you include supplemental questions? Please list them. |  |
| 11 | List in order the Feinberg Faculty Portal sections that you wish to include on the Performance Review Summary Form. |  |
| **Additional Considerations** |
| 12 | For any academic full-time faculty appointed in your department, how will you coordinate with the affiliated sites (Lurie Children’s, SRALab, Stroger, Cook County) to complete faculty performance review?  |  |
| 13 | What is your plan for communicating the performance review process and timeline to faculty? Do you need to create department-specific guidelines/instructions?  |  |

**Feinberg Faculty Self-Evaluation**





**Feedback from Chair/Chief**



