

# ADMINISTRATIVE POLICY

Subject: <b>Faculty Affairs</b>	Page <b>1 of 2</b>	Policy # <b>Version: 2.1</b>
Title: <b>Faculty Performance Reviews</b>	Revision of: <b>Version 2.0</b>	Effective Date: <b>11/1/2020</b>
		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 their accomplishments, goals, and professional development needs. The Department Chair or their 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.

All regular full-time faculty participate in annual performance reviews.

## II. PROCEDURE STATEMENT

1. It is expected that all regular full-time faculty members will receive faculty performance reviews to help ensure their career and professional development. This includes faculty on the clinician-educator, investigator, and team scientist tracks as well as undifferentiated faculty who have not yet declared a career track.
2. Faculty performance reviews will occur in a timeframe such that reviews 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
  - b. A meeting of the faculty member with the Department Chair or their 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.

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### **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.

11/1/20 – Further definition of those faculty members who require annual review.

### **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>)