

## NYU Long Island School of Medicine Performance Evaluation and Feedback Policy

I. PURPOSE: Faculty evaluation and feedback at the NYU Winthrop School of Medicine is crucial to achieving top Medical School educational environment and to facilitate the progress of each faculty member's progression and promotion.

II. POLICY: Formal evaluation and feedback shall be performed for all faculty members on the Tenure Track, Scholar Track, and Educator Track.

III. SCOPE: Evaluation and feedback methods differ based on the Faculty's Track. Please refer to below for (A) Tenure Track, and (B) Scholar and Educator Tracks

### IV. DEFINITIONS:

#### (A) Tenure Track and Librarian Tenure Track:

Tenure-eligible faculty are required to have a mentoring committee that meets at least annually to provide feedback on a faculty member's progress towards promotion and tenure. Mentoring committees review a faculty member's current academic activities, including current research directions; current and pending funding sources, publications, teaching activities and performance, invited lectures, committee and service contributions. The mentoring committee gives faculty an opportunity to discuss challenges and obstacles in achieving their goals. The mentoring committee offers suggestions and sets goals for the faculty member to achieve and writes a formal report to share with the faculty member and the Department Chair. The Chair then meets with the faculty member to review progress, acknowledge accomplishments and set goals for the future.

For tenure eligible faculty, the School's Policy and Procedures for Appointment, Promotion, and Tenure requires mandatory formal reviews by the Department Chair, department appointment, promotion and tenure Committee and the faculty's mentoring committee in the third year of service and the sixth year of service if permanent tenure has not already been awarded.

#### (B) Scholar Track and Educator Track and non-tenure Librarian track:

At NYU Winthrop School of Medicine, annual evaluation and feedback for every faculty member on the tenure, scholar, educator and librarian tracks is required with proper documentation and feedback. This is performed under the leadership of the departmental chairman/ division chief or their designee for every faculty member on the scholar and educator tracks. During this review, annual productivity metrics and goals will be assessed. Feedback on accomplishments, career goals, progress and promotion will be provided through a summary form/letter that will be forwarded to the Dean.

#### (C) Clinical and Research non-tenure tracks:

Annual evaluation of clinical and research tracks will be performed during annual renewal of offer letters. During this review, annual productivity metrics and goals will be assessed and feedback will be provided.

V. PROCEDURE: The faculty member prepares for this annual meeting throughout the academic year by updating their portfolio of clinical, research and educational activities. (see Policy on Teaching Expectations)

The Educator or Scholar portfolio will be made available to the chairman, division chief and Dean's office for review, at their request. It is recommended that the faculty member updated their portfolio on a monthly basis.

Activities that can be considered for review during the annual review may include:

1. Percent of time allocated to clinical, teaching and research activities
2. Current medical school rank and track
3. Number and titles of Clinical courses taught or directed, & innovative curriculum changes to these courses, & feedback from learners (students, house-staff, faculty)
4. Student, housestaff and faculty mentoring (time dedicated and name/number)
5. Grants and funding
6. Peer reviewed Publications, book chapters and abstracts
7. Presentations locally and nationally, invited lectures, Grand Rounds
8. Clinical Trials
9. Teaching activities (List topics and learners)
10. Awards (Teaching, and local, national, recognition/awards)
11. Quality Improvement Projects and Initiatives
12. Teaching Rounds
13. Simulation center activities and curriculum
14. Wellness activities and curriculum
15. Leadership roles and service on committees
16. Volunteer and Outreach activities locally and nationally
17. Goals for the upcoming year and 5 year projected goals
18. RVUs, EVUs if available

These activities will be assessed both quantitatively and qualitatively for each faculty member.

The faculty member will have an opportunity to review the feedback documentation, and to also provide feedback to the division and department.

Evaluation forms and data compiled for each faculty member will include:

1. Supervisor summative evaluation/letter from chair or division chief
2. Faculty self-evaluation forms
3. Learner (student, housestaff) evaluations of the faculty member (Including New Innovations, Exit interview data)
4. Colleague evaluations/ Letters of recommendation

Summative reports and portfolio of each faculty member will be considered in materials for promotion

For faculty member deficiencies that are identified at the annual meeting, a corrective action plan must be formulated by the Chair/ Division chief and reviewed with the faculty member, with feedback and set timelines for follow-up. Links to the policy on faculty evaluation and feedback shall be included in the letter of offer to all faculty hires. The policy will also be posted on the Faculty Affairs website found on the NYU Winthrop School of Medicine intranet.