

Instructions for completing the 2022-2023 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:

This is the self-reporting portion of your annual review process.

Annual Review can be accessed two ways:

1. Through your Elements Account (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/vtcsom/home/reviewee> (Start at Step 3)

2. Utilize your Virginia Tech Credentials to log-in to the system
3. Click on 2022-2023 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)

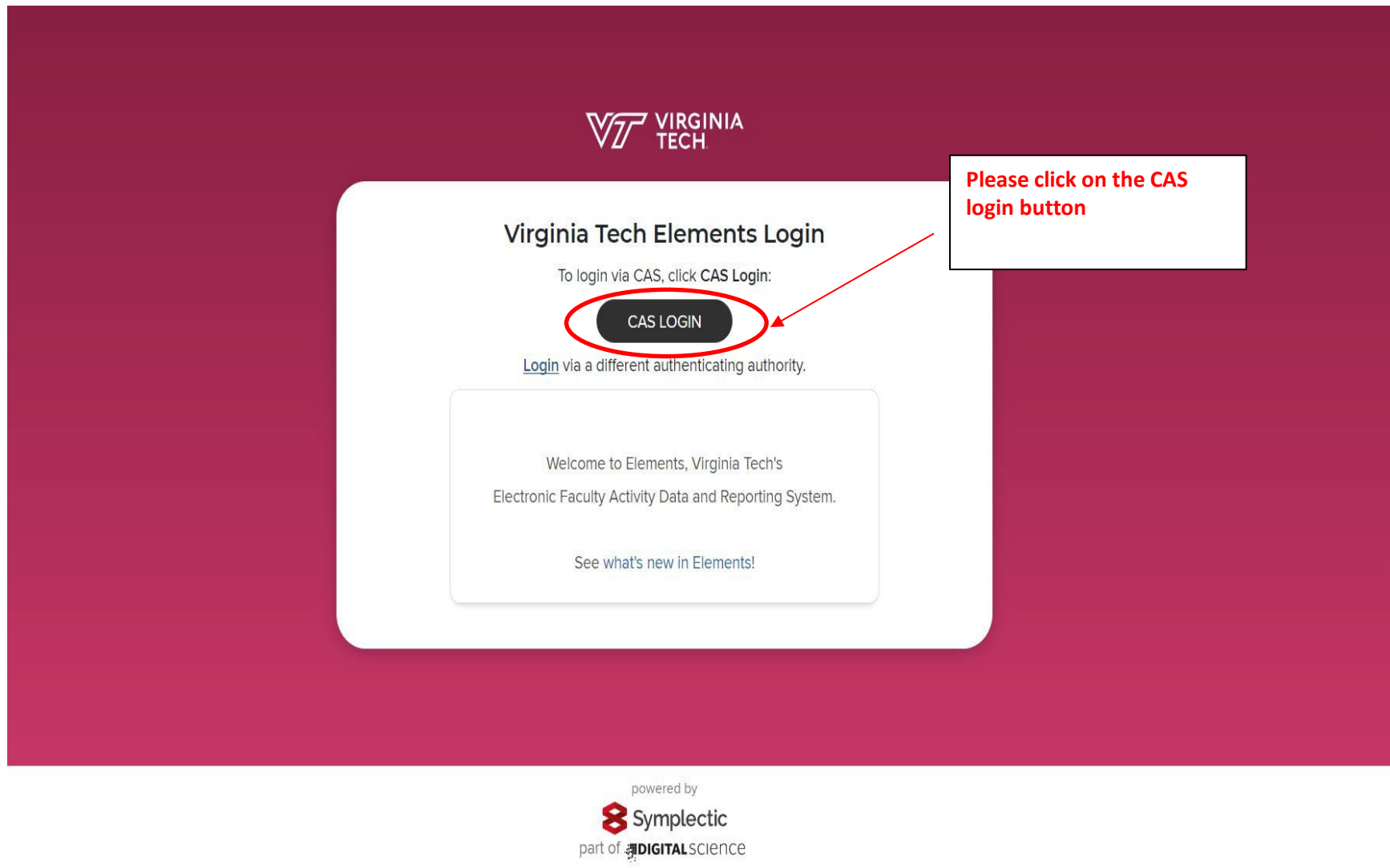
Available for viewing by: August 31, 2023

One45 Student Evaluations Summary and Medhub Aggregate Faculty Evaluations will be located below Question #6

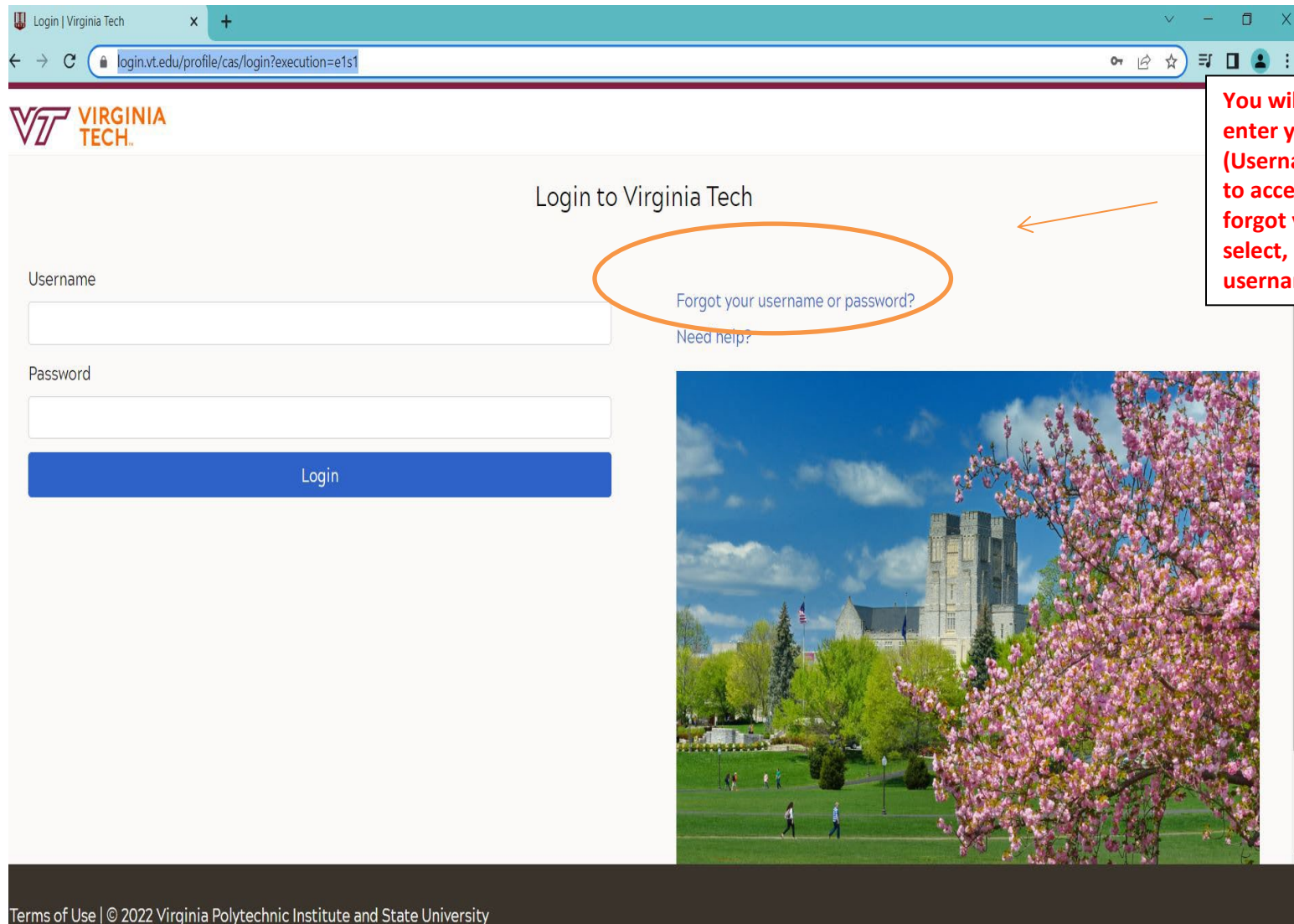
6. **Once completed, click “Save” and “Submit” at the bottom of the screen in order to document the annual evaluation.**
7. An email notification will be sent to your supervisor once you have completed the faculty self-reporting portion of the annual review process.
8. Once your supervisor has finished their evaluation, you will be required to re-enter and electronically sign the Annual Review to finalize the process.

Please note: All faculty are required to complete each question on the Annual Review.
Thank you for your participation in the 2022-2023 VTCSOM Faculty Annual Review Process!

Step 1: Log-in to your Elements account (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.



The screenshot shows the Virginia Tech login page in a web browser. The browser's address bar displays the URL `login.vt.edu/profile/cas/login?execution=e1s1`. The page features the Virginia Tech logo in the top left corner. The main heading is "Login to Virginia Tech". Below this heading are two input fields: "Username" and "Password", each followed by a blue "Login" button. To the right of the input fields, there are two links: "Forgot your username or password?" and "Need help?". The "Forgot your username or password?" link is circled in orange, and an orange arrow points from a red text box on the right towards it. The bottom of the page contains a dark footer with the text "Terms of Use | © 2022 Virginia Polytechnic Institute and State University". On the right side of the page, there is a large image of a campus scene with a stone building and pink cherry blossoms in the foreground.

Login | Virginia Tech

login.vt.edu/profile/cas/login?execution=e1s1

VT VIRGINIA TECH

Login to Virginia Tech

Username

Password

Login

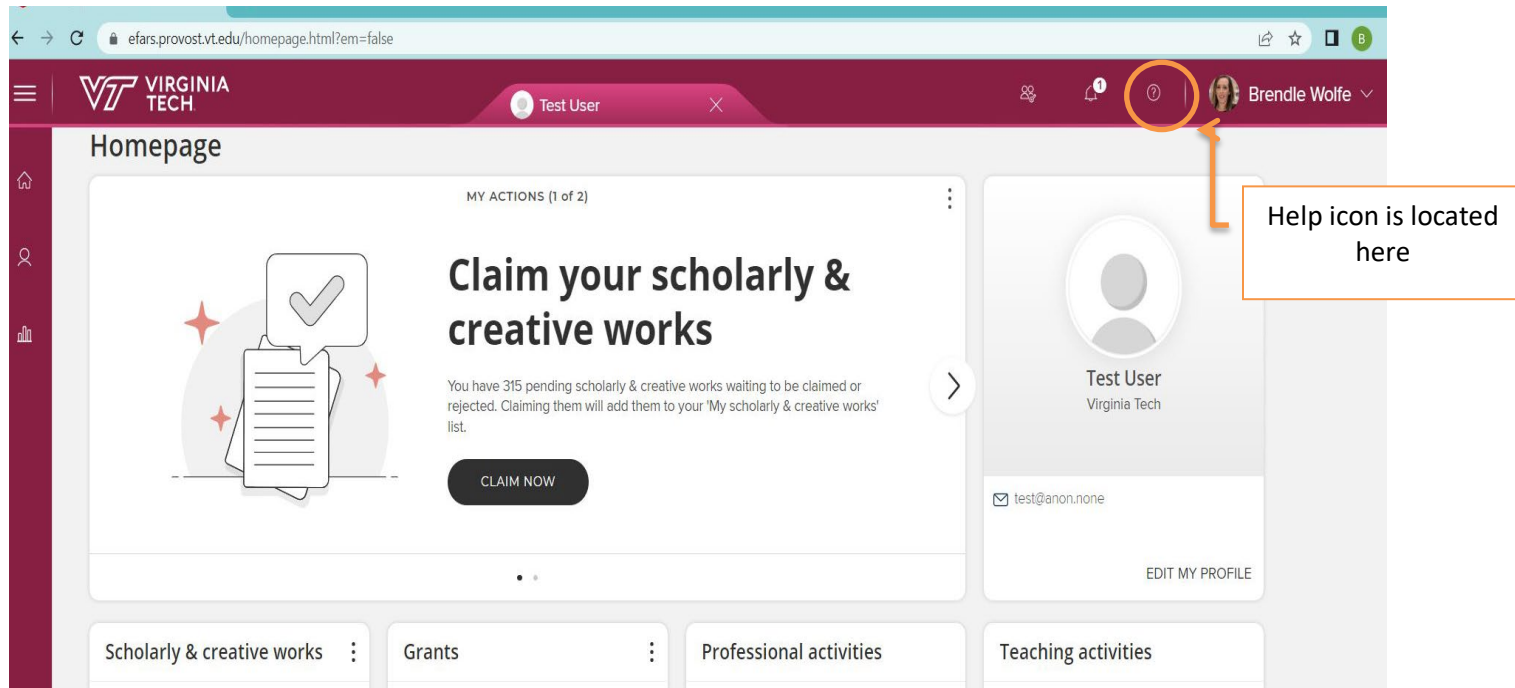
Forgot your username or password?

Need help?

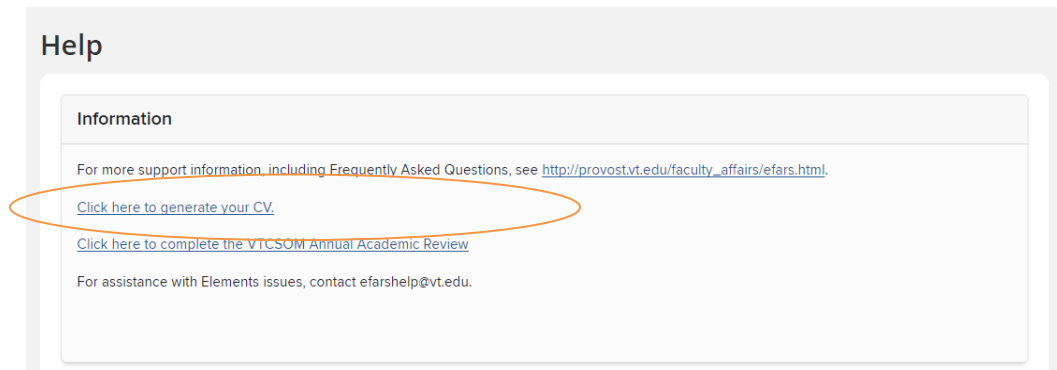
You will be required to enter your VT PID (Username and Password) to access Elements. If you forgot your login info select, "forgot username/password".

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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”.



Step 3: Click on 2022-2023 Annual Academic Performance Review

VTCSOM Annual Review

[As Reviewee](#) [As Reviewer](#) [Archived Reviews](#)

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

Click on the 2022-2023 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.

Annual Academic Performance Review

Exit

All full-time academic faculty are evaluated annually. Faculty evaluations coincide with the Carilion Clinic fiscal year (October - September). There is no longer a need to print, photocopy or transmit hard copies of signed evaluations. [Instructions](#)

Name: Faculty VTC
Year: 2020-21
Status: Submitted and Under Review

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

Questions

1. Commitment to the educational programs: (check all that apply to you)

RESIDENCY/FELLOWSHIP Committee Memberships

- ☒ Clinical Competency Committee
- ☐ Graduate Medical Education Committee
- ☐ Interviewing/Selection Committee
- ☐ Program Directors' Committee
- ☐ Program Evaluation Committee
- ☐ Residency Program Evaluation Committee
- ☐ Resident/Fellow Selection Committee
- ☐ Other
- ☐ None or N/A

Other (please list)

RESIDENCY/FELLOWSHIP Committee Memberships: Other (please list)

Test

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.

VTC SOM Committee Memberships

- ☒ Academic Committee
- ☐ Appointment, Promotion and Tenure Committee
- ☐ Departmental Appointment, Promotion and Tenure Committee
- ☐ Faculty Governance Committee
- ☐ Learning Environment Advocacy Committee
- ☐ Library and Educational Technologies Committee
- ☐ Medical Curriculum Committee
- ☐ Medical Student Admissions Committee
- ☐ Medical Student Performance and Promotion Committee
- ☐ Other
- ☐ None or N/A

Step 4: Questions 1 - 5

VTCSOM Teaching Activities

- ☐ Book design or other curricular development activity
- ☐ Clinical skills sessions
- ☐ Domain Day
- ☐ Evaluating oral research presentations
- ☐ Grading prospectuses and/or manuscripts
- ☒ LACE preceptor
- ☐ Lectures/large group presentations
- ☐ Research Level presentation
- ☒ Research mentor
- ☐ Small group facilitation (i.e. PBL groups, Methods and Logic groups)
- ☐ Small group teaching sessions (includes laboratory sessions)
- ☐ Taught MS-3 and/or MS-4 students in a clinical setting
- ☐ Other
- ☐ None or N/A

Other(please list)

VTCSOM Teaching Activities: Other(please list)

TEST

Other activities contributing to VTCSOM program

- ☒ MMI participation
- ☐ Other

Other(please list)

Other activities contributing to VTCSOM program: Other(please list)

TEST

3. Knowledge

Did you participate in Faculty Development activities directed toward improving your teaching abilities?

- ☒ Yes
- ☐ No

Did you participate in other professional development activities during the last year? (e.g., professional conferences)

- ☒ Yes
- ☐ No

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

Scholarly Activities

- ☒ 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

Select [None or N/A] if no options apply to you.

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

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

Step 4: Questions 1-5

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

Scholarly Activities

- ☒ 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)

Test

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

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

Goal a

Test case

Goal b

Test case

Goal c

Test case

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)

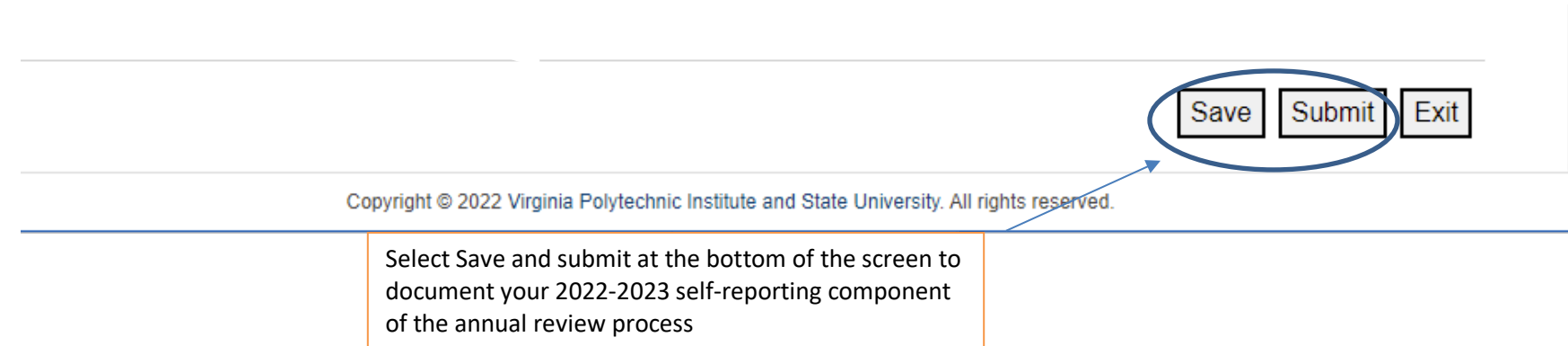
6. Teaching Evaluations and Academic Activity Report

Documents

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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.



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Select Save and submit at the bottom of the screen to document your 2022-2023 self-reporting component of the annual review process

Save Submit Exit

Faculty Activity Home > Annual Academic Performance Review > Reviewer's View

Annual Academic Performance Review

All full-time academic faculty are evaluated annually. Faculty evaluations coincide with the Carilion Clinic fiscal year (October - September). There is no photocopy or transmit hard copies of signed evaluations. [Instructions](#)

Name: Faculty VTC
Year: 2020-21
Status: Submitted and Under Review

The “status” of your review will change as you save it and submit it, and when the final review has been completed

Questions

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.

The screenshot shows a web interface for '5. Academic/Teaching and Scholarly Goals for the Upcoming Year'. It contains three sections: 'Goal a', 'Goal b', and 'Goal c', each with a text input field containing the word 'testing'. A white confirmation modal is centered over the form, featuring a warning icon and the text: 'After submission, you cannot edit your inputs any more. Are you sure you want to continue?'. The modal has 'No' and 'Yes' buttons. A red oval highlights the modal, and a red arrow points from a text box labeled 'Example of notification' to the 'Yes' button. Below the goal sections is a section for '6. Teaching Evaluations and Academic Activity Report' with a 'Documents' label. At the bottom right are 'Save', 'Submit', and 'Exit' buttons. The footer contains the copyright notice: 'Copyright © 2022 Virginia Polytechnic Institute and State University. All rights reserved.'

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

Goal a
testing

Goal b
testing

Goal c
testing

6. Teaching Evaluations and Academic Activity Report

Documents

Save Submit Exit

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Confirmation

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

No Yes

Example of notification

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.

^

Signature

1. Faculty Signature

Signature:

Date:

2. Faculty Comments

Accept / Sign

Exit

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

