Annual Performance Review Process
November 2020

As outlined in the Policies and Procedures of UW-SMPH, each faculty member of the Department of Obstetrics and Gynecology (Tenure track, CHS track, and C-T track) will have an impartial annual review. The Department member will be informed of the outcome of the review and be given an opportunity to reply. This process takes into account the Faculty Policies and Procedures outlined by the University of Wisconsin for tenured faculty members. The following process was approved by the Department of Obstetrics and Gynecology Executive Committee on December 11, 2020.

Annual performance reviews (APR) will be conducted each year starting in December of the year of review to evaluate the performance activity for each faculty member. Department members will complete an online self-evaluation, and annual APR form. The APR form and an updated Curriculum Vitae will be uploaded to the system. The faculty member will also select a peer reviewer in the online APR system, who is internal to the Department to initiate the review process.

The Department Chair will perform the review of the Vice-Chair(s) and the Division Directors. The Division Directors will normally perform the review of the members of each Division. The evaluator selects a second internal peer reviewer. A variety of data is provided to each division director and leader to support the APR process. The data may include, but is not limited to resident and student evaluations, clinical operations, patient satisfaction and SAM data. Any faculty member who is not assigned to a Division will be reviewed by the Chair (special appointments, adjunct appointments, rehired annuitants, etc).

It is the goal of the Department to conduct all reviews in a consistent and impartial manner. Either party may request a different person. If both reviewee and reviewer agree, the Chair becomes the reviewer. Unilateral requests to change a reviewer will be reviewed and approved by the Executive Committee.

Upon receipt of the completed peer review evaluations, the Division Director shall prepare his/her annual review and subsequently meet with each individual faculty member to personally go through the report. The faculty member or the Division Director may add supplemental comments to the online review prior to completing the annual process. When applicable, the reviews will be used to determine the annual merit exercise by the Executive Committee or the Chair (if designated by the committee).

In lieu of this annual review, faculty requiring post-promotion review in a given year (every five years) will have a comprehensive review that follows the department’s post promotion review guidelines for that year only.

The annual review process is reviewed periodically by the Department of Obstetrics and Gynecology Executive Committee and is subject to change.

The annual review process triggers a separate, but related, process for the review of progress toward promotion for tenured associate professors in the Department of Obstetrics and Gynecology. Following annual review, the Department Chair may request further review of Associate Professors progress to further promotion by the Committee of Tenured Professors. In addition, following annual review, each spring the department Executive Committee reviews progress toward promotion for Assistant Professors on the tenure track. The Department Chair may request further review of Assistant Professors progress to promotion by the Committee of Tenured Professors.

An overview of each faculty track and current guidelines for promotion on each faculty track can be found on the SMPH faculty resources webpage, “Preparing for Promotion”. Support for mentoring and toward promotion in the Department of Obstetrics and Gynecology faculty is provided. A variety of mentoring and promotion resources and tools are available on the Ob Gyn website. The ObGyn Faculty Mentoring Handbook includes timelines for annual activities and progress toward promotion by track and rank.