



# INDIANA UNIVERSITY

SCHOOL OF MEDICINE

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## Faculty Annual Review

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**Effective:** 01/01/2007  
**Last Updated:** 11/30/2023

**Responsible University Office:**  
*Faculty Affairs and Professional Development*

**Responsible University Administrator**  
*Executive Associate Dean for Faculty Affairs and Professional Development*

**Policy Contact:**  
*Director, Operations and Systems*

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### Scope

#### **IU School of Medicine:**

Faculty members and Librarians  
Department chairs, directors, or designees  
Executive Associate Dean for Faculty Affairs and Professional Development (EAD)  
Director, Operations and Systems

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### Overview

IUSM is dedicated to supporting the vitality of faculty members throughout their careers across the teaching, research, and service missions. The annual faculty review is a key part of the career development process.

Annual reviews are required for full-time faculty, including tenure track, clinical track, research scientists and research professors, librarians, lecturers, and tenured full rank faculty. IUSM strongly recommends that all academic appointees receive an annual review.

Aside from being a requirement, the annual review affords an opportunity to provide mentoring and feedback, clarify expectations, and increase faculty engagement.

## Objectives

1. Serve as an opportunity for a career development conversation regarding accomplishments, strengths, areas for improvement, goals, and professional development needs
2. Assess progress toward promotion and/or tenure (if applicable)
3. Clarify expectations and allocations of effort
4. Provide constructive feedback regarding performance across mission areas, and if areas for improvement are noted, to develop a plan for improvement

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## Guidelines

### Responsibilities of the faculty member:

1. Log in to Digital Measures Activity Insight (DMAI) via [One.iu.edu](http://One.iu.edu).
2. Update and verify your activities for the calendar year in Teaching, Research/Scholarly Activity, and Service sections, as well as your estimated effort allocated to each mission in the Supplemental section.
  - a. Please use the DMAI [Faculty Support Guide](#) and/or the [IUSM DMAI Quick Reference Guide](#) for assistance.
3. Run the “IUSM Faculty Annual Review Report” from the Reports screen in DMAI. This will create an editable word document. The activities you reported within the system will serve as the summary of your accomplishments for the purposes of the annual review (Section I. to V.).
4. The word document also contains sections that you are expected to complete for the annual review. Specifically:
  - a. Complete the sections regarding your accomplishments, areas for improvement, any obstacles encountered, and your goals and professional development needs for the coming year (Section VI.)
  - b. Complete your self-assessment in the mission areas (Section VII.)
  - c. Submit this report along with any other documents your chair, division director, or regional campus dean (or their designees) may request for the purpose of your annual review.
3. Faculty members with appointments in a school-wide center or institute (e.g., Regenstrief Institute, Cancer Center, etc) may be expected to submit a copy of the report to the center/institute director. Check with your department chair, director, or campus dean (or designee) if you are unsure about whether you should do so.
4. Come to your annual review meeting prepared to discuss your:
  - a. Accomplishments, areas of improvement, any obstacles encountered, professional development needs and goals for the coming year
  - b. Effort allocations in all applicable mission areas. There should be mutual agreement between you and your chair/director/campus dean regarding allocations of effort.
  - c. Timeline and progress toward promotion and/or tenure (if applicable)

5. Consider ways your chair or others in the department or school can help you achieve your goals (i.e., more focused mentoring, sponsorship or nominations for opportunities, professional development courses/workshops, etc.)
6. You will have the option to respond to the chair's, director's, or designee's assessment. If you would like to exercise this option, your response is due within two weeks of the annual review.
7. Retain a signed copy for your records

**Responsibilities of the chair/regional campus dean/director or designee:**

1. Review each faculty member's Annual Review Report and any accompanying documents in advance of the annual review meeting.
2. For faculty with appointments in a school-wide center or institute (e.g., Regenrief Institute, Cancer Center, etc), obtain input from the center or institute director as appropriate. For some faculty members, it is beneficial for the chair and institute/center director to meet together with the faculty member for the annual review. Any plan for joint annual reviews should be clearly communicated to relevant faculty members.
3. Conduct the meeting with each faculty member and discuss the accomplishments, improvement areas, obstacles, professional development needs, and goals of the faculty member.
4. Consider ways you may be able to help each faculty member achieve his/her goals (i.e., more focused mentoring, sponsorship or nominations for opportunities, professional development courses/workshops, etc.).
5. Discuss the timeline and progress toward promotion and/or tenure (if applicable). While you are not required to involve your primary committee in the annual review process, it is highly recommended for tenure track probationary faculty and/or when a review is borderline or unsatisfactory.
6. Clarify or confirm allocations of effort and expectations for performance in applicable mission areas (Section V.). There should be mutual agreement between you and the faculty member regarding allocations of effort.
7. Provide feedback on whether the faculty member is meeting, below, or exceeding expectations. If below, discuss and document the rationale and improvements needed (Section VII a. & b.).
8. Determine whether the overall performance is unsatisfactory, satisfactory, or excellent. Note that faculty members can be assessed as below expectations in one or more mission area and be given an overall satisfactory evaluation with improvements needed (Section VII a. & b.)
9. Provide the faculty member with the option to respond in writing. If a faculty member chooses to exercise this option, his/her response is due within two weeks of the annual review meeting (Section VII c.)
10. Sign the form, have the faculty member sign the form, make a copy for the faculty member, and add the original to the faculty member's department file.
11. Submit to the IUSM Faculty Affairs a certification memo stating that reviews of all appropriate faculty members have been conducted, that the signed original forms are in your files, and that a copy of the form has been provided to each individual involved

Note: Regional campus deans have the responsibility for conducting annual reviews for full-time faculty appointed on their campus. For satisfactory reviews, the department chair's signature is not required. When performance is less than satisfactory, the chair must co-sign the review and be involved in improvement plans. Copies of annual reviews should be kept on file at the regional campus and in the department's files as well.

**What to do in the case of a unsatisfactory review:**

It is critically important to submit the names of faculty members receiving unsatisfactory reviews along with copies of the unsatisfactory annual reviews as soon as possible to the Faculty Affairs office, specifically the Director, Operations and Systems. They will be forwarded to the Executive Associate Dean for Faculty Affairs and Professional Development for action if required, and a copy will be placed in the faculty member's file. If two consecutive unsatisfactory reviews occur, a special review under the campus and school Faculty and Librarian Review and Enhancement policy is required. Your cooperation with submission of unsatisfactory reviews ensures monitoring and compliance with the Faculty and Librarian Review and Enhancement policy as required by the IUPUI Dean of the Faculties Office.

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## Related Information

[IUPUI Faculty Guide](#)

[Faculty and Librarian Annual Reviews University Policy ACA-21](#)

[IUPUI Faculty/Librarian Review and Enhancement](#)

[Faculty Post Tenure Review & Enhancement \(IUSM\)](#)

[IUSM DMAI Quick Reference Guide](#)

DMAI [Faculty Support Guide](#)

[LCME Functions and Structure of a Medical School: Standards for Accreditation of Medical Education Programs Leading to the M.D. Degree – Element 4.4 Feedback to Faculty](#)

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## History

Annual Faculty Review guidelines are reviewed and approved annually by the Executive Associate Dean for Faculty Affairs and Professional Development.