Instructions for completing the 2023-2024 Faculty Annual Evaluation

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 review the login reset information located 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.
**Written Instructions:**

Annual Review can be accessed two ways:

1. Through your Elements Account ([efars.provost.vt.edu](efars.provost.vt.edu)) by clicking the “?” icon in the upper right-hand corner of Home Page and then selecting “Click here to complete the VTCSOM Annual Academic Review” (Start at Step 1)
   
   **OR** the following direct link: [https://udc.vt.edu/facultyactivity/vtesom/home/reviewee](https://udc.vt.edu/facultyactivity/vtesom/home/reviewee) (Start at Step 3)

2. Utilize your Virginia Tech Credentials to log-in to the system

3. Click on 2023-2024 Annual Academic Performance Review to enter this years review

4. Complete your Annual Faculty Academic Performance review by filling in each section (items 1-5) on the screen.

5. Scroll down to item 6 to review Teaching Evaluations (if applicable)
   
   One45 Student Evaluations Summary and Medhub Aggregate Faculty Evaluations will be located below Question #6

6. Once completed, click “Save” and “Submit” at the bottom of the screen in order to document the annual evaluation.

7. An email notification will be sent to your supervisor once you have completed the faculty self-reporting portion of the annual review process.

8. Once your supervisor has finished their evaluation, you will be required to re-enter and electronically sign the Annual Review to finalize the process.

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**Please note: All faculty are required to complete each question on the Annual Review.**

Thank you for your participation in the 2023-2024 VTCSOM Faculty Annual Review Process!
**Step 1:** Log-in to your Elements account ([efars.provost.vt.edu](efars.provost.vt.edu)) by using the CAS Login and enter your VT PID credentials.
***Please note: You will have to login to using your VT PID (Username and Password). If you have forgotten your password please select “forgot your username or password” link. You will need your VT 9 digit I.D. number which can be found on your VTCSOM Badge.

You will be required to enter your VT PID (Username and Password) to access Elements. If you forgot your login info select, “forgot username/password”.
Step 2: If accessing through your Elements account, click on the question mark icon in the upper right-hand corner. You will be taken to a Help Screen where you will need to select “Click here to complete the VTCSOM Annual Academic Review”.

Help icon is located here

Click here to generate your CV

Click here to complete the VTCSOM Annual Academic Review

For assistance with Elements issues, contact eflshelp@vt.edu.
**Step 3:** Click on 2023-2024 Annual Academic Performance Review

Click on the 2023-2024 Link for Annual Review
**Step 4:** Complete your Annual Faculty Academic Performance review by filling in each section (items 1-5) on the screen. This constitutes the self-reporting portion of the faculty annual review process.

Please be sure your name is listed and you have selected the correct Academic Year.

Complete questions 1-5 then click save and submit. Please note: you can click save and return to the page at a later time. However, you **MUST CLICK “SUBMIT”** to complete the review.
Step 4: Questions 1 - 5

Please note you MUST answer BOTH questions under question #3 Knowledge.

When selecting the option [other], please list contents in the free text box provided below each question.

Select [None or N/A] if no options apply to you.
### Step 4: Questions 1-5

**4. Scholarly Activities:** (Please check all in which you participated)

- [ ] Abstracts and Posters
- [ ] Editor of Book Chapters/Textbooks
- [ ] Editor of Journal
- [ ] Grants funded
- [ ] International, National, or Regional Committee Membership
- [ ] Oral Presentations given at the international, national, regional or local level
- [ ] Peer Reviewed Publications
- [ ] Quality Improvement Projects
- [ ] Research Projects (Include role such as PI or co-investigator)
- [ ] Review Submissions for Professional Meetings/Societies
- [ ] Reviewer of Journal Articles
- [ ] Workshops given at the international, national, regional or local level
- [ ] Other
- [ ] None or N/A

**Other (please list):**

Scholarly Activities: Other (please list)

**5. Academic/Teaching and Scholarly Goals for the Upcoming Year**

**Goal a**

Test case

**Goal b**

Test case

**Goal c**

Test case

**Select [None or N/A] if no other options apply.**

**For question 5: Please list your academic, teaching, and scholarly goals for the upcoming year in the boxes provided. This is a free text box.**
Step 5: Scroll down to item 6 to review Teaching Evaluations (if applicable)

If applicable, One45 student evaluations and Medhub resident evaluations will be located under question #6. These documents will be available for viewing on or before August 31st. Please note: Only faculty who had students or residents complete feedback forms will have evaluations under section 6. Some faculty may not have any attachments to view.
**Step 6:** Once completed, click “Save” and “Submit” at the bottom of the screen in order to document the annual evaluation.

Select Save and submit at the bottom of the screen to document your 2023-2024 self-reporting component of the annual review process.

The “status” of your review will change as you save it and submit it, and when the final review has been completed.
Step 7: You will receive a notification asking you to confirm submission. Please note you **cannot** modify once you hit submit. An email notification will be sent to your supervisor to inform them that the self-evaluation component of your faculty annual review has been completed.
**Step 8:** Once your supervisor has finished their evaluation, faculty members will re-enter and electronically sign the Annual Review to finalize the process. An automatic email will be generated to your with a direct link to complete this. Alternatively, you can re-enter through Elements.

Scroll to the bottom of the Annual Review to accept and sign!