



Office of
Faculty Affairs

Transforming the APR Process

Faculty Training

Emily Green, PhD, MA

Associate Vice Provost for Faculty Development

1. This process is designed to modernize the old paper-based APR, but the basic content has not changed significantly

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2. There are resources available to help guide you (job aids, open hours, etc.)



Welcoming faculty to
UMass Chan...

New Faculty Orientation

READ MORE >>

OFA Quicklinks

- Annual Performance Review
- Academic Personnel Policy (APP)
- CVs and NIH Biosketches
- Individual Opportunity Plan
- Promotion Process
- Recruitment & Hiring Process
- Transition Through Retirement
- Part Time Guidelines
- Preparing for Promotion



<https://www.umassmed.edu/ofa/>

UMass Chan Office of Faculty Affairs MEDICAL SCHOOL



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COMMITTEES

GOVERNANCE & POLICIES



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Recruitment & Hiring ▶

Academic Evaluation ▶

Basic File ▶

Eligibility & Criteria ▶

Appointment ▶

Promotion ▶

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Faculty Reviews

Sabbatical Leaves

click to view this web page

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[Academic Personnel Policy \(APP\)](#)

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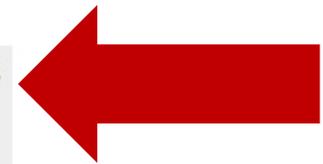
- Faculty Positions ▶
- Recruitment & Hiring ▶
- Academic Evaluation ▶
- Basic File ▶
- Eligibility & Criteria ▶
- Appointment ▶
- Promotion ▶
- Tenure ▶
- Emeritus ▶
- Faculty Reviews ▶
- See [click to view this web page](#)



OFA Quicklinks

- Annual Performance Review
- Academic Personnel Policy (APP)
- CVs and NIH Biosketches
- Individual Opportunity Plan
- Promotion Process
- Recruitment & Hiring Process
- Transition Through Retirement
- Part Time Guidelines
- Preparing for Promotion

- Annual Performance Review (APR) ▶
- Mini-Tenure Review
- Post-Tenure Review (PMYR)





Annual Performance Review

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 Medical School 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

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 the faculty member and the department:

- to document a faculty member's activities and achievements
- to provide feedback (both positive and for areas of improvement) on a faculty member's performance in their assigned roles and on their progress toward academic promotion
- 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.

The [APR: Overview and Guidance](#) document is designed to help faculty complete their APR and prepare for the discussion with their supervisor.



Interfolio Resources for Faculty



Interfolio Resources for Chairs &
Supervisors



Interfolio Resources for
Administrative Staff



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



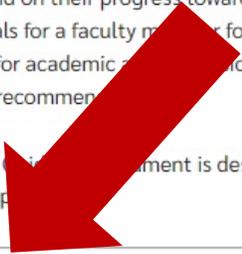
Annual Performance Review

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- to inform salary recommendations

The APR: Overview and [APR Worksheet](#) is designed to help faculty complete their APR and prepare for the discussion with their supervisor.



Interfolio Resources for Faculty



Interfolio Resources for Chairs &
Supervisors



Interfolio Resources for
Administrative Staff



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

Annual Performance Review (APR)

[Interfolio Resources for Faculty](#)

[Interfolio Resources for Chairs & Supervisors](#)

[Interfolio Resources for Administrative Staff](#)

Interfolio Resources for Faculty



[APR: Overview and Guidance](#)



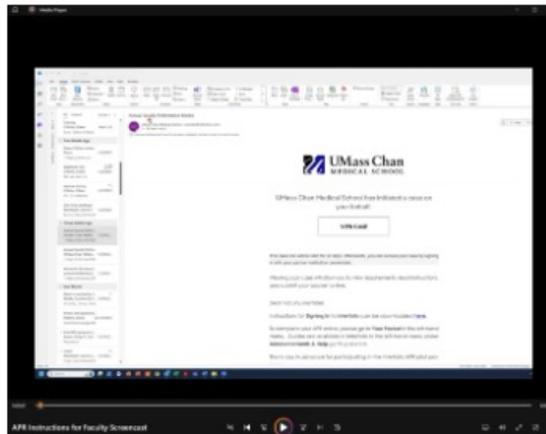
[Interfolio Sign In Instructions](#)



[APR: Instructions for Faculty](#)



[APR: Download Your APR Packet](#)



[APR: Instructions for Faculty ScreenCast](#)



Transforming the APR Process

Faculty Training

[Recorded Interfolio APR Training for Faculty](#)

1. This process is designed to modernize the old paper-based APR, but the basic content has not changed significantly
2. There are resources available to help guide you (job aids, open hours, etc.)
3. For faculty, this process is mostly “reactive”

Microsoft Outlook interface showing an email from UMass Chan Medical School. The email subject is "Annual Faculty Performance Review" and the sender is "UMass Chan Medical School <noreply@interfolio.com>". The email content includes the UMass Chan Medical School logo and a message stating: "UMass Chan Medical School has initiated a case on your behalf." A prominent "VIEW CASE" button is displayed. The email also contains text about the case link validity (30 days) and instructions for signing in to Interfolio. A red circle highlights the sender's email address in the header.

Annual Faculty Performance Review

UC UMass Chan Medical School <noreply@interfolio.com>
To: Green, Emily P
Thu 12/19/2024 11:28 AM

Annual Faculty Performance Review
UMass Chan Medical School 11:28 AM
<https://cdn.interfolio.com/production/institut>

Vice Chair Incubator Program
Longo, Rachael L 10:18 AM
Updated!

Yesterday

Interest in HEALL Collaborative: Creating an ed...
Fuhmann, Cynthia Wed 3:53 PM
Dear Emily, First, I'll note that the deadline for

Fuhmann, Cynthia shared "Collaborative Prop..."
Fuhmann, Cynthia Wed 3:45 PM
Fuhmann, Cynthia invited you to edit a file

Last Week

update to Adobe Spark/Creative Cloud
Furman, Arkady Wed 12/11
Hi Emily,

Three Weeks Ago

The Veteran Educator Podcast
Meeks, Sarah A. 11/26/2024

Last Month

(no subject)
Green, Emily P 11/21/2024
HEALL essay

Faculty Development Improves Teaching and L...
Emily Green 11/13/2024
https://nam10.safelinks.protection.outlook.co...

Older

Register for a complimentary one-on-one with...
Fidelity Investments 10/25/2024
<https://click.fidelityinvestments.com/open.asj

document
Ludovico, Gennette 7/23/2024
Thanks!! I had a lot of thoughts and when I

UMass Chan MEDICAL SCHOOL

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VIEW CASE

This case link will be valid for 30 days. Afterwards, you can access your case by signing in with your partner institution credentials.

Viewing your case will allow you to view requirements, read instructions, and submit your packet online.

Dear Faculty Member,

Instructions for **Signing In to Interfolio** can be downloaded [here](#).

To complete your APR online, please go to **Your Packet** in the left-hand menu. Guides are available in Interfolio in the left-hand menu under **Announcements & Help-getting started**.

Thank you in advance for participating in the Interfolio APP pilot pro...

from:
noreply@interfolio.com

changing your preferred email

HOW TO: Change how UMass Chan Medical School communicates with you

1. Check your faculty profile. <https://profiles.umassmed.edu/search/>



UMass Profiles
Research Networking Software
Sponsored by UMCCTS

Home About Help History (1)

Login to edit your profile (add a photo, awards, links to other websites, etc.)

Profiles Stats
7352 Publications
2773 Total Profiles
3423 Edited Profiles

Recent Updates
Celine Larkin
October 25, 2022
added a publication from:
Archives of suicide
research - official journal of
the International Academy
for Suicide Research
Alexandra Wink
October 25, 2022
added a publication from:
JMIR medical education
See more Activities

Find People Find Everything

Find people by keyword

Keywords Search for exact phrase
Search

Find people by name/organization

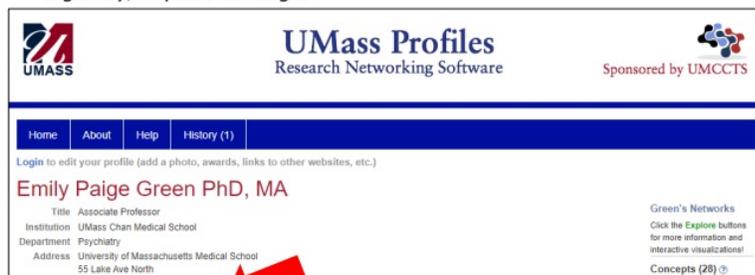
Last Name First Name
Institution All except the one selected
Department All except the one selected
Faculty Type Other Options
Search

Most viewed (today)
Corpus Striatum
Public Health
Administration
Cyclic AMP Dependent
Protein Kinases
Health Services
Administration
Pain Measurement
pediatric
Health Services Needs
and Demand
Risk Management
Social Sciences
wang

Most viewed (month)
Blood Chemical
Analysis
Electromagnetic
Phenomena
Public Health
Administration
Enzyme Inhibitors
Corpus Striatum
Data Analysis
Salt Control
epigenetics
Htp
Development



2. Check the email address listed on your profile. This email is the one UMass Chan uses to send out important information, opportunities, and resources. *If this email address is not one that you check regularly, request a change.*



UMass Profiles
Research Networking Software
Sponsored by UMCCTS

Home About Help History (1)

Login to edit your profile (add a photo, awards, links to other websites, etc.)

Emily Paige Green PhD, MA

Title Associate Professor
Institution UMass Chan Medical School
Department Psychiatry
Address University of Massachusetts Medical School
55 Lake Ave North

Green's Networks
Click the Explore buttons
for more information and
interactive visualizations!

Concepts (28)

<https://www.umassmed.edu/ofa/about/newswire/>

Microsoft Outlook interface showing an email from UMass Chan Medical School. The email subject is "Annual Faculty Performance Review" and the sender is "UMass Chan Medical School <noreply@interfolio.com>". The email content includes the UMass Chan Medical School logo, a "VIEW CASE" button, and text stating: "UMass Chan Medical School has initiated a case on your behalf." Below the button, it says: "This case link will be valid for 30 days. Afterwards, you can access your case by signing in with your partner institution credentials." Further down, it says: "Viewing your case will allow you to view requirements, read instructions, and submit your packet online." The email also includes a greeting "Dear Faculty Member," and instructions for signing in to Interfolio, with a link to "here". At the bottom, it says: "To complete your APR online, please go to **Your Packet** in the left-hand menu. Guides are available in Interfolio in the left-hand menu under **Announcements & Help-getting started**."

from:
noreply@interfolio.com

TIP
check your
spam folders
regularly

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Annual Faculty Performance Review

UMass Chan Medical School <noreply@interfolio.com>
To: Green, Emily P
Thu 12/19/2024 11:28 AM

Annual Faculty Performance Review
Longo, Rachael L
Updated!

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Fuhrmann, Cynthia
Dear Emily, First, I'll note that the deadline for

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Fuhrmann, Cynthia
Fuhrmann, Cynthia invited you to edit a file

update to Adobe Spark/Creative Cloud
Furman, Arkady
Hi Emily,

The Veteran Educator Podcast
Meeks, Sarah A.
11/26/2024

(no subject)
Green, Emily P
HEALL essay
11/21/2024

Faculty Development Improves Teaching and L...
Emily Green
11/13/2024
<https://nam10.safelinks.protection.outlook.co...>

Register for a complimentary one-on-one with...
Fidelity Investments
10/25/2024
<https://click.fidelityinvestments.com/open.asj>

document
Ludovico, Gennette
7/23/2024
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Thank you in advance for participating in the Interfolio APP pilot pro...

“case” = your annual performance review process

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“case” = your annual performance review process

Sign In

Sign in with email

Email *

emily.green@umassmed.edu

Password *

Sign In

[Forgot your password?](#)

Don't have an account?

Use Interfolio's suites of services to simplify your academic life.

[Create an account](#)

Other Sign In Options

Sign in with Partner Institution



Sign in with Google

Sign In

Sign in with email

Email *

emily.green@umassmed.edu

Password *

Sign In

[Forgot your password?](#)

Other Sign In Options

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Sign In

Sign in with email

Email *

emily.green@umassmed.edu

Password *

Sign In

[Forgot your password?](#)

Other Sign In Options

[Sign in with Partner Institution](#)

 [Sign in with Google](#)

X **Don't have an account?**
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[Create an account](#)

an account has been
created for you

you need to set a **new**
password

Sign In

Sign in with email

Email *

emily.green@umassmed.edu

Password *

Sign In

[Forgot your password?](#)

Other Sign In Options

[Sign in with Partner Institution](#)

 [Sign in with Google](#)



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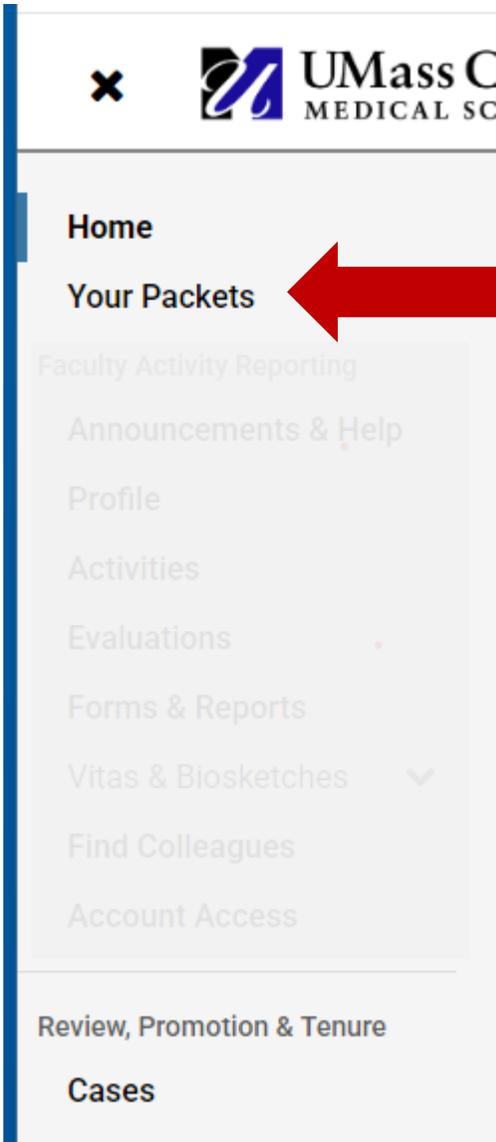
[Create an account](#)

an account has been
created for you

you need to set a **new**
password

TIP

*use Chrome
(not Edge or
Safari)*



navigate to your "Packet"

your "packet" is the assembly of documents and information that comprise your annual review

Home

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Review, Promotion & Tenure

Cases

Faculty Annual Performance Review

View Instructions

Preview Packet

Unit

UMass Chan Medical School

Type

Review

Packet Deadline Type

Soft Deadline

Packet Due Date

Overview

Packet

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

Recording Academic Activities

Not Yet Submitted Unlocked

Edit

Type	# Required	# Added
<input checked="" type="checkbox"/> Curriculum Vitae (CV)	0 required	0
<input checked="" type="checkbox"/> Educational Activities Supporting Documentation	0 required	0
<input type="checkbox"/> General Information	5 required	0
<input type="checkbox"/> FTE Effort	5 required	0
<input checked="" type="checkbox"/> Education Section	0 required	0
<input checked="" type="checkbox"/> Investigation Section	0 required	0
<input checked="" type="checkbox"/> Scholarship Section	0 required	0
<input checked="" type="checkbox"/> Academic Service Section	0 required	0
<input checked="" type="checkbox"/> Leadership Positions and Responsibilities Section	0 required	0
<input checked="" type="checkbox"/> Health Care Delivery Performance Metrics & Innovation in Health Care Delivery	0 required	0
<input checked="" type="checkbox"/> Honors & Awards Section	0 required	0
<input checked="" type="checkbox"/> Efforts to Support Diversity, Equity, and Inclusion Section	0 required	0
<input checked="" type="checkbox"/> Professional and Faculty Development Activities	0 required	0
<input type="checkbox"/> Goals and Self-Assessment	5 required	0



Faculty Annual Performance Review

[View Instructions](#)

[Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
UMass Chan Medical School	Review	Soft Deadline	

Overview **Packet**

[Expand All](#) [Collapse All](#)

Recording Academic Activities

Not Yet Submitted **Unlocked**

[Submit](#)

0 of 0
Required Files

Please record your academic and professional activities for the previous academic year in the appropriate sections below. 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 will make it easier to complete the form. The APR form is consistent with the current version of the UMass Chan CV format, allowing you to cut-and-paste information from your CV into your APR. Keep a log of your teaching evaluations to upload to Interfolio.

Please set aside some time to complete your APR and save your responses for each form so that you may come back to your APR Packet / Case and make edits as needed to each form. **Wait until you have completed all the form sections and have uploaded your teaching evaluations (optional) before you hit the Submit button.** After you hit the **Submit** button you will no longer be able to make edits to the form sections.

Please complete your APR before October 4, 2024.

Instructions for completing your APR can be downloaded from the links below:

- [Interfolio Profile and Activities Instructions](#)
- **[Interfolio APR Instructions](#)**

Additional Interfolio Instructional Resources:

- After you select your packet, a link to the [Candidate's Packet Guide](#) will be displayed or you can participate in an [eLearning video](#).

instructions,
resources &
due date

General Information 5 required questions, [Fill Out Form](#)

This form has not been completed.

FTE Effort 5 required questions, [Fill Out Form](#)

This form has not been completed.

Education Section 0 required questions, [Edit Form](#)

Title	Details	Actions
Education Section	Completed Not Yet Submitted	Edit

Investigation Section 0 required questions, [Edit Form](#)

Title	Details	Actions
Investigation Section	Completed Not Yet Submitted	Edit



2 required sections:

General Information

FTE Effort

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General Information

Emily Green

Demographic Section:

Please fill in the demographic information below. Sections with a red asterisk are required.

Click **Save Responses** when finished entering information. Then click **Return to Template** to complete another section. If the form has already been started, click **Edit Form** to edit that section.

First Name *

Last Name *

Department *

Division

Optional

Current Rank *

Years in Current Rank *

Last Saved on Dec 19, 2024 at 11:18 AM

Save Responses

Return to Packet

TIP
*required information is indicated by a red asterisk **



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Department *

Division

Optional

Current Rank *

Years in Current Rank *

Last Saved on Dec 11 11:18 AM

Save Responses

Return to Packet

TIP
Interfolio does auto-save your information (but save as you go!)



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Optional

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Last Saved on Dec 19, 2024 at 11:18 AM

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Fill Out Form

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Edit Form

Title

Details

Actions

Education Section

Completed
Not Yet Submitted

Edit

Investigation Section 0 required questions,

Edit Form

Title

Details

Actions

Investigation Section

Completed
Not Yet Submitted

Edit



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FTE Effort

Emily Green

What was your FTE in the following activities during the evaluation period?

Please report your Full-Time Equivalent (FTE) values in the following activities during the evaluation period. Enter 0.0 in the sections that do not apply.

For example: If you are working part-time 50% (Education 0.20 FTE/ Clinical 0.30 FTE)
If you are working full-time 100% (Investigation 0.90 FTE/ Education 0.10)

If you have question concerning your FTE, please review your current offer letter or contact your academic administrator.

Click **Save Responses** when finished entering information. Then click **Return to Template** to complete another section. If the form has already been started, click **Edit Form** to edit that section.

Clinical: *

Education: *

Research: *

Other: *

Other: *

Last Saved on Dec 19, 2024 at 11:18 AM

Save Responses

[Return to Packet](#)

FTE Effort

Emily Green

What was your FTE in the following activities during the evaluation period?

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0.00

Clinical: *

Education: *

Research: *

Other: *

Other: *

Last Saved on Dec 19, 2024 at 11:18 AM

Save Responses

Return to Packet

- Home
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0.00

Clinical: *

Education: *

Research: *

Other: *

Other: *

Last Saved on Dec 12, 2017 11:15 AM

 Save Responses

Education Section 0 required questions, [Edit Form](#)

Title	Details	Actions
Education Section	Completed Not Yet Submitted	Edit

Investigation Section 0 required questions, [Edit Form](#)

Title	Details	Actions
Investigation Section	Completed Not Yet Submitted	Edit

Scholarship Section 0 required questions, [Edit Form](#)

Title	Details	Actions
Scholarship Section	Completed Not Yet Submitted	Edit

Academic Service Section 0 required questions, [Edit Form](#)

Title	Details	Actions
Academic Service Section	Completed Not Yet Submitted	Edit

Leadership Positions and Responsibilities Section 0 required questions, [Edit Form](#)

Title	Details	Actions
Leadership Positions and Responsibilities Section	Completed Not Yet Submitted	Edit

Health Care Delivery Performance Metrics & Innovation in Health Care Delivery 0 required questions, [Edit Form](#)

Title	Details	Actions
Health Care Delivery Performance Metrics & Innovation in Health Care Delivery	Completed Not Yet Submitted	Edit

Honors & Awards Section 0 required questions, [Edit Form](#)

Title	Details	Actions
Honors & Awards Section	Completed Not Yet Submitted	Edit

Efforts to Support Diversity, Equity, and Inclusion Section 0 required questions, [Edit Form](#)

Title	Details	Actions
Efforts to Support Diversity, Equity, and Inclusion Section	Completed Not Yet Submitted	Edit

Professional and Faculty Development Activities 0 required questions, [Edit Form](#)

Title	Details	Actions
Professional and Faculty Development Activities	Completed Not Yet Submitted	Edit

list your activities in each area for the previous reporting period

Education Section 0 required questions, [Edit Form](#)

Title	Details	Actions
-------	---------	---------

[Education Section](#) Completed Not Yet Submitted [Edit](#)

Investigation Section 0 required questions, [Edit Form](#)

Title	Details	Actions
-------	---------	---------

[Investigation Section](#) Completed Not Yet Submitted [Edit](#)

Scholarship Section 0 required questions, [Edit Form](#)

Title	Details	Actions
-------	---------	---------

[Scholarship Section](#) Completed Not Yet Submitted [Edit](#)

Academic Service Section 0 required questions, [Edit Form](#)

Title	Details	Actions
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[Academic Service Section](#) Completed Not Yet Submitted [Edit](#)

Leadership Positions and Responsibilities Section 0 required questions, [Edit Form](#)

Title	Details	Actions
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[Leadership Positions and Responsibilities Section](#) Completed Not Yet Submitted [Edit](#)

Health Care Delivery Performance Metrics & Innovation in Health Care Delivery 0 required questions, [Edit Form](#)

Title	Details	Actions
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[Health Care Delivery Performance Metrics & Innovation in Health Care Delivery](#) Completed Not Yet Submitted [Edit](#)

Honors & Awards Section 0 required questions, [Edit Form](#)

Title	Details	Actions
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[Honors & Awards Section](#) Completed Not Yet Submitted [Edit](#)

Efforts to Support Diversity, Equity, and Inclusion Section 0 required questions, [Edit Form](#)

Title	Details	Actions
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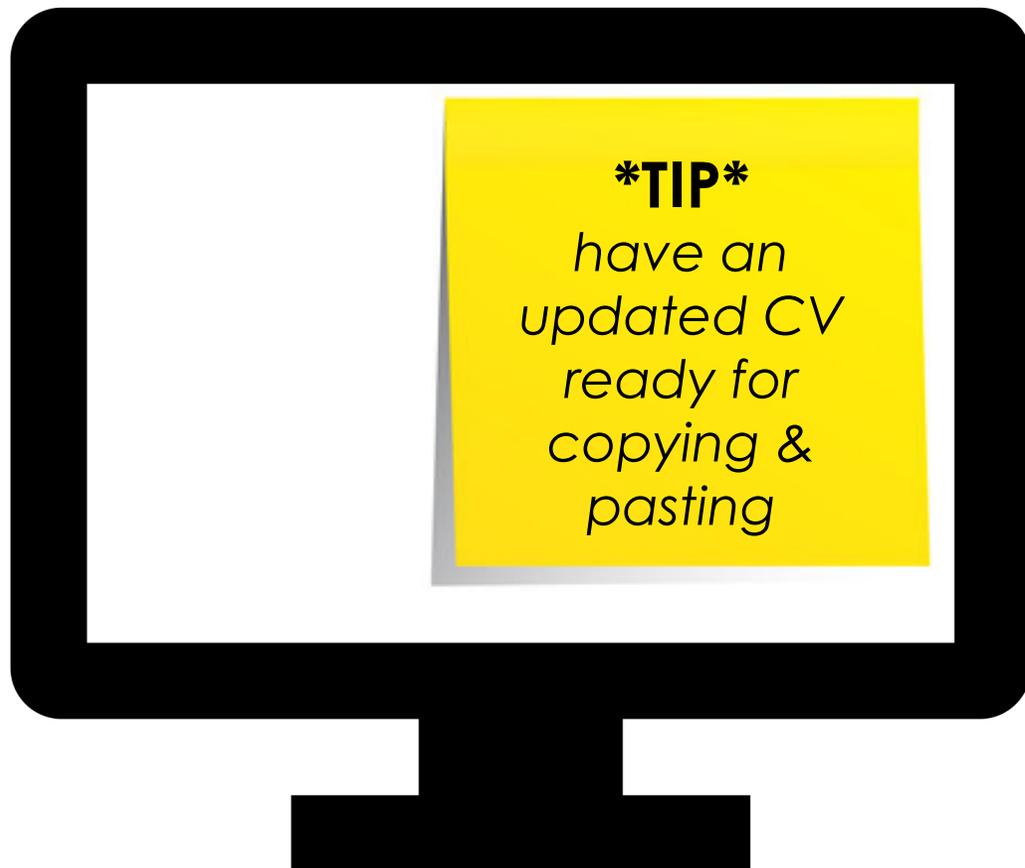
[Efforts to Support Diversity, Equity, and Inclusion Section](#) Completed Not Yet Submitted [Edit](#)

Professional and Faculty Development Activities 0 required questions, [Edit Form](#)

Title	Details	Actions
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[Professional and Faculty Development Activities](#) Completed Not Yet Submitted [Edit](#)

leave sections blank that are not relevant to you



Emily Paige Green, PhD, MA

Office of Faculty Affairs

UMass Chan Medical School

55 Lake Avenue North, Worcester, MA 01655-0002

Office: S1-710E Ph:(508) 856-2114

Emily.Green@UMassmed.edu

EDUCATION

PhD, (Educational Studies- Adult Learning and Development),
Lesley University, Cambridge, MA 05/2016
Thesis Title: Justice and Care: Decision Making of Medical School Student Promotions
Committees
Advisor: Terrence Keeney, PhD

MA, (Psychology), Boston University, Boston, MA 05/1997

BA/BS, (Education/Psychology), Guilford College, Greensboro, NC 05/1994

ACADEMIC APPOINTMENTS

Associate Professor, Psychiatry, UMass Chan Medical School, Worcester, MA 7/2022-present

Assistant Professor of Medical Science, The Warren Alpert Medical School of
Brown University, Providence, RI 2017-2022

MAJOR LEADERSHIP POSITIONS

Associate Vice Provost, UMass Chan Medical School, Worcester, MA 7/2022-present

Assistant Dean for Faculty Development, The Warren Alpert Medical School of
Brown University, Providence, RI 2021-2022

Other Positions and Employment

Director, Student and Faculty Development, The Warren Alpert Medical School of
Brown University, Providence, RI 2014-2019

Assistant Director, Medical Student Affairs, The Warren Alpert Medical School of
Brown University, Providence, RI 2008-2014

Manager, Scholarly Concentrations Program, The Warren Alpert Medical School of
Brown University, Providence, RI 2007-2008

Manager, Academy Programs, Harvard Medical School, Boston, MA 2006-2007

Program Officer, Oliver Wendell Holmes Society, Harvard Medical School,
Boston, MA 2003-2005

Education Section 0 required questions,

[Edit Form](#)



Title

Details

Actions

Education Section

Completed
Not Yet Submitted

[Edit](#)

Investigation Section 0 required questions,

[Edit Form](#)

Title

Details

Actions

Investigation Section

Completed
Not Yet Submitted

[Edit](#)

Scholarship Section 0 required questions,

[Edit Form](#)

Title

Details

Actions

Scholarship Section

Completed
Not Yet Submitted

[Edit](#)

Academic Service Section 0 required questions,

[Edit Form](#)

Title

Details

Actions

Academic Service Section

Completed
Not Yet Submitted

[Edit](#)

Leadership Positions and Responsibilities Section 0 required questions,

[Edit Form](#)

Title

Details

Actions

Leadership Positions and Responsibilities Section

Completed
Not Yet Submitted

[Edit](#)



Education Section

Emily Green

List all Educational Activities *(identify interprofessional teaching activities with *)*

- Educational leadership, administration, and service.
- Teaching in programs and courses
- Clinical education and mentoring
- Research education and mentoring
- External education (e.g., CME)
- Education for public/community
- Development of curricula, courses, and educational materials

Also, include evidence of outcomes that result from your mentoring (e.g., publications or presentations with mentees; current positions of mentees).

Click **Save Responses** when finished entering information. Then click **Return to Template** to complete another section. If the form has already been started, click **Edit Form** to edit that section.

6000 character limit

Educational Activities

Last Saved on Dec 19, 2024 at 11:42 AM

Save Responses

[Return to Packet](#)

List all Educational Activities *(identify interprofessional teaching activities with *)*

- Educational leadership, administration, and service.
- Teaching in programs and courses
- Clinical education and mentoring
- Research education and mentoring
- External education (e.g., CME)
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Education Section

Emily Green

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Click **Save Responses** when finished entering information. Then click **Return to Template** to complete another section. If the form has already been started, click **Edit Form** to edit that section.

6000 character limit

Educational Activities

Last Saved on Dec 19, 2024 at 11:49 AM

Save Responses

Return to Packet

Education Section 0 required questions,

[Edit Form](#)

Title	Details	Actions
Education Section	Completed Not Yet Submitted	Edit

Investigation Section 0 required questions,

[Edit Form](#)

Title	Details	Actions
Investigation Section	Completed Not Yet Submitted	Edit

Scholarship Section 0 required questions,

[Edit Form](#)

Title	Details	Actions
Scholarship Section	Completed Not Yet Submitted	Edit



Academic Service Section 0 required questions,

[Edit Form](#)

Title	Details	Actions
Academic Service Section	Completed Not Yet Submitted	Edit

Leadership Positions and Responsibilities Section 0 required questions,

[Edit Form](#)

Title	Details	Actions
Leadership Positions and Responsibilities Section	Completed Not Yet Submitted	Edit

Scholarship Section

Emily Green

List your scholarly activities over the past year.

- **Publications:** Including peer-reviewed publications, books and book chapters, preprints and other interim research products, policy statements, white papers, and reports. Also include work submitted for publication (indicate status: under revision, accepted).
- **Presentations:** Invited presentations and presentations at professional meetings

Click **Save Responses** when finished entering information. Then click **Return to Template** to complete another section. If the form has already been started, click **Edit Form** to edit that section.

6000 character limit in each section.

Publication Activities

Presentation Activities

Last Saved on Dec 16, 2024, 1:55:16 AM

Save Responses

Return to Packet

Goals and Self-Assessment 5 required questions,

[Fill Out Form](#)

This form has not been completed.

- Area of Distinction

Goals and Self-Assessment 5 required questions,

[Fill Out Form](#)

This form has not been completed.

- Area of Distinction
- goals for the previous reporting period*

Goals and Self-Assessment 5 required questions,

[Fill Out Form](#)

This form has not been completed.

- Area of Distinction
- goals for the previous reporting period*
- **goals for the coming year**

Goals and Self-Assessment 5 required questions,

[Fill Out Form](#)

This form has not been completed.

- Area of Distinction
- goals for the previous reporting period*
- goals for the coming year
- a self-assessment of your performance

Goals and Self-Assessment 5 required questions,

[Fill Out Form](#)

This form has not been completed.

- Area of Distinction
- goals for the previous reporting period*
- goals for the coming year
- a self-assessment of your performance
- any areas of concern that you want to bring to the attention of your supervisor

Goals and Self-Assessment 5 required questions,

[Fill Out Form](#)

This form has not been completed.

*department may add additional section(s) after
Goals and Self-Assessment

Recording Academic Activities

Not Yet Submitted **Unlocked**

Submit

0 of 0
Required Files

Please record your academic and professional activities for the previous academic year in the appropriate sections below. 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 will make it easier to complete the form. The APR form is consistent with the current version of the UMass Chan CV format, allowing you to cut-and-paste information from your CV into your APR. Keep a log of your teaching evaluations to upload to Interfolio.

Please set aside some time to complete your APR and save your responses for each form so that you may come back to your APR Packet / Case and make edits as needed to each form. **Wait until you have completed all the form sections and have uploaded your teaching evaluations (optional) before you hit the Submit button.** After you hit the **Submit** button you will no longer be able to make edits to the form sections.

Recording Academic Activities

Not Yet Submitted **Unlocked**

Submit

0 of 0
Required Files



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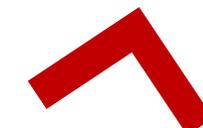
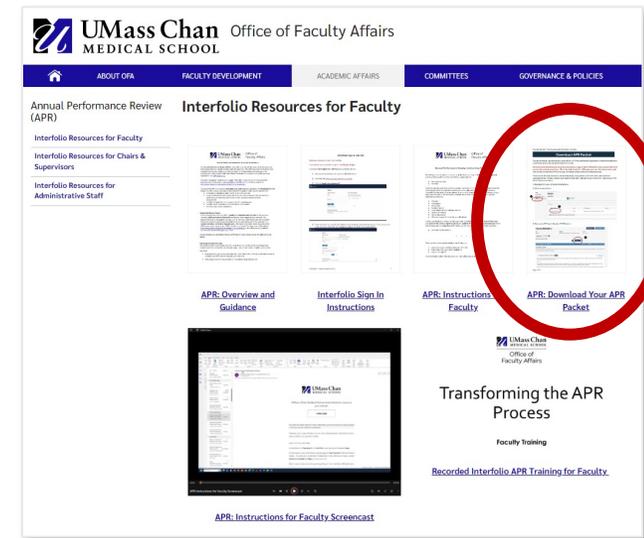
TIP

editing after submission requires sections to be "unlocked"





download a copy of your APR Packet after the Supervisor/Chair forwards their comments back to you & **before the final sign-off**



download a copy of your APR Packet after the Supervisor/Chair forwards their comments back to you & **before the final sign-off**



Annual Performance Review

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 Medical School 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

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 the faculty member and the department:

- to document a faculty member's activities and achievements
- to provide feedback (both positive and for areas of improvement) on a faculty member's performance in their assigned roles and on their progress toward academic promotion
- 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.

The [APR: Overview and Guidance](#) document is designed to help faculty complete their APR and prepare for the discussion with their supervisor.



Interfolio Resources for Faculty



Interfolio Resources for Chairs &
Supervisors



Interfolio Resources for
Administrative Staff



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

Questions?

facultyaffairs@umassmed.edu