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 vtcsmfaculty@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
Step 3: Under the “Help” Section, select “Click here to complete the VTCSOM 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.

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

**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.