

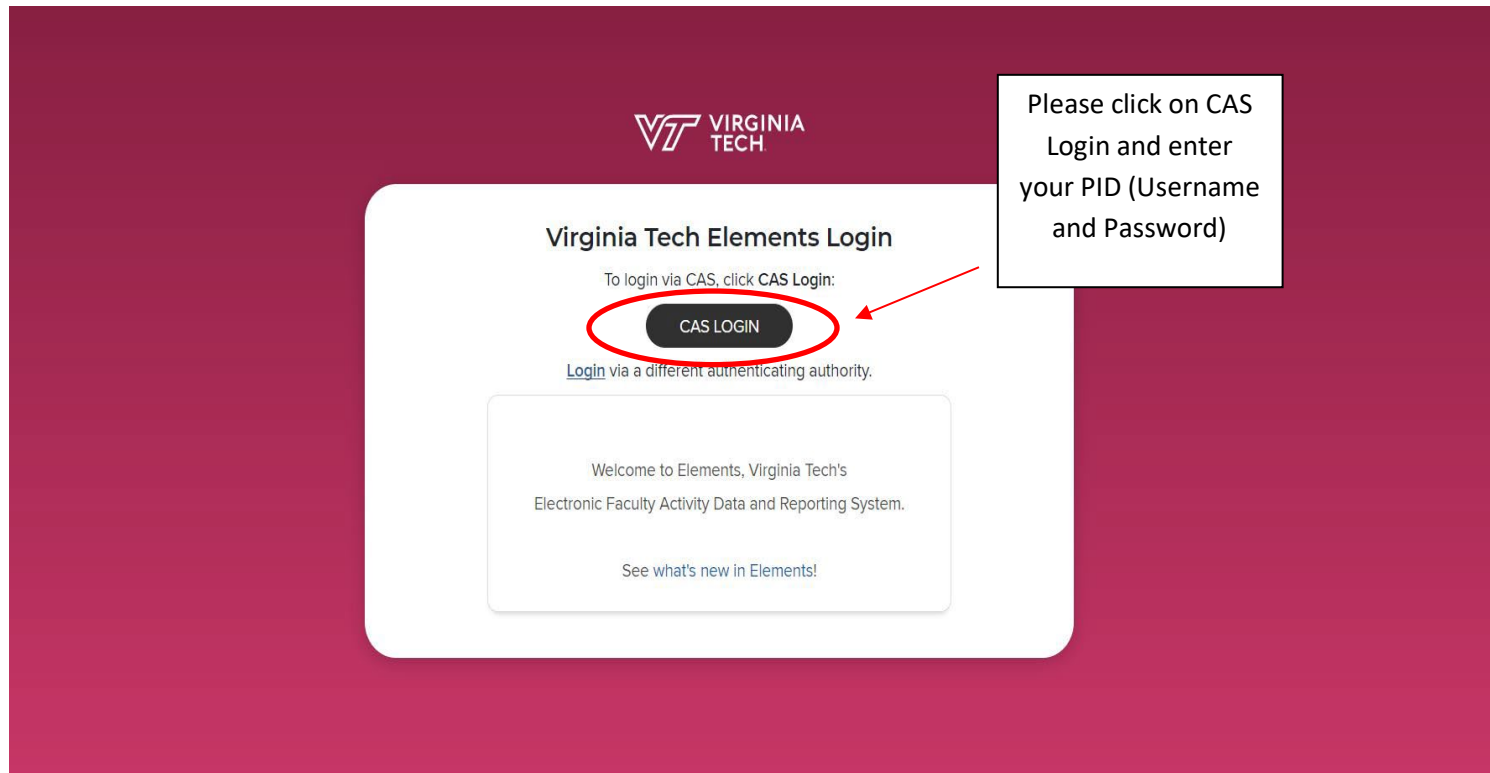
Instructions for completing 2023-24 Faculty Annual Evaluation (Reviewer's Portion)

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>

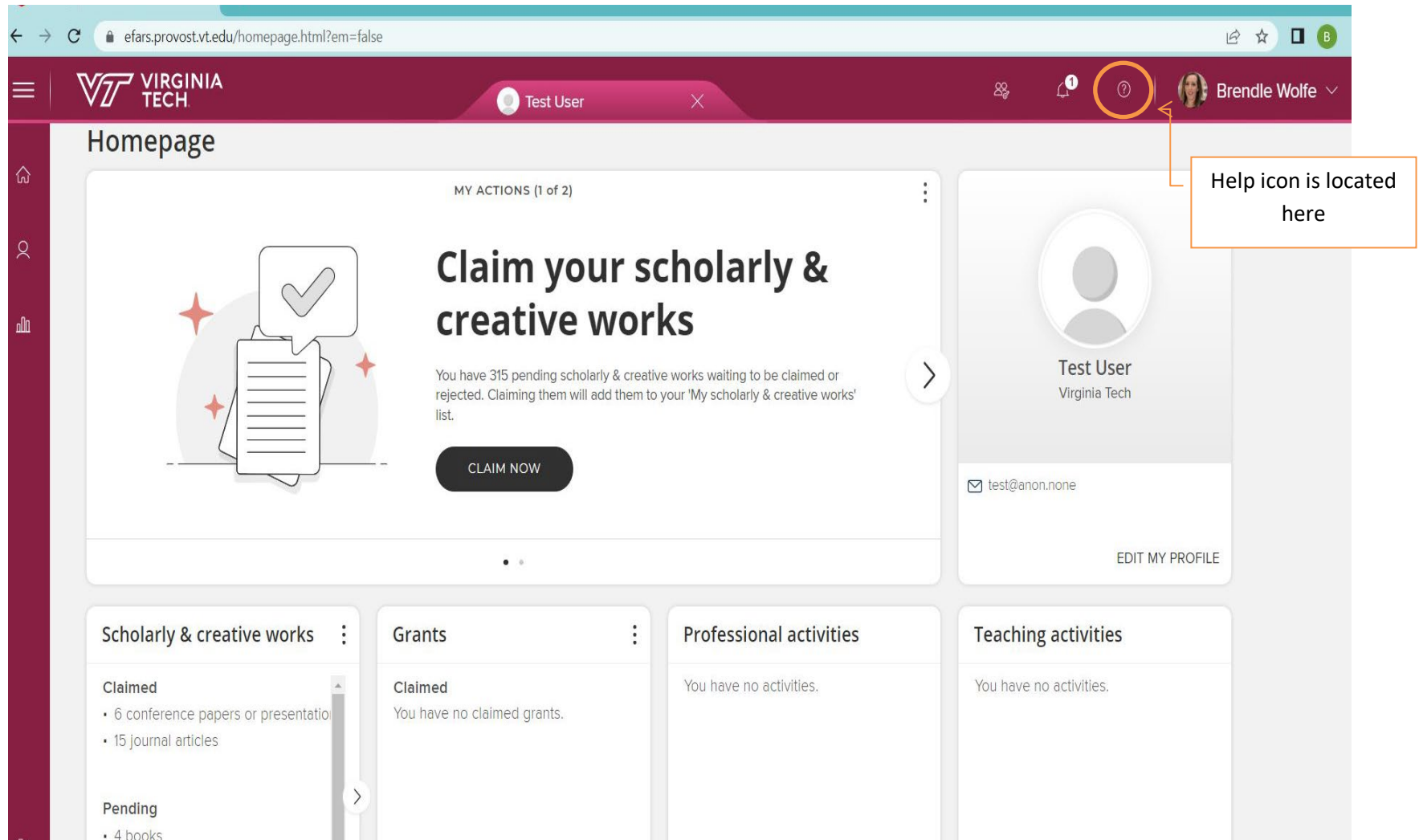
Once a faculty member completes their portion of the Annual Review, an automatic email will be generated to your VT email account that contains a direct link to the Annual Review. By using the direct link above or within the automatic email, you can skip steps 1-3 on this guide.

Step One: Log-in to Elements using the following link: <https://efars.provost.vt.edu/>.



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Step 2: From the Home Page of Elements, select the “?” Icon in the top right hand corner



The screenshot shows the Virginia Tech Elements homepage. The browser address bar displays "efars.provost.vt.edu/homepage.html?em=false". The top navigation bar includes the Virginia Tech logo, a "Test User" profile, and a help icon (a question mark) circled in orange. A callout box with an orange border points to the help icon, containing the text "Help icon is located here". The main content area features a "MY ACTIONS (1 of 2)" section with a "Claim your scholarly & creative works" card. This card includes an illustration of a document with a checkmark and a "CLAIM NOW" button. Below this are four activity categories: "Scholarly & creative works" (with sub-sections for "Claimed" and "Pending"), "Grants", "Professional activities", and "Teaching activities". The user profile on the right shows "Test User" from Virginia Tech with an email address "test@anon.none" and an "EDIT MY PROFILE" link.

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

Help

Information

For more support information, including Frequently Asked Questions, see http://provost.vt.edu/faculty_affairs/efars.html.

[Click here to generate your CV.](#)

[Click here to complete the VTCSOM Annual Academic Review](#)

For assistance with Elements issues, contact efarshelp@vt.edu.

Click 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.

VTCSOM Annual Review

As Reviewee **As Reviewer** Archived Reviews



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
 Exceeds Expectations
 Needs Improvement

2. Reviewer - Clinical Performance

Clinical Performance Rating

Meets Expectations
 Exceeds 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
 Exceeds 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

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Clinical Performance Rating

- Meets Expectations
- Exceeds Expectations
- Needs Improvement
- Not Applicable

3. Reviewer - Summary Rating

The faculty member's teaching

- Meets Expectations
- Exceeds 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

Save Submit Exit

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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.

Thank you for your participation in the 2023-2024 faculty annual performance review!