



Annual Performance Review: Overview & Guidance

The **Annual Performance Review (APR)** is intended to promote the discussion of performance and future goals between a faculty member and their supervisor. The APR is required for all UMass Chan employed faculty at the UMass Chan Medical School and UMass Memorial Health Care. The procedure for conducting the APR is described in the Academic Personnel Policy (APP, approved 12/8/2017)—see [APP Section 5.5](#).

This guide is designed to help faculty complete their APR and prepare for the discussion with their supervisor. Information is also available on the Office of Faculty Affairs website at <http://www.umassmed.edu/ofa/academic/faculty-reviews/apr>.

The goal of the APR is to provide a **retrospective evaluation** and an agreement on **shared goals for the future**. The APR process is intended to benefit both the faculty member and the department:

- to document a faculty member’s activities and achievements
- to provide feedback (both positive and areas for improvement) on a faculty member’s performance in their assigned roles and on their progress toward academic advancement
- to define the goals for a faculty member for the upcoming year
- to define a plan for academic and professional development
- to inform salary recommendations.

Steps in the Review Process

Each faculty member must record their **academic and professional activities** for the past year, conduct a **self-assessment of their goals** for that year, and set **goals** for the next year. The Department Chair or an assigned evaluator such as a Division Chief then reviews and evaluates the faculty member’s performance during the past year and their goals for the next year in a **written evaluation** and **face-to-face discussion**. Additional information about each step of the APR Process can be found on the “APR: Instructions for Faculty” handout on our OFA website: <http://www.umassmed.edu/ofa/academic/faculty-reviews/apr>. The APR process is completed electronically via Interfolio beginning in 2024.

Process deadlines are detailed in the annual APR email communication from the Office of Faculty Affairs.

Recording Academic Activities

The faculty member records their academic and professional activities for the reporting period. Complete only the sections that are relevant to you— you do not need to complete every section.

Key Points

- Be prepared! An up-to-date curriculum vitae in the UMass Chan CV format will make it easier to complete your APR using the copy and paste functions.
- Keep a log of your teaching evaluations to include as an optional upload.

- List all mentoring and advising activities under Education. Include evidence of outcomes that result from your mentoring (e.g., publications or presentations with mentees; current positions of mentees).
- Clinical faculty should describe their expertise in a clinical specialty and roles and responsibilities in health care delivery, including patient population/location; any innovations in health care delivery, with documented outcomes; and their efforts to improve quality and safety of patient care in the Health Care Delivery section.

Diversity Efforts

Describe your efforts to support diversity, equity and inclusion. For guidance, visit:

<https://www.umassmed.edu/ofa/academic/faculty-reviews/apr/diversity/>

Professional Development Activities

List any activities (course, programs, workshops etc.) in which you participated to enhance your professional development. As you list these activities, consider your academic and professional development needs for the next year.

Goals and Self-Assessment

In this section, provide a self-assessment of the goals you set in your previous year's APR and list your goals for the coming year. You should also review your needs for mentoring to achieve the goals you set. The Individual Opportunity Plan (IOP) may help you set your goals and is available on the OFA website: <https://www.umassmed.edu/ofa/development/iop/>.

- Identify your **primary Area of Distinction** (Health Care Delivery, Education, Investigation, Population Health and Public Policy). Your primary Area of Distinction is where you devote most effort and/or have the greatest achievements.
- Goals** for the reporting period: copy your goals from your APR form from the previous year.
- Provide a **self-assessment** of your performance during the reporting period: highlight your most important accomplishments and describe any challenges in meeting your goals.

List your **goals** for the next year in priority order. Include at least one objective for each goal. Consider writing goals in each of the following areas (as appropriate): education, research and scholarly activities, professional service, clinical service, leadership, diversity, and career development.

A **Goal** is a broad statement of a desired outcome that you plan to achieve in the next 3–5 years.

Examples:

- To secure external funding to maintain a productive research program.
- To establish myself as an educational scholar.
- To increase the efficiency of my clinical practice.

Goals should be **SMART**: Specific, Measurable, Achievable, Relevant, Time-limited.

Examples:

- I will submit three applications for external funding (R01, R21, and ACS) by March.
- I will complete the assessment of the new curriculum I developed, write and submit a manuscript by December.
- I will enroll in LEAN training and initiate one project for quality improvement this year.

Mentoring: how could mentors increase your ability to achieve the goals you have listed? Do you

need help in identifying mentors?

Examples:

- I would like an experienced grant writer to review the specific aims for my proposals.
- I would like advice on interpreting the assessment of the curriculum.
- I would like guidance from someone who has experience in quality improvement.

The APR Meeting

Your evaluator, either your Department Chair or their designee such as a Division Chief, will review your APR and complete a written evaluation of your past performance and future goals. You will then meet with the evaluator to discuss your evaluation.

The APR meeting is an opportunity for faculty to discuss their academic and professional development with their supervisor and request resources to achieve their goals. The APR is an opportunity for supervisors to evaluate the performance and support the development of their faculty.

Be prepared for the meeting:

- Review your APR before the meeting to anticipate any particular concerns.
- If you feel that you are ready for promotion, be prepared to raise the issue with your supervisor.

Plan to negotiate for resources:

- What resources do you need to achieve the goals you have set for the next year — protected time, funding, mentoring?

Expect a “mixed review”:

- If you are asked to do more, where can you do less — clinic, teaching, scholarship, service?

If you are asked to improve your performance — scholarship, funding, educational activities, clinical productivity — what do you need to achieve the expectations set for you?