Faculty Career Development

Annual Faculty Performance Evaluation (FPE) Meeting
Goals & Objectives

• What is the annual Faculty Performance Evaluation (FPE) and who has to do the FPE?
• How important is the FPE?
• Materials to be submitted for the FPE
• How to complete the FPE form
• Key personnel
What is the Annual FPE?

• Mandatory annual meeting for each faculty member with Chair, Vice Chair for Professional Development, and Vice Chair for Faculty Affairs

• 30-minute in-person meeting scheduled between July – January

• Goal is to review your achievements during the current calendar year and your academic plan for the next calendar year

• A signed FPE report will be submitted to the UPSoM by the Vice Chair for Professional Development

• If required, a mid-term follow-up meeting may be scheduled
Who has to do the Annual FPE? Why is the FPE done?

• All academic faculty have to do this
• The University of Pittsburgh School of Medicine (UPSOM) requires a written performance evaluation for each faculty member at least yearly
• The FPE satisfies the University of Pittsburgh Board of Trustees requirement that each University faculty member has a written annual performance review
How Important is the FPE?

• The FPE provides a time and place to discuss your future needs and academic wishes with department leadership
• The FPE provides a mechanism for you to get feedback on the optimal timing for your next academic promotion
Materials to be Submitted for the FPE

• CV (see “Faculty Career Development – CV”)
• FPE form:
  Faculty Performance Evaluation Form, Annual Review and Academic Plans, and Measurable Outcomes (at http://www.medfaculty.pitt.edu/performance-review)
How to Complete the FPE Form

• Instructions: http://www.medfaculty.pitt.edu/sites/default/files/FacultyPerformanceEvaluationInstructions%20.pdf

• It is strongly recommended that you send a draft to Ted Sakai (sakait@upmc.edu) and get feedback prior to your final submission
Key Administrative Personnel for Questions

- Ted Sakai, MD, PhD, MHA, FASA
  - Vice Chair for Professional Development
  - sakait@upmc.edu
  - https://www.anesthesiology.pitt.edu/people/tetsuro-sakai-md-phd-mha-fasa