

University of Pittsburgh

# University of Pittsburgh School of Medicine, Office of Faculty Affairs

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## Policy Faculty Performance Evaluation (FPE)

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Consistent with the University of Pittsburgh Board of Trustees requirement, each faculty member in the School of Medicine will have a written Annual Review and will submit Academic Plans and Measurable Outcomes annually.

All faculty members and chairs are required to use the standardized FPE form.

The FPE shall consist of three components:

1. **Annual Review** – accomplishments for the current year (January 1 through December 31, 2017; due by January 15, 2018)
2. **Academic Plans and Measurable Outcomes** – plans for next year in each academic area and identification of measurable outcomes for review and evaluation at the next annual review (January 1 through December 31, 2018; due by January 15, 2018)
3. **Progress Report** – accomplishments and progress toward achieving the current year's academic plans and measurable outcomes (January 1 through June 30, 2018 due by July 15, 2018); completed by faculty member only if requested to do so by department chair.

FPE information must be kept on file in the chair's departmental office. The department chair must certify that the FPE components have been completed, reviewed with the faculty member, and are on file in the departmental office by the applicable deadline dates. This certification is submitted to the Office of Faculty Affairs.

Department chairs are required to submit their own annual reviews and academic plans and measurable outcomes directly to the Dean/Senior Vice Chancellor.

[Access Annual Review and Academic Plans and Measurable Outcomes form here](#)

[Access Progress Report form here](#)

### Contact Info

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