

College of Medicine Faculty Performance Evaluation Quick Guide

FPE Section (In Order of Report)	Activity Description and Notes	AI Screen(s) Feeding to This Section
Instructions	<p><i>If you create this report from Activity Insight, some activities from the past year will automatically populate into the form. You may choose to add, edit, or delete activities as they should appear. Do NOT delete or change category headers and subheaders.</i></p> <p><i>If you do not have activities that are relevant to a category, please leave the section blank or respond with "N/A." Be sure to review each category closely, as some activities not captured in Activity Insight must be manually entered.</i></p> <p><u><i>When running the FPE report in Activity Insight, please select the appropriate date range for evaluation.</i></u></p> <p style="text-align: center;"><i>Calendar year = Jan. 1 to Dec. 31</i> <i>Fiscal year = July 1 to June 30.</i></p> <p><i>See p. 16 of the Faculty User Guide and Resources for instructions on running a Rapid Report to create and populate the Faculty Performance Evaluation.</i></p>	<ul style="list-style-type: none"> ▪ N/A
1. Scholarship and Research	<p>1.a. Original investigation (projects in progress, development of a research program and research group - includes non-funded departmental/educational research and IRBs)</p> <p>Note: Activities entered into the "Type" field with a value of "Non-Funded Research" will appear in this section.</p>	<ul style="list-style-type: none"> ▪ Contracts, Grants, and Sponsored Research
	<p>1.b. Technology transfer and intellectual property (licensing agreements, biotechnology companies and patent disclosures, applications, awards, or commercialization of intellectual property)</p>	<ul style="list-style-type: none"> ▪ Intellectual Property
	<p>1.c. Extramural grant or contract funding (peer reviewed awards: grants/contracts from local, state, national, or federal agencies)</p>	<ul style="list-style-type: none"> ▪ Contracts, Grants, and Sponsored Research
	<p>1.d. Publication in peer-reviewed journals</p>	<ul style="list-style-type: none"> ▪ Publications and Intellectual Contributions
	<p>1.e. Other publications (such as abstracts, reviews, or book chapters)</p>	<ul style="list-style-type: none"> ▪ Publications and Intellectual Contributions
	<p>1.f. Presentation of research results (posters, abstracts, or talks at symposia, conferences, and professional meetings)</p> <p style="padding-left: 20px;">i. National/International ii. Local/Regional</p> <p>Presentations that do not apply in this category may be deleted.</p>	<ul style="list-style-type: none"> ▪ Presentations
2. Teaching and Mentorship	<p>2.a. Quantity of teaching</p> <p style="padding-left: 20px;">i. Teaching and Course Instruction ii. GME Instruction iii. Professional and Continuing Education Instruction</p>	<ul style="list-style-type: none"> ▪ Teaching and Course Instruction ▪ Graduate Medical Education ▪ Professional and Continuing Education Instruction
	<p>2.b. Effectiveness of teaching (learner or peer evaluations)</p>	<ul style="list-style-type: none"> ▪ Manual Entry Only

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	2.c. Honors and Awards Note: In order for teaching awards to appear in the report, the activity must have "Teaching" selected in the "Purpose" field in Activity Insight.	<ul style="list-style-type: none"> ▪ Honors and Awards
	2.d. Supervising, mentoring, or advising individual learners or faculty members i. Mentoring and Advising ii. Graduate or Research Committee Membership	<ul style="list-style-type: none"> ▪ Directed Learning and Mentorship
	2.e. Innovative Teaching Materials	<ul style="list-style-type: none"> ▪ Innovative Teaching Materials
<p style="text-align: center;">3. Clinical Service</p> <p>Service provided as part of your faculty role within a clinical setting (OU Physicians, OU Medical Center, etc.)</p>	3.a. Clinical/Patient Care	<ul style="list-style-type: none"> ▪ Clinical Service
	3.b. Clinical Time Commitment/Productivity	<ul style="list-style-type: none"> ▪ Manual Entry Only
	3.c. Quality of Clinical Care (as measured by outcomes and patient satisfaction surveys)	<ul style="list-style-type: none"> ▪ Manual Entry Only
	3.d. Administration and Leadership	<ul style="list-style-type: none"> ▪ Clinical Service
	3.e. Committee Service	<ul style="list-style-type: none"> ▪ Clinical Service
	3.f. Honors and Awards Note: In order for clinical awards to appear in the report, the activity must have "Service, Clinical" selected in the "Purpose" field in Activity Insight.	<ul style="list-style-type: none"> ▪ Honors and Awards
<p style="text-align: center;">4. Organizational Service</p> <p>Service provided as part of your faculty role within the University of Oklahoma academic system, including organization administration and leadership positions and committee service.</p>	4.a. Campus/University i. Administration and Leadership ii. Committee Service	<ul style="list-style-type: none"> ▪ Organizational Service
	4.b. College of Medicine i. Administration and Leadership ii. Committee Service	<ul style="list-style-type: none"> ▪ Organizational Service
	4.c. Department i. Administration and Leadership ii. Committee Service	<ul style="list-style-type: none"> ▪ Organizational Service
	4.d. Division/Section i. Administration and Leadership ii. Committee Service	<ul style="list-style-type: none"> ▪ Organizational Service
<p style="text-align: center;">5. Professional Service</p> <p>Service provided outside of the University of Oklahoma to professional organizations</p>	5.a. National/International	<ul style="list-style-type: none"> ▪ Professional Service
	5.b. Local/Regional (This may include public outreach and community activity performed in your professional role.)	<ul style="list-style-type: none"> ▪ Professional Service
	5.c. Current Service to Other Academic Institutions	<ul style="list-style-type: none"> ▪ Professional Service
	5.d. Editor, Editorial Board, Journal Reviewer	<ul style="list-style-type: none"> ▪ Editor, Editorial Board, Journal Reviewer
<p style="text-align: center;">6. Professionalism</p>	6.a. Commitment to Excellence	<ul style="list-style-type: none"> ▪ Manual Entry Only
	6.b. Integrity/Organizational Responsibility	<ul style="list-style-type: none"> ▪ Manual Entry Only
	6.c. Respect/Customer Service	<ul style="list-style-type: none"> ▪ Manual Entry Only
	6.d. Teamwork/Communication/Collegiality	<ul style="list-style-type: none"> ▪ Manual Entry Only
	6.e. Attendance/Punctuality	<ul style="list-style-type: none"> ▪ Manual Entry Only
<p style="text-align: center;">Administrative Leadership (not scored)</p>	a. Please list your administrative title(s).	<ul style="list-style-type: none"> ▪ Administrative Leadership
	b. Provides a clear vision and understands his or her own leadership role.	<ul style="list-style-type: none"> ▪ Manual Entry Only by <u>Supervisor/Chair</u>
	c. Oversees resources and allocates use appropriately and consistent with policies.	<ul style="list-style-type: none"> ▪ Manual Entry Only by <u>Supervisor/Chair</u>

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Faculty Goals	For Promotion (n/a for Professors) For the next year For the next 2-5 years	<ul style="list-style-type: none"> ▪ Manual Entry Only by <u>Faculty Member</u>
Evaluator's Comments	1. Scholarship and Research 2. Teaching and Mentorship 3. Clinical Service 4. Organizational Service 5. Professional Service 6. Professionalism Faculty Action Items for Future	<ul style="list-style-type: none"> ▪ Manual Entry Only by <u>Supervisor/Chair</u>
Faculty Response	Faculty Response (To evaluator's comments; completed during evaluation meeting.)	<ul style="list-style-type: none"> ▪ Manual Entry Only by <u>Faculty Member</u>
Supervisor/Chair Action Items	Supervisor/Chair Action Items (Completed during evaluation meeting.)	<ul style="list-style-type: none"> ▪ Manual Entry Only by <u>Supervisor/Chair</u>
Activity Insight Acknowledgment	Prior to the evaluation meeting, the faculty member is required to log in and review their CV data entered into the Activity Insight system and to complete the "Faculty Acknowledgment" in the system, confirming that their data is accurate and complete at the time of evaluation.	<ul style="list-style-type: none"> ▪ Manual Entry Only by <u>Faculty Member</u>
Conflict of Interest Acknowledgment	Prior to the evaluation meeting, the faculty member is required to list conflicts of interest in accordance with University policies, including but not limited to the University of Oklahoma Regents' Policy and Faculty Handbook, Appendix E.	<ul style="list-style-type: none"> ▪ Manual Entry Only by <u>Faculty Member</u>

Revised 8/7/19