



University of  
**Pittsburgh**

Department of Anesthesiology  
and Perioperative Medicine

# Faculty Career Development

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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>)