

ADMINISTRATIVE POLICY

Subject: Faculty Affairs	Page 1 of 2	Policy # Version: 2.0
Title: Faculty Performance Reviews	Revision of: Version 1.0	Effective Date: 10/1/2019
		Removal Date:

I. POLICY STATEMENT

Members of the faculty are the most valuable asset of the Feinberg School of Medicine, and the School is committed to the career development and promotion of its faculty members. While faculty members are encouraged to meet with their Chair and/or Division Chief at any time, all faculty members receive faculty performance reviews as part of the process of ensuring their career and professional development.

Through regular performance reviews, faculty members document their accomplishments, set goals, and receive feedback on their academic performance, career progress, and eligibility for promotion and reappointment. The performance review process is implemented and overseen by the Department Chair and is documented electronically using the Feinberg Faculty Portal, the school's faculty information system. Each faculty member completes a written self-evaluation in the Feinberg Faculty Portal reflecting on his/her accomplishments, goals, and professional development needs. The Department Chair or his/her designees (e.g., Division Chiefs) review the self-evaluation and meet individually with each faculty member to discuss performance. The meeting includes a review of the faculty member's accomplishments, goals, ongoing activities, and progress. A summary of the content, discussion, and outcomes of the meeting is documented in the Feinberg Faculty Portal.

Faculty members at the ranks of Instructor and Assistant Professor participate in annual performance reviews, while those at the ranks of Associate Professor and Professor participate in performance reviews at least every three years. In the case of Associate Professors and Professors on the Clinician-Educator and Team Scientist tracks, the reviews and meetings occur prior to expiration of their current 3-year appointment term.

II. PROCEDURE STATEMENT

1. It is expected that all faculty members will receive faculty performance reviews to help ensure their career and professional development.
 - a. Faculty members at the ranks of Instructor and Assistant Professor will have annual performance reviews.
 - b. Faculty members at the ranks of Associate Professor and Professor will participate in performance reviews at least every three years. For Associate Professors and Professors on the Clinician-Educator and Team Scientist tracks, the reviews will occur prior to expiration of their current 3-year appointment term.
2. Faculty performance reviews will typically occur during the 3-month window of January through March. The timing of the meeting will allow for identification of faculty members ready to be proposed for promotion in the upcoming promotion cycle.
3. The annual review will include the following:
 - a. The faculty member's written self-evaluation completed in the Feinberg Faculty Portal, reflecting on accomplishments, goals, and professional development needs

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- b. A meeting of the faculty member with the Department Chair or his/her designee that includes discussion of the following:
 - i. Review of the faculty member's accomplishments, ongoing activities, and goals.
 - ii. Feedback on their academic performance, career progress, and eligibility for promotion and/or reappointment.
- c. The Department Chair's (or designee's) written summary of the performance review discussion and feedback recorded in the Feinberg Faculty Portal.

III. POLICY UPDATE SCHEDULE

Policy review to occur one year after initial implementation and every three years thereafter.

IV. REVISION HISTORY

4/1/18 – New policy effective.

10/1/19 – Policy updated to include electronic documentation/workflow in Feinberg Faculty Portal.

V. RELEVANT REFERENCES

Information Guide for Appointments, Promotion, and Tenure (APT)

(<http://www.feinberg.northwestern.edu/fao/docs/admin-general/Information-Guide-for-APT.pdf>)