

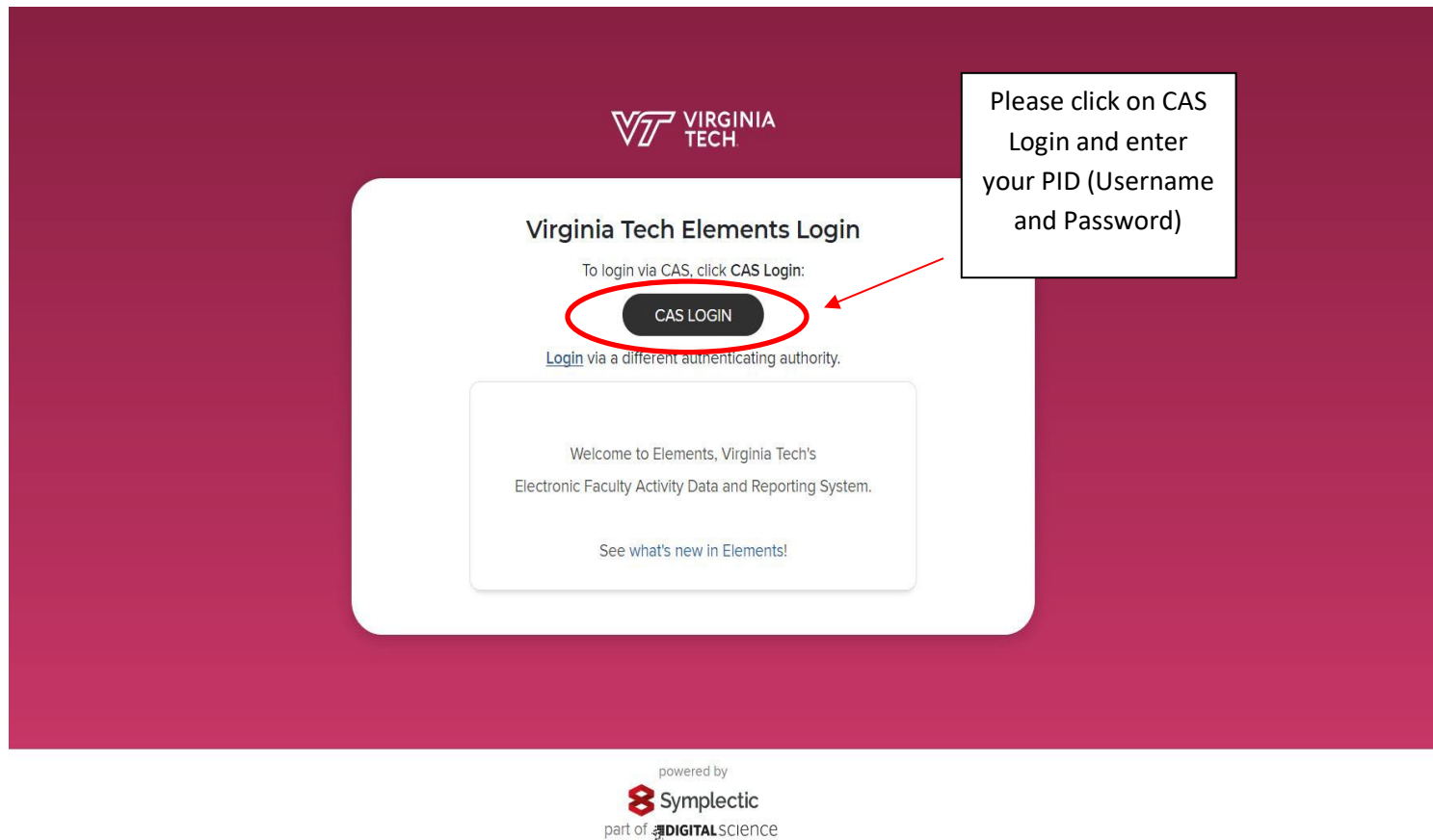
Instructions for completing 2022-23 Faculty Annual Evaluation (Reviewer's Portion)

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.

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

The screenshot shows the Virginia Tech Elements homepage. The top navigation bar is maroon and contains the Virginia Tech logo, a user profile for 'Test User', and a help icon (a question mark inside a circle) which is highlighted with an orange circle. A callout box with an orange border points to this icon, containing the text 'Help icon is located here'. Below the navigation bar, the main content area is titled 'Homepage' and features a large card for 'Claim your scholarly & creative works'. This card includes an illustration of a document with a checkmark, text stating 'You have 315 pending scholarly & creative works waiting to be claimed or rejected. Claiming them will add them to your 'My scholarly & creative works' list.', and a 'CLAIM NOW' button. To the right of the main card is a user profile section for 'Test User' with a placeholder image, email 'test@anon.none', and an 'EDIT MY PROFILE' link. At the bottom, there are four columns: 'Scholarly & creative works' (showing 6 claimed and 4 pending items), 'Grants' (showing 0 claimed), 'Professional activities' (showing 0), and 'Teaching activities' (showing 0).

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

The screenshot shows a 'Help' section with a light gray header. Below the header is a white box with a light gray border. Inside this box, the word 'Information' is at the top left. Below it, there are three lines of text: 'For more support information, including Frequently Asked Questions, see http://provost.vt.edu/faculty_affairs/efars.html.', '[Click here to generate your CV.](#)', and '[Click here to complete the VTCSOM Annual Academic Review](#)'. The third link is circled in orange. To the right of the circle is an orange arrow pointing left towards the link. Further to the right is an orange-bordered box containing the text 'Click 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

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.

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

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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/Signatory

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

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