



Period of Review - From: _____ To: _____

Name: _____ **Initial Year of Appointment:** _____

Department: _____ **Division/Program:** _____

Academic Rank: _____ **Years at this rank:** _____

Track: _____

Instructions: Please list your activities **for the past year** for each area below. Indicate percent effort devoted to each area and rate your performance against your objectives for each category below as:

1. *Achieved beyond expectations* 2. *Achieved* 3. *Not satisfactorily achieved* 4. *NA: Not applicable*

I. Scholarly Activities (Research, Publications, Invited Presentations, etc.)

% Effort: _____ **Rating:** _____

Research/Grant Support:

Grants can include Clinical trial/research; NIH grants; Industry grants; Private gains; Multi-center study; Grants Submitted; Patents/Inventions

Funding Agency	Your Role	Total Funds/Indirect Funds	Years

Mentee Supervision:

List names of mentees and rank, e.g., medical student, resident, fellow

Mentee Name	Mentee Rank	Project	Years

Publications:

Type	# 1 st Author	# Co-Author	# Senior Author
Abstracts presented or published this year			
Publications appearing this year			
Publications in press			
Books/Chapters published or in press			
Other publications			

Presentations:

Type	Regional	National	International
Invited Lectures			
Workshops			
CME/Grand Round			
Other Presentations			

Faculty Member's Goals and Comments:

Supervisor Rating: _____

Supervisor Comments:

II. Teaching/Advising

% Effort: _____ **Rating:** _____

List course names, your role, who is taking the course, and years of teaching course

- Role can include Course Organizer, Rotation Director, Curriculum Development, Journal Club Leader, Small Group Discussion Leader, Clinical Supervisor
- Student composition can be undergraduate, graduate, preclinical or medical students; residents or fellows; post-doctoral fellows

University Teaching:

Course Name	Your Role	Student Composition	Years

Hospital Teaching:

Course Name	Your Role	Student Composition	Years

Advising:

Include all types of advising to students, housestaff, post-doctoral fellows, and junior faculty such as thesis advising, career advising, etc.

Mentee Name	Mentee Rank	Project/Area of Mentorship	Years

Faculty Member's Goals and Comments:

Supervisor Rating: _____

Supervisor Comments:

III. Clinical

% Effort: _____ Rating: _____

Include all clinical activities such as staff physician/patient care, clinical laboratory research, clinical practice administration, etc.

Clinical Activity	Site of Activity or Setting	Your Role	Years

Faculty Member's Goals and Comments:

Supervisor Rating: _____

Supervisor Comments:

IV. Awards/Honors

% Effort: _____ Rating: _____

Include all awards or honors.

Name of Award	Award Organization	Date

Faculty Member's Goals and Comments:

Supervisor Rating: _____

Supervisor Comments:

V. Administration

% Effort: _____ Rating: _____

Include all administrative roles such as Division Director, Center Director, Department Chair/Vice Chair, Program/Associate Director, clinical office administration, etc.

Administrative Role	Division/Section	Program	Campus/Hospital

Faculty Member's Goals and Comments:

Supervisor Rating: _____

Supervisor Comments:

VI. Service

% Effort: _____ Rating: _____

Department/Hospital/University Service:

Include all service activities such as involvement with committees, faculty searches, task forces, etc., for the Department, Medical School, or University

Committee Name	Your Role	Date

Professional Service:

Include service activities such as Journal Editor/Associate/Co-Editor, Journal Reviewer, Society Leadership Role, etc.

Organization	Committee Name	Your Role	Date

Other Volunteer Service:

Include any other service activities that are not incorporated above

Organization	Committee Name	Your Role	Date

Faculty Member's Goals and Comments:

Supervisor Rating: _____

Supervisor Comments:

VII. Diversity, Equity, and Inclusion Activities

% Effort*: _____ Rating: _____

*Total effort may exceed 100% as DEI work may overlap with other activities

Describe your DEI work:

Category	Description
Teaching, mentoring, advising	
Research and scholarship	
Clinical work	
Service, professional organizations, committee work	
Other	

Comments:

VIII. Professional Development

Mentoring:

Do you have a mentor? Yes No

Name of Mentor	Frequency of Meetings

- Would you like another mentor? Yes No
- Do you have any specific requests for a mentor match? (e.g. department, specialty, research)

Are there other career development activities not listed in this review that you have done since your last review? (e.g. professional society meetings, professional development workshops, etc.)

Timeline/criteria for promotion or reappointment:

On track: Yes No

Promotion Timeline/Anticipated Year of Promotional Review:

STANDARD TIMELINE FOR ASSISTANT PROFESSOR

BMFA has additional promotional timelines templates upon request

Academic Year 1	Academic Year 2	Academic Year 3	Academic Year 4	Academic Year 5	Academic Year 6	Academic Year 7	Academic Year 8	Academic Year 9
Assistant Professor – Term 1			Assistant Professor – Term 2			Assistant Professor – Term 3		
							CMFA review	Promotion effective 7/1 (AY start)

Resources needed (if any) (e.g. scholarly activity, time in rank, services activities, teaching, etc.)

Obstacles identified regarding career trajectory (budgetary/administrative/secretarial support, peer/community support, academic support, lab/office space, etc.)

Planned leave (e.g. parental leave, sabbatical, medical leave, etc.)

IX. Compensation

Total Compensation: \$ _____

Compensation components

Research	Teaching	Clinical	Administration
\$ _____	\$ _____	\$ _____	\$ _____

Department’s Benchmark Standard:

AAMC

MGMA

Both

Faculty’s current percentile: _____

Departmental goal percentile: _____

X. Optional Areas for Discussion*

**Collaboration goals, networking, career satisfaction, work-life balance, etc.*

Career Fit:

Which professional activities do you find most professionally meaningful? What percent of effort do you spend in that activity? (*e.g. patient care, research, teaching, etc.*)

Collaboration with Colleagues:

Include current and desired collaboration needs

Other Topics:

Recommended Resources:

Faculty Member Comments:

Supervisor Comments:

XI. Summary Goals

Summary:

Goals for the next five years:

Faculty Member

Date

Supervisor (if applicable)

Date

Department Chair

Date