

## Annual Review Plan for Tenured Faculty in Psychiatry

1. Each year the DEO/Dept Head will meet for one hour with tenured faculty.
2. Two weeks prior to the meeting, the faculty member will be sent a form to fill out. The form will include opportunities for the faculty member to document their efforts and accomplishments in the six areas of the mission: teaching, scholarship of discovery, educational scholarship, clinical scholarship, academic and administrative service, and clinical service. Information will also be obtained from the departmental administrator about the faculty member's clinical productivity and about the status of their current grant funding.
3. Key variables to consider for research-oriented faculty will include number of papers, number of first and last-author papers, number of grants submitted and obtained, number of dollars coming in through grants. Key variables for clinically oriented faculty will be numbers of patients seen, numbers of RVUs generated, numbers of dollars generated through clinical work. For all faculty, numbers of mentees supervised, and numbers of departmental activities attended will be important. Elements of national/international leadership and recognition will be important as well. These variables will be monitored in a spreadsheet for all tenured faculty.
4. This meeting will occur early in each calendar year. In some cases, a Vice-Chair of the department and/or the departmental administrator will be asked to attend the meeting. In the meeting, both successes and problems will be discussed, as well as potential ways to remediate problems. An action plan will be developed.
5. The DEO will draft a summary of the meeting, highlighting the action plan for the coming year. This will be shared with the faculty member, who will have the opportunity to suggest edits.
6. The final version will be sent to the Dean for Faculty Affairs of CCOM.