

# **GUIDELINES ANNUAL FACULTY REVIEW LSUHSC NEW ORLEANS - SCHOOL OF MEDICINE**

To promote excellence, all members of the faculty should undergo evaluations to ensure that their academic performance is commensurate with their rank and status, and that they remain accountable for their overall performance to the University and the larger community. Such evaluations allow feedback and constructive criticism for faculty members so that we promote individual achievement and facilitate activities essential to the mission of the School of Medicine, including education, research, and patient care and other forms of service. They also provide guidance to faculty on advancement and foster the career development of the individual. In addition to encouraging self-assessment, annual evaluations allow each faculty member to demonstrate his/her value to the department and to the school. Therefore, annual reviews of all full-time faculty members are required by the School of Medicine and by the LSUHSC Human Resource Management Office (HRM). The annual review documents for each year since hire or since the last promotion are included in the promotions packet and considered in the decision regarding promotion and the granting of tenure.

Annual reviews will be undertaken with the department head or appropriate supervisor. The reviews should be based on the faculty members' duties and responsibilities. Two forms were developed by HRM with consultation from the dean. Faculty members without administrative responsibilities will use the "Faculty Evaluation Supplemental Rating Form". Faculty members with significant formal administrative responsibilities will use the "SOM Leadership Evaluation Supplemental Rating Form". These two evaluation forms require submission to the HRM office each year. In general, the HRM evaluation forms do not include enough details of the faculty members' accomplishments to have an impact on the promotions committee decision. Therefore, department heads have the option to add more details in the Supplemental form comment sections, or complete their choice of the School of Medicine "Annual Review Form", the "Annual Review and Planning Instrument for Faculty" (ARPIF) or a custom departmental evaluation form.

These instruments are designed to promote dialogue between the individual faculty member and his/her supervisor and should be completed before the annual review is conducted. A current Curriculum Vitae (CV) may be requested by department head or appropriate supervisor and appended to the Annual Review Instrument. The faculty member may choose to append one or more activities worksheets outlining detailed scope of work from the past academic year.

Annual review ideally is conducted early in the spring semester. This allows department heads and center directors to complete the department annual report before the regularly scheduled budget and planning meetings with the dean. At the time of annual review, the supervisor and the faculty member will meet and review the completed evaluation documents and the CV. They will discuss the annual progress, overall career issues and self-assessment; they will also review, mutually agree upon and revise the specific objectives for the coming year and the strategies needed to do so. The faculty member and the supervisor will identify facilitators and barriers to achieving specific objectives, as well as characterize additional resources that might be needed. Review processes initiated must be consistent with criteria and process prescribed by LSU System Permanent Memorandum (PM) #35.

Should this process not result in substantive agreement between the faculty member and supervisor, either or both parties may request confidential and unbiased mediation. Another senior faculty member, mutually agreed upon, will independently evaluate the annual review form and then meet with the faculty member and supervisor to resolve the areas of disagreement. A report

of the conference will be made by the mediator and signed by the parties. If significant disagreement persists after mediation, the matter will then be referred to the Dean's office.

Continuous and regular input on content, format, and use of the Annual Review Form or ARPIFs is encouraged. Any suggestions should be directed to Stephanie N. Taylor, MD, Senior Associate Dean for Faculty and Institutional Affairs.

The Annual Review Form, ARPIF, the standardized template for Curriculum Vitae, the Activities Worksheets are available on the Faculty Affairs website:

[https://www.medschool.lsuhscc.edu/faculty\\_affairs/annual\\_review.aspx](https://www.medschool.lsuhscc.edu/faculty_affairs/annual_review.aspx)

The Promotions Guidelines are available on the Faculty Affairs web site:

[https://www.medschool.lsuhscc.edu/faculty\\_affairs/promotions\\_and\\_tenure.aspx](https://www.medschool.lsuhscc.edu/faculty_affairs/promotions_and_tenure.aspx)

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