

## Ob-Gyn Faculty Annual Performance Review Process

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.

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 Ob-Gyn Annual Review Report. The Department of Obstetrics and Gynecology is using an online scholarly activity reporting system, Faculty Success, to generate numerous annual reports of faculty scholarly activity. Every faculty member has an online account accessible on their MyUW dashboard. The Ob-Gyn annual review report is generated from each faculty member's Faculty Success account. In order to accurately and completely account for their annual activities, faculty are encouraged to update their activities at least quarterly in their Faculty Success account.

The Department Chair will perform the review of the Vice-Chairs and Division Directors. The Division Directors will normally perform the review of the members of their division. The Department Chair and Division Directors are provided with access to the annual performance review a few days in advance of the full launch so that they may assign faculty reviewers. Since each faculty member may be selected for a **total** of three assigned and peer reviews for each annual review year, this allows the Chair and Division Directors the first opportunity to select reviewers.

Each faculty member has a personal dashboard on the annual performance review website that includes access to their past years' reviews. Deadlines are set for each step in the process, with completion of the online self-review, selection of peer reviewer, and uploading files accessible to reviewers and evaluators as the first deadline. This deadline is set to approximately four weeks after the APR launch date. Reviewers (both peer and assigned) receive an automated email as soon as they are selected. Deadline for peer and assigned reviews is the same date and is set for approximately two weeks after the self-review completion deadline. Deadlines for completion of peer and assigned reviews are set so that Directors and the Chair can see all of the reviewee and reviewers' notes prior to meeting with their faculty.

A variety of data is provided to the Chair and each Division Director to support the APR process. The data may include, but is not limited to, resident and student evaluations, clinical operations, patient satisfaction and productivity tracking (SAM) data. Any faculty member who is not assigned to a division will be reviewed by the Chair (special appointments, adjunct appointments, etc).

The evaluator (Director/Chair) enters their review notes online for the reviewee. When these notes are saved, they become accessible to the reviewee. The evaluator's review is not complete until after their face-to-face annual meeting with the reviewee. During or following that meeting, the evaluator may edit their review notes, and marks the date of the face-to-face meeting before their review can be marked as completed.

It is the goal of the Department to conduct all reviews in a fair, consistent and unbiased manner. If the faculty member under review formally objects to review by their Division Director and the Division Director agrees, then the Chair becomes the reviewer. Unilateral requests to change a reviewer will be reviewed and approved by the Executive Committee.

When applicable, the reviews may be used to determine the annual merit exercise by the Executive Committee or the Chair (if designated by the Executive Committee).

For those faculty requiring an official 5-year post-promotion review (PPR), that PPR will act in lieu of the annual review process for that year. The PPR is a comprehensive review that follows the department's post promotion review guidelines.

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 tenure track assistant and associate professors in the Department of Obstetrics and Gynecology. This process takes into account Faculty Policies and Procedures outlined by the University of Wisconsin. Following annual review, the Department Chair may request further review of Associate Professors progress to 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 Ob-Gyn Faculty Mentoring Handbook includes timelines for annual activities and progress toward promotion by track and rank.