# Instructions for completing 2022-23 Faculty Annual Evaluation (Reviewer's Portion)

Preliminary instructions:

- Log-in link and all supporting materials for Elements are located here:
  https://medicine.vtc.vt.edu/faculty-affairs/faculty-annual-review.html

- If you do not know your username or password, please information password reset information here:
  https://medicine.vtc.vt.edu/faculty-affairs/elements/reset-pid-password.html

- Further information regarding the faculty annual review can be found on the
  https://medicine.vtc.vt.edu/faculty-affairs/faculty-annual-review.html

- For further assistance, or to schedule a training session, please contact Faculty Affairs at vtcsomfaculty@vt.edu or Brendle Wolfe, VTCSOM Faculty Affairs Coordinator / Elements Administrator, at brendlew@vt.edu or 540-526-2564.

- ****Please Note**: Annual Review can be accessed via Elements or by using the following direct link:**
  https://udc.vt.edu/facultyactivity/vtcsom/home/reviewer

  Once a faculty member completes their portion of the Annual Review, an automatic email will be generated to your VT email account that contains a direct link to the Annual Review. By using the direct link above or within the automatic email, you can skip steps 1-3 on this guide.

VTC
Virginia Tech Carilion
School of Medicine

Step One: Log-in to Elements using the following link: https://efars.provost.vt.edu/.
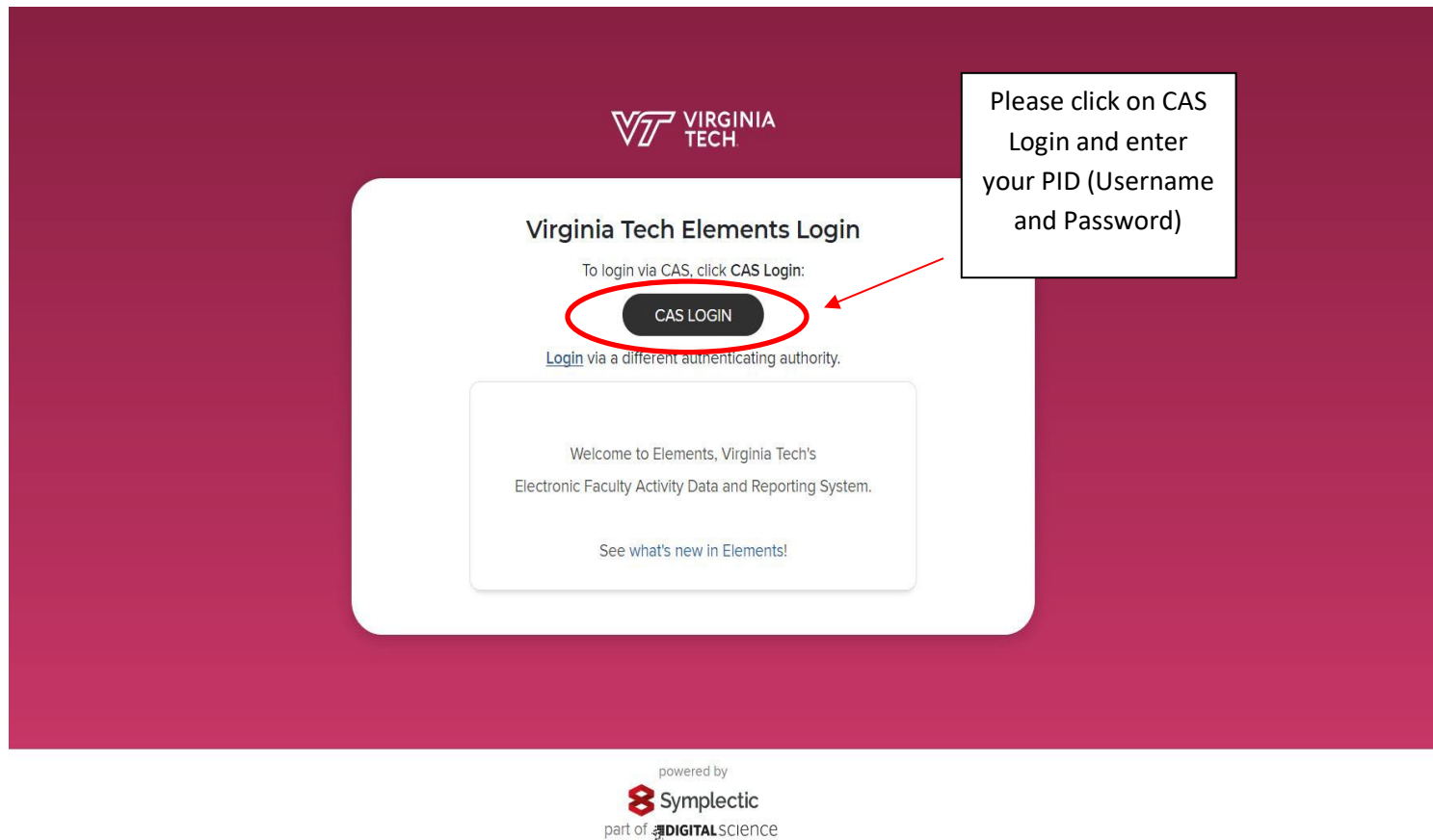
Step 2: From the Home Page of Elements, select the "?" Icon in the top right hand corner

Help icon is located here

Step 3: Under the "Help" Section, select "Click here to complete the VTCSOM Annual Academic Review

Step 4: From the VTCSOM Annual Review Screen, select the "As Reviewer" Tab, which will list each Faculty Member that needs to be completed.

Faculty Activity Reports ▾   Help ▾   UDC Home   Reviewer2 ▾

VTCSOM Annual Review

As Reviewee | As Reviewer | Archived Reviews

Faculty VTC, 2020-21 Annual Academic Performance Review (Submitted and Under Review)

Click on the faculty member's annual performance review link. If they have completed the self-review portion it will say, (submitted under review).

Step 5: Review the Faculty Member's submission and complete the Questions under "Review 1". Once complete, save your responses at the bottom of the screen.

Documents

^ Review 1

Reviewer: Reviewer1 VTC

1. Reviewer - Professional Conduct

The faculty member exhibits professional interactions with patients, students, residents, staff and physicians:
- ○ Meets Expectations
- ○ Exeeds Expectations
- ○ Needs Improvement

2. Reviewer - Clinical Performance

Clinical Performance Rating
- ○ Meets Expectations
- ○ Exeeds Expectations
- ○ Needs Improvement
- ○ Not Applicable

3. Reviewer - Summary Rating

The faculty member's teaching evaluations have been reviewed and the quality of teaching is reported to be:
- ○ Meets Expectations
- ○ Exeeds Expectations
- ○ Needs Improvement

4. Reviewer Comments

Reviewer Comments

5. Chair/Section Chief/Designee Signature

Signature:

Date:

Complete review questions and save your responses

Save | Submit | Exit

Clinical Performance Rating
○ Meets Expectations
○ Exeeds Expectations
◉ Needs Improvement
○ Not Applicable

3. Reviewer - Summary Rating

The faculty member's teaching
◉ Meets Expectations
○ Exeeds Expectations
○ Needs Improvement

4. Reviewer Comments

Reviewer Comments

test

5. Chair/S

Signature:

test

Date:

08/01/2022   📅

Confirmation   ✕

⚠ After submission, you cannot edit your inputs any more. Are you sure you want to continue?

No   **Yes**

Step 6: Select "Submit" to finalize the reviewer portion. An automatic email will be generated to the faculty member once the evaluation is complete. Please note once submitted, a response **cannot** be edited.

Save | Submit | Exit

Thank you for your participation in the 2022-2023 faculty annual performance review!