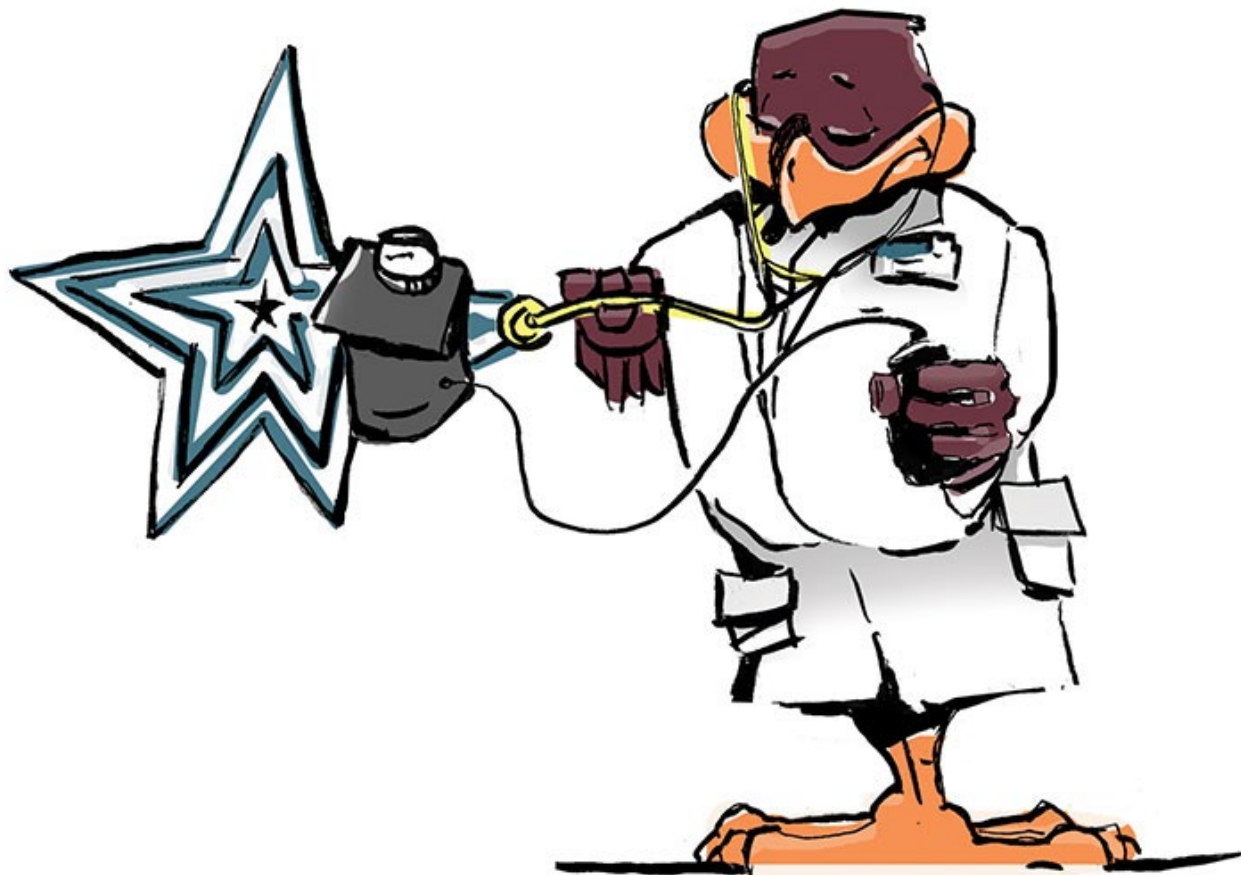


VTCSOM 2022-2023 Faculty Annual Evaluation



All persons with VTCSOM faculty appointments are evaluated annually, based on the July to June academic year. The following content is designed to assist evaluators, faculty, and administrative personnel in completing this process. You do not need to print, photocopy, or transmit hardcopies of completed evaluations as they are completed electronically through the Elements/UDC database.

Please note: Faculty who received their appointment AFTER October 1st, 2023 do not have to complete the 2022-2023 Annual Academic Review.

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2022-2023 Faculty Annual Evaluation Timeline



Significant Dates:

■ Step 1: July 5th – September 1st

Faculty (and trained personnel) input 2022-2023 teaching, service, and scholarly activity in Elements. Faculty complete the self-reporting component of the faculty annual evaluation.

■ Step 2: September 4th – October 13th

Chairs/Section Chiefs/Residency Program Directors complete evaluations of faculty in Elements. Step 2 can be completed anytime after faculty have submitted Step 1.

■ Closing Date: November 1st

2022-2023 evaluations are archived in Elements and internally in the Office of Faculty Affairs. The Annual Review form will not be available after this date.

2022-2023 Faculty Annual Evaluation Procedure

Step 1 (July 5th – September 1st)

Faculty member completes Annual Academic Performance Review form:

Faculty members are asked to complete a self-report of yearly activities, via the Annual Academic Performance Review form – located online and accessible via [Elements](#) or via this direct link:

<https://udc.vt.edu/facultyactivity/vtcsom/home/reviewee>

Student evaluations from One45 and resident evaluations from Medhub will be uploaded to each faculty member's Annual Academic Performance review screen. **Evaluations will be available for viewing on or before August 31, 2023. However, Annual Reviews can be completed prior to this upload.** Questions regarding student evaluations may be directed to the Assistant Dean of Assessment and Program Evaluation, Dr. Brock Mutcherson (rbrmutch@vt.edu). Questions concerning resident evaluations should be directed to the residency program manager.

Step 2 (September 4th – October 13th)

Chairs and/or Section Chiefs complete evaluation:

- Faculty Annual Reviews can be accessed in two ways:
 - Log in to Elements and click the question mark icon (?) on your homepage, select “*click here to complete VTCSOM annual review*” and then select the “*as reviewer tab*”
 - Clicking the link through the automatic email notification generated when a faculty member completes their Review
- Review, electronically sign and submit the completed evaluation.
 - In the event of an unsatisfactory evaluation or the need for significant improvement, enter the remediation plan into the Reviewer Comments text box and communicate to the faculty member.
 - If possible, meet with the faculty member to review the annual evaluation and discuss the past year's achievements and plans for the upcoming year
- Notify the faculty member once the evaluation is complete.

Faculty review evaluation and verify the information is accurate:

Faculty members are required to electronically verify their evaluation within their Elements account and save and submit the entry.

2022-2023 evaluations archived:

The deadline for completion is October 13th, 2023. On **November 1st, 2023**, all evaluation entries will be archived as is and stored for accreditation compliance.

Need Assistance in this Process? We are Ready to Help!!

Questions regarding the evaluation process can be directed to:

vtcsomfaculty@vt.edu

OR

Brendle L. Wolfe, Faculty Affairs Coordinator/Elements Administrator

Phone: 540-526-2564

Email: brendlew@vt.edu