

SUBJECT	FTA Annual Review Process	 School of Medicine
DESCRIPTION	Full-Time Affiliate policy and procedure relating to the Annual Review Process	
DEPARTMENT	Faculty Affairs and Professional Development	
EFFECTIVE	March 11, 2014	
REVISED	March 9, 2015	
		POLICY NO. 101-10-5

I. STATEMENT OF PURPOSE

Full-Time Affiliate (FTA) faculty are important members of the WSU School of Medicine and will be evaluated through an annual review process to support the faculty member's professional development and the SOM's need for regular assessments.

The annual review process allows the Department to establish clear departmental goals and objectives and support faculty members in achieving performance excellence by providing an opportunity to detail achievements. The annual review process will also identify strengths and areas of weakness, and determine expectations based on a faculty member's accomplishments from the previous year.

II. INITIATION AND FREQUENCY

All FTA faculty members will be reviewed annually. The Office of Faculty Affairs will furnish each department with a register of their appointed FTA faculty annually. The register will be used to indicate the status of FTA faculty reviews within a department (active and reviewed, or inactive and not reviewed), and returned to the OFA. Inactive faculty must be officially terminated through submission of a request to OFA to terminate. Prior to termination within the system, OFA will verify with Medical Education and the Affiliate that the faculty member is no longer teaching. If this is not the case, then the Department will be notified and a completed review and notification of the review to the OFA will be required.

All active FTA faculty members are eligible for review. The initiation of the annual review is the responsibility of the WSU department, but may also begin with the affiliate.

III. SOURCES OF INFORMATION

Each department and/or unit may use any already-existing process to collect information from faculty members about their accomplishments during the previous year. These sources of information will be used as the basis for the evaluation. These sources may include local personnel-relevant forms.

If an existing review system or process is not in place, the following documents may be provided by the faculty member and used for performance documentation:

- Current Curriculum Vitae (CV)
- WSU SOM Annual Activity Summary
- WSU SOM Teaching Grid

IV. ANNUAL REVIEW MEETING

The faculty member should be provided with an opportunity to read the initial written evaluation and to furnish written comments or explanations prior to the annual review meeting.

The annual review meeting should take place, via a mutually agreeable method of communication, between the faculty member and Department Chair or designee. This meeting will be used to discuss accomplishments, completion of goals, incomplete goals and future development plans and opportunities.

V. WRITTEN DOCUMENTATION

Following the annual review, the Department Chair or designee will revise the evaluation letter. At affiliated sites, the Service Chief and/or Affiliate Chair may initiate the annual review process and submit an evaluation letter to the WSU department.

The letter should provide a summary of both the evaluation and the review meeting. The narrative should briefly address performance in each relevant domain (e.g., scholarship, teaching, service) as applicable to the specific faculty member. One sentence may be sufficient for each domain addressed.

VI. INSTRUCTIONS FOR FINALIZING THE ANNUAL REVIEW

- **Instructions for Faculty**

- The faculty member should review the written evaluation prior to the annual review meeting.
- Upon completion of the annual review, the faculty member should acknowledge receipt of the evaluation.

Important: The acknowledgment does not imply agreement or disagreement with the contents of the form. The faculty member may provide a separate written statement if he/she disagrees with or wishes to provide additional information for the evaluation.

- **Instructions for Chair or Designee**

- The Department Chair must review all FTA faculty evaluation letters relevant to his/her Department and sign the form on the designated line.

- **Instructions for the Department**

- The review and all related materials are to be placed in the faculty member's personnel records file that is maintained by the department
- The department will annually report which members of its FTA faculty were reviewed. At the conclusion of the annual review period the department will submit a register to the OFA indicating the annual review process status for all FTA faculty members in the department (*Appendix A*).
 - FTA faculty with an incomplete or 'Did Not Participate (DNP)' status should have an explanation and/or comments indicated on the register.
- A copy of the register should also be maintained by the department.

- **Instructions for OFA**

- OFA will provide a list of FTA faculty requiring an annual review to the department.
- Upon completion of the annual review, OFA will retain a copy of the FTA Annual Review Register submitted by the department on which confirmation of FTA faculty annual reviews is documented. It is also recommended that a copy be retained in the department (*see Appendix A*).

