

## FY15 Annual Faculty Report & Review

Faculty Name:

Division:

### I. Current Academic Appointment

Current Rank:

Rank Eff. Date:

Track:

Tenure Status:

### II. Effort Allocation

*Current effort data was populated with sourcing information as of April 13, 2015. Future effort data was populated by the Director of Clinical Operations and Research Administrator (if applicable). The faculty member and Division Director should discuss and agree upon effort allocation.*

	Effort Category	Description	Current Effort	Future Effort
Clinical Effort	<b>Patient Care</b> (15)	Patient care includes services to individual patients that are normally eligible to be billed to patients or third parties. The following also fall under the patient care category: industry-sponsored clinical trials, training to improve clinical skills, clinical marketing activities, clinical technical services, and support staff functions such as billing, collections, scheduling and credentialing.	_____	_____
	<b>Graduate Medical Education</b> (16, 18, 19)	This category includes activities related to the supervision and instruction of ACGME interns, residents and fellows. Amongst these activities are teaching of clinical procedures, teaching rounds, teaching conferences and grand rounds. Also included are fellowship direction and coordination (recruiting, scheduling rotation, and other support activities of the residents). BJH - 16, Other - 18, SLCH - 19. <i>Generally, 0-8% or 10-20% for fellowship directors.</i>	16 _____ 18 _____ 19 _____	16 _____ 18 _____ 19 _____
	<b>Management of Hospital Services</b> (56, 58, 59)	Management of hospital services as agreed upon or contracted with affiliated hospitals. Examples include: supervision of hospital services, medical directorships (UBJPT), and other contracted administrative and general patient care services. BJH - 56, Other - 58, SLCH - 59. <i>Generally, contract/agreement defines effort.</i>	56 _____ 58 _____ 59 _____	56 _____ 58 _____ 59 _____
Research Effort	<b>Organized Research</b> (20)	Research activities that are funded by federal agencies, non-federal/private organizations and industry. This includes activities related to the scope or objectives of a sponsored project, writing progress reports for existing projects, meeting to discuss and/or present results and training on research techniques.	_____	_____
	<b>Other Sponsored Activities</b> (00)	Programs and projects funded by Federal and non-Federal agencies and organizations which involve the performance of work other than instruction and organized research. Examples of such programs include health service projects, community service programs, and NIH capitation agreements.	_____	_____
	<b>Dept Research</b> (14)	General research support, including bridge funding, that is not project oriented. This category EXCLUDES sponsored activities and grant writing.	NFR _____ Bridge _____	NFR _____ Bridge _____
	<b>Instruction</b> (13)	Instruction of medical students, pre-doctoral students and postdoctoral students not in an ACGME-accredited program. Activities include: a) Teaching, lecturing, supervising coursework; b) Course and curriculum development; c.) Writing/editing textbook chapters and syllabi. <i>Generally, 0-10%.</i>	_____	_____
	<b>Division Administration</b> (40)	Departmental administration duties may include, but are not limited to: selection and recruitment of faculty, selection of graduate students and medical students, selection and training of general staff, and preparing and reviewing financials. EXCLUDES administration of a single function (e.g. medical directorships should be coded as patient care if non-contracted). <i>Generally, 0-5% or 10-20% for Division Directors.</i>	_____	_____
	<b>Research Administration</b> (40)	Preparation of competitive grant proposals, editing journals, participation in department and school committees, etc. <i>Generally 0-5% or up to 10% for Unit Leaders.</i>	_____	_____

### III. Faculty Report for Annual Review

The following sections should be completed *as appropriate* by the faculty member in preparation for the faculty member's review with the Division Director. Please only include data from the past year.

#### A. Patient Care

- a. Work RVUs (*pre-populated by CA*)
- b. Work RVUs per Clinical FTE (*pre-populated by CA*)
- c. Clinical service time
  - i. Inpatient
    1. Subspecialty attending (weeks/year)
    2. General ward attending (weeks/year)
  - ii. Clinic (1/2 day sessions/week)
  - iii. Procedures (days/month)
  - iv. Other
- d. Unique expertise

#### B. Scholarship

***See publication metrics attachment for research-intensive faculty.***

- a. Overview of research program
- b. Composition of research group
- c. Publications
  - i. Peer-reviewed original manuscripts (*pre-populated from WUPS Publications*)
  - ii. Textbooks, chapters, reviews (*pre-populated from WUPS Invited, Books, Book Chapters*)
  - iii. Other materials (e.g. pamphlets or computer programs)
  - iv. Planned publications
- d. Funding
  - i. Active grants (*pre-populated by CA*)
  - ii. FY submission history (*pre-populated by CA*)
  - iii. Planned submissions
- e. Consultant or collaborator roles on research or clinical laboratory programs (*pre-populated from WUPS Consulting*)

#### C. Teaching (*pre-populated from WUPS Teaching Duties; faculty member must place each teaching duty into applicable category*)

- a. Courses Taught
- b. Clinical Teaching
- c. Research Teaching

#### D. Administration

- a. Administrative roles in medical school/DBBS, hospital, department or division
- b. Advisory board and committee participation
  - i. University (*pre-populated from WUPS University Appointments*)
  - ii. Medical School including DBBS (*pre-populated from WUPS University Appointments*)
  - iii. Department/Division (*pre-populated from WUPS University Appointments*)
  - iv. Hospitals (*pre-populated from WUPS Hospital Appointments*)

#### E. Regional and National Recognition

- a. Presentations (include topic, forum and date) (*pre-populated from WUPS Lectures*)
- b. Visiting professorships (limit to 3)
- c. Meeting organizer (*pre-populated from WUPS National/Local Appointments*)
- d. New memberships in professional societies (include date joined and offices held) (*pre-populated from WUPS Organizations*)

- e. Editorial work for professional journals (editor, editorial board, reviewed) (*pre-populated from WUPS Editorials*)
- f. Current service on study sections for grant review (*pre-populated from WUPS Study Section Appointments*)
- g. Community activities related to Department/Hospital
- h. Other types of consultation for government or private agencies (*pre-populated from WUPS Consulting*)

F. Current Mentoring Relationships

- a. Mentor(s) for faculty
- b. Mentees (*pre-populated from WUPS Thesis/Scholarship Committees and Current Trainees*)

G. Honors, Awards and Special Accomplishments within Past Year (*pre-populated from WUPS Honors*)

**IV. Goals and Support**

*The following sections should be completed by the faculty member in preparation for the faculty member's review with the Division Director.*

- A. Do you understand the criteria and expectations for advancement on your appointment track (see [WU's Appointments & Promotions Guidelines and Requirements](#))? Yes or No
- B. List last year's top three goals and briefly describe your progress in one paragraph.
- C. Describe top three professional accomplishments in the last year of which you are most proud.
- D. Define your goals (clinical, scholarship, educational, administrative) for the coming year.
- E. Indicate your top three career development needs.
- F. What specific items would you like to discuss during this annual review?

**V. Division Director's Overall Assessment and Comments**

**VI. Confirmation of WUPS CV Update and Signatures**

*Signatures indicate that this evaluation was discussed and reviewed by the faculty member and Division Director.*

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Director

\_\_\_\_\_  
Date