

## Annual Career Conference: *Guide for Evaluators*

**Annual Career Conferences** should be held for all faculty members by their department chair or designee. Prior to the Conference, the faculty member completes their **Annual Performance Review (APR)** form listing their **academic and professional activities** for the past year, a **self-assessment of their goals** for that year, and **goals and objectives** for the next year. The Department Chair or an assigned evaluator, such as a Division Chief, then meets with each faculty member in an **Annual Career Conference**.

In addition to the Conference providing a retrospective evaluation and agreement on shared goals, the Conference is also an opportunity to facilitate professional development and satisfaction; recognize individual contributions and achievements; communicate the strategic direction of both UMMS and UMMH and ensure alignment with the department/division/individual; as well as to address any performance concerns.

The Conference process should take approximately an hour to complete, allowing about fifteen minutes for preparation, a half-hour for your discussion and another fifteen minutes for outlining the next steps in professional development. Follow-up conversations and outreach to the faculty to lend support will be key supplements to this process.

### Supervisor/Evaluator Responsibilities

This guide is designed to help supervisors conduct the Annual Career Conference and APR with their faculty. Information is also available on the Office of Faculty Affairs website [here](#). The APR is required for all employed faculty at UMMS, UMMH and University-approved External Foundation or Agency, as described in the [Academic Personnel Policy](#).

The supervisor or assigned evaluator is responsible for completing Sections VII and XII of the APR form, and for conducting the Annual Career Conference with the faculty member.

### **Section VII. Health Care Delivery (UMMH employed faculty)**

For clinical faculty, the evaluator reviews the performance metrics for the faculty member, including their demonstration of respect through teamwork and collaboration, and completion of required training, and assesses whether they meet/exceed expectations by checking the appropriate boxes.



FISCAL YEAR 2021 STRATEGIC GOALS		UMassMemorial Medical Center	UMassMemorial Medical Group
 HIGHEST QUALITY, SAFEST CARE	Improve quality outcomes & culture of safety		
 PATIENT/FAMILY-CENTERED CARE	Create an environment and culture of patient & family-centered care		
 ACCESS & OPERATIONAL EXCELLENCE: ED & INPATIENT	Redesign care to improve quality, experience, efficiency & access		
 ACCESS & OPERATIONAL EXCELLENCE: OR & PROCEDURAL AREAS	Redesign care to improve quality, experience, efficiency & access		
 ACCESS & OPERATIONAL EXCELLENCE: AMBULATORY	Redesign care to improve quality, experience, efficiency & access		
 ACADEMIC PARTNERSHIPS	Strengthen teaching & research collaboration with UMass Medical School		
 FINANCIAL HEALTH	Achieve sufficient margin for strategic investments		
 CAREGIVER ENGAGEMENT	Enhance caregiver wellness, safety & commitment		

## Section XII. Supervisor/Evaluator Summary

The evaluator reviews the faculty member's activities during the reporting period and writes an evaluation of their performance. The comments should address all aspects of the faculty member's activities, including their educational activities, investigation, scholarship, and clinical activities, as relevant. The evaluator should also comment on the faculty member's goals for the coming year.

If the faculty member has another supervisor who can evaluate their performance, the evaluator may solicit comments from that individual and include in Section XII.

The evaluator provides an overall rating of the faculty member's performance as "Satisfactory" or "Unsatisfactory". A rating of unsatisfactory performance must be supported by statements in the evaluation summary; the relevant area(s) of performance failure must also be checked.

The evaluator signs and dates the APR form; their typed name is acceptable as signature.

### Annual Career Conference

The evaluator meets with the faculty member to discuss their performance and career goals. This meeting should include the following:

- Recognition of the faculty member's accomplishments and contributions to the division/department.
- An evaluation of the faculty member's performance with positive feedback and/or recommendations for improvement, as appropriate.
- A discussion of the faculty member's goals for the upcoming year, including plans for academic and professional development and their progress towards academic advancement.
- An understanding of what the faculty member finds motivating and most meaningful in their work.

### Next Steps

- The faculty member may provide comments on their evaluation in Section XIII. They sign and date the form; their typed name is acceptable as signature.
- The Department Chair (if they are not the evaluator) provides an evaluation in Section XIV, signs and dates the form; their typed name is acceptable as signature.
- The completed form is submitted to the Office of Faculty Affairs, where it is included in the faculty member's permanent academic record. Copies of the completed APR form should be sent to the faculty member, included in their departmental file, and, for clinical faculty, submitted to UMMMG Human Resources or UMMH Human Resources (non-physician UMMH faculty).