Feinberg School of Medicine, Faculty Affairs Office
**Faculty Performance Review: Supervisor Questions**Last updated 1/1/2021

Below is the list of narrative questions that supervisors are asked to respond to when completing performance reviews in the Feinberg Faculty Portal.

* Because these questions do not display year-round, supervisors may refer to this document to anticipate what will be asked of them when their department’s performance review cycle becomes active.
* Questions marked with an asterisk require a response.
* If writing lengthy responses to narrative questions, it is recommended that you write them on this document and then copy and paste into the Feinberg Faculty Portal to ensure that you don’t lose your work. (The system times out after 45 minutes.)

 **Summary of Overall Performance\***
The Department Chair, Division Chief, or other appropriate supervisor should provide a summary of performance feedback shared during the performance review meeting. When providing feedback, address performance in areas relevant to the faculty member's career track and the expectations it sets for reappointment/promotion. As relevant, feedback may pertain to research, education, clinical performance, health services management, leadership, and campus service/citizenship; however, note that feedback on teaching should be addressed in a separate question below.

 **Feedback on Teaching Performance\***
All faculty on the Clinician-Educator, Team Scientist, and Investigator career tracks are expected to contribute to the educational mission of Feinberg. Provide a summary of performance feedback on teaching shared during the performance review meeting. If not applicable, write N/A.

**Goals and Strategies to Achieve Them**
Offer advice on the goals identified by the faculty member and/or supplement their goals.

**Other Comments**
Offer any other comments relevant to this faculty review.

**Meeting Date**\*

**Meeting Participants**\*