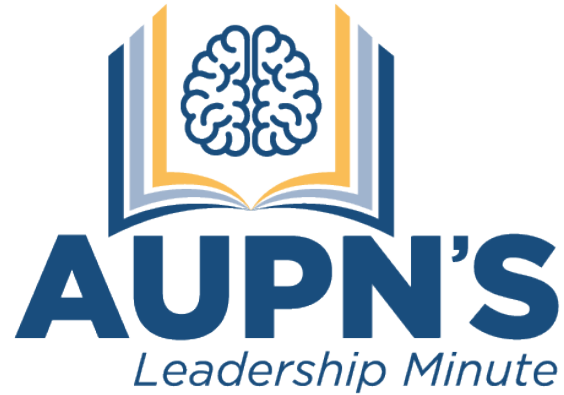




Mud M Alvi, MD
West Virginia University
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Chair Faculty Evaluations: *How to
get your faculty to prepare for
evaluation & how they should view it*



David G Standaert, MD, PhD
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Chair Faculty Evaluations: What are the goals?

- Assessing career progress:
 - Discussion of career goals and current time utilization
 - Progress towards promotion and tenure
 - Identify candidates for promotion and/or tenure this year
- Feedback on departmental and institutional metrics:
 - Productivity metrics
 - Quality metrics
 - Academic accomplishments
- Are there barriers to progress, and how can they be addressed?
- Not a forum for detailed discussions of compensation:
 - Best to defer detailed analysis to another time - often this requires data collection and analysis.
 - Don't try to fix compensation "on the fly!"

Chair evaluations: Mechanics

- Evaluations should be annual (unless your institution has a different rule).
- Do them in a consistent time period (I use mid-August to Sept 30).
- Have the faculty complete a self-evaluation.
 - Accomplishments; 1, 3, and 5 year goals
 - Report of Research, Teaching, and Service activities
 - Citizenship, leadership, and areas of concern
 - Updated complete CV in standard University format
- Department staff should assemble the self-report together with department data into a “review package.”
- Keep the meeting focused, 30 minutes is enough.
- Provide prompt written feedback. I send an email the same day, and attach a PDF with the full review package.

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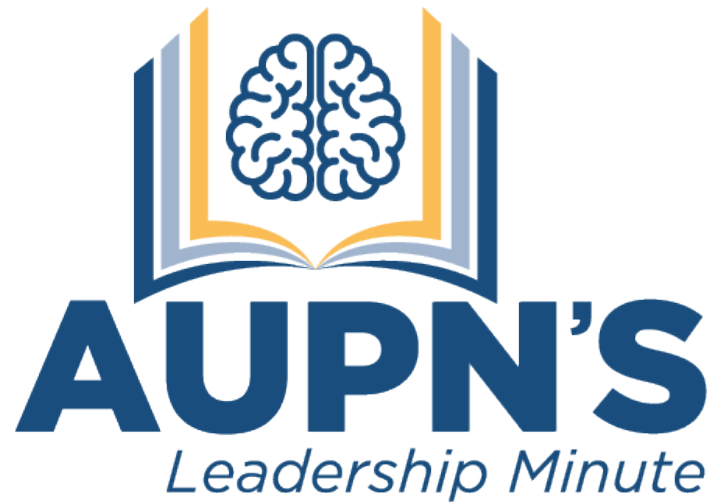
Thank you for submitting your annual progress report and meeting with me. It is always a pleasure to catch up at these visits.

I do think you have had a very good year. You continue to be an excellent clinician, and a key part of our clinical care program. In addition, you are starting to grow some strong academic components. I do think the ██████████ clinic has great promise, and I look forward to seeing this launched later in the year. Teaching also a strong part of your portfolio. I was happy to hear that you have been able to fill the coming years of the ██████████ fellowship with strong candidates.

Based on the recommendations of a committee of our faculty, we have modified the goals for our faculty incentive program this year to account for the effects of COVID-19. Current estimates suggest that you will qualify to participate in this program.

Thank you for all of your hard work in these difficult times. Please let me know if I have omitted something important or if you have additional comments.

David



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