

Faculty Review Information

Jeanne Cawse-Lucas, MD, Vice Chair for Education:

All faculty can start updating your annual review on Etrieve and supervisors should schedule review meetings with faculty.

- **Annual reviews for dual-employed faculty should be submitted by supervisors for chair comments by July 17th.**
- **UMass-Chan-only employed faculty (and their supervisors) please complete reviews ASAP; chair comments are due to the school by May 31st.**

There are many resources for faculty available on the OFA website:

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

Faculty:

1. Please let reach out to facultyaprs@umassmed.edu asap if you have trouble opening or saving your progress
2. When you complete your annual review documentation, you can submit it and it will go to your supervisor. If changes are recommended during your review, your supervisor can return the document back to you for edits.
3. In the section on *Efforts to Support Mission-Aligned Contributions* as part of your reflection, our department is asking you to list to all community engagement and volunteer work including medical (e.g. asylum clinic, free clinic, school doctor) and non-medical (e.g. food bank, coaching, voter registration) experiences over the past year to help us capture all we do as a department.
4. Some people will have a "second supervisor"; a meeting is only required between you and a primary supervisor, meetings with a second supervisor are at the discretion of you and your second supervisor.
5. People who practice peripartum care will receive a maternity care supplement; you can upload this as a document in your annual review; likewise for those who do clinical teaching with WFMR residents.

Supervisors:

1. Go ahead and start scheduling meetings! We are asking supervisors to complete their meetings with dually employed faculty and submit comments for chair review by **July 17th**.
2. Heather Garron will be sending you the lists of your direct reports and if you are a "second supervisor" for any faculty members; these communications have additional guidance on how to "refer" the AFR material. This will apply either to forwarding material to a second supervisor OR forwarding to the correct person if the school assignments are inaccurate.

Thanks again for your patience and good humor as we learn another new platform, and please feel free to reach out to Jeanne.Cawse-Lucas@umassmemorial.org and/or Garron, Heather heather.garron@umassmemorial.org with questions or concerns.

