



Formative Faculty Evaluation Process University of Puerto Rico School of Medicine



Background

The University of Puerto Rico School of Medicine (UPR-SOM) has a firm commitment to achieve excellence in academia, research, and service as established in the UPR-SOM Strategic Plan.

One of the basic tenets of academic excellence is continuous improvement. To this end, the UPR-SOM established the *Formative Faculty Evaluation Process (FFEP)*. This process feeds into, but does not substitute, the UPR faculty evaluation system used for promotion and tenure at the UPR-MSC, nor does it substitute the due process already defined in the institutional UPR policies and guidelines.

The *Formative Faculty Evaluation Process*, however, intends to standardize the assessment process, as well as the process for providing feedback to **ALL** faculty members (tenured, non-tenured, full-time, part-time, adjunct, and ad-honorem) regarding their teaching, research, administrative, and service responsibilities. It also reiterates the institutional commitment to provide essential resources so that faculty members may excel in their academic endeavors. The goal is to provide faculty members with feedback regarding performance in their Annual Work and Individual Developmental Plans. However, it will also assist them while seeking promotion and tenure. The FFEP will allow faculty members to access all their written supervisors and residents' and students' evaluations, as well as give them the right to examine, inquire and dispute discrepancies.

The Process will also conciliate the requirements of accreditation agencies, such as the *Liaison Committee on Medical Education (LCME)* and *Accreditation Council on Graduate Medical Education (ACGME)*, for periodic formative evaluations of faculty members and administrators.

Formative Evaluation Process

A. Goals

The goals of this formative evaluation are to provide constructive feedback on the faculty's teaching, service, research, and administrative performance. In areas that do not meet the requirements, a growth and developmental plan will be designed for improvement. The institution will provide the resources to achieve academic excellence through the Associate Deanship for Faculty Affairs.

B. Forms to collect information

1. *Student's Faculty Evaluation Form*: Filled out annually by medical students for each faculty that participates in pre-clerkship and clerkship courses.
2. *Resident's, postdoctoral, and/or fellow's Faculty Evaluation Form*: Filled out annually by residents, postdoctoral researchers, and/or fellows that are supervised by faculty.
3. *Formative Faculty Evaluation Form*: Filled out annually by the supervisors (e.g. department chairs, program or section directors, etc.) for all departmental faculty (tenured, non-tenured, full-time, part-time, adjunct, and ad honorem), based on the annual work plan established between the supervisor and faculty member and the reports received on student and resident's, postdoctoral and/or fellow evaluations. Each department may define additional requirements.
4. *Formative Supervisor Evaluation Form*: Filled out annually for faculty that exert a supervisory and/or administrative role, such as section chiefs, department chairs, associate deans, assistant deans, and office directors. The dean fills it out for department chairs, associate deans, and corresponding office directors. Associate deans fill it out for assistant deans and corresponding office directors. Department chairs fill it out for associate directors and section chiefs.

C. Process

1. Collection of information

The *Office of Evaluation and Research in Medical Education* of the UPR-SOM will collect the student's evaluation of faculty throughout each academic year and prepare reports at the end of each pre-clerkship and clerkship course. The reports for each faculty will be sent to each department chair and course/clerkship director, who will in turn send them to each faculty. These reports will be sent no later than June 30 of each year.

Annually, the residency program directors will collect the residents, postdoctoral, and/or fellow's evaluations of faculty and will send them to the department chairs and each faculty, no later than July 1st of each year. (*Program directors decide which faculty participates in the teaching of residents and evaluate faculty, as per ACGME requirements*).

Department chairs, section chiefs, and deans will complete the corresponding Formative Faculty Evaluation and/or Formative Supervisor Evaluation Forms for the faculty they supervise, based on the annual workplans, and assigned duties and responsibilities, as well as the students, residents, postdoctoral, and/or fellow evaluation reports. The department chairs, section chiefs, and deans' evaluations will be sent to the faculty no later than July 31 of each year.

2. Individual meetings to discuss performance

Course/clerkship directors will meet individually with faculty, along with their department chairs, to discuss student's evaluations, no later than a month after receiving the reports. The residency program directors, along with their department chairs, will discuss the evaluations of the residents, postdoctoral and/or fellows, with each faculty that participates in the residency program, also no later than a month after receiving the reports.

Department chairs will hold annual meetings with each faculty to discuss all the evaluation forms and reports that apply to each and that have been received by the end of each academic year. Where areas of improvement are identified, a growth and development plan will be incorporated into the work plan for the next academic year. Resources will be identified to assist the faculty in achieving the desired goals. Improvement will be expected by the next evaluation cycle.

Originally Developed by the Subcommittee on Formative Faculty Evaluation, Committee on Administration 2015-2016:

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Revised and Approved by CAFAC and COA: April 2016
Modified and approved by the Committee of Administration on: September 9, 2024



Annual Formative Faculty Evaluation

FACULTY:	[Type]
DEPARTMENT:	[Type]
RANK/TYPE:	<input type="checkbox"/> Professor <input type="checkbox"/> Associate Professor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Adjunct Professor <input type="checkbox"/> <i>Ad Honorem</i>
DATE:	[Type]

As established by the Liaison Committee for Medical Education (LCME), all faculty must be evaluated periodically:

4.4 Feedback to Faculty

A medical school faculty member receives regularly scheduled and timely feedback from departmental and/or other programmatic or institutional leaders on his or her academic performance and progress toward promotion and, when applicable, tenure.

In order to comply with this accreditation element, Department Chairs are required to submit a yearly evaluation on each Faculty member at the end of the Academic Year. Department Chairs and Associate Deans are, in turn, evaluated by the Dean of Medicine.

TEACHING SKILLS

	N/A	No	Partially	Yes
Demonstrates ability to transmit knowledge in a manner that is appropriate for the students' or trainees' level				
Devotes sufficient time to the educational program to fulfill his/her supervisory and teaching responsibilities				
Demonstrates a strong interest in medical and/or biomedical education				
Evaluations by students or trainees are mostly positive				

Comments/Recommendations
[Type]

Overall Teaching Skills Evaluation:

Outstanding Satisfactory In progress/improving Unsatisfactory

SCHOLARLY ACTIVITY

	N/A	No	Partially	Yes
Actively involved in research (extramural support, submission of grant applications, grants awarded)				
Published peer-reviewed manuscripts (including but not limited to being the corresponding author or first author)				
Other articles, book chapters, modules, technical reports, standard operating procedures, other non-peer reviewed work				
Oral and/or poster presentations at local, national, and international conferences				
Mentoring graduate students (PhD and MS students' thesis), if applicable				
Membership and service to Professional Associations				
Research collaborations (local, national, and international)				

Comments/Recommendations

[Type]

Overall Scholarly Activity Evaluation:

Outstanding Satisfactory In progress/improving Unsatisfactory

SERVICE

	N/A	No	Partially	Yes
Active participation in UPR-RCM committees				
Media presence/educational articles in local newspapers (societal influence/education)				
Administrative positions				
Collaborates with community organizations (offering conferences, webinars, mentorship)				

Comments/Recommendations

[Type]

Overall Service Evaluation:

Outstanding Satisfactory In progress/improving Unsatisfactory

CLINICAL SERVICE (if applicable)

	N/A	No	Partially	Yes
Actively participates of clinical services offered by the UPR-SoM				
Provides up-to-date, evidence-based medical care to patients				
Serves as a role molder for students and trainees in the clinical setting				

Comments/Recommendations
[Type]

Overall Clinical Service Evaluation:

Outstanding Satisfactory In progress/improving Unsatisfactory

PROFESSIONALISM

	No	Partially	Yes
Demonstrates compassion, integrity, and respect for others			
Maintains a respectful educational environment conducive to students' or trainees' learning			
Demonstrates sensitivity and responsiveness to a diverse population, including but not limited to diversity in gender, age, culture, race, religion, disabilities, and sexual orientation			
Demonstrates high standards of ethical behavior, including maintaining appropriate professional boundaries and relationships with other co-workers and students or trainees, and avoiding conflicts of interest.			

Comments/Recommendations
[Type]

Overall Professionalism Evaluation:

Outstanding Satisfactory In progress/improving Unsatisfactory

OVERALL ASSESSMENT

- Exceeds expectations
- Meets expectations
- Does not meet expectations

Final Comments/Recommendations
[Type]

Discussed with faculty on _____

Faculty

Department Chair

*Approved by the Committee of Administration: September 17, 2020

*Approved on Semi-Annual Meeting by the Faculty of Medicine: December 8, 2020

Update on the scale of evaluation to include partial compliance:

*Approved by the Committee of Administration: June 20, 2024



Universidad de Puerto Rico | University of Puerto
 Rico Recinto de Ciencias Médicas | Medical
 Sciences Campus Escuela de Medicina | School of
 Medicine



Formative Supervisor Evaluation

Name _____

Academic Year: _____

<i>Formative Supervisor Evaluation Form</i>			
<i>To be used for evaluation of Section Chiefs/Department Chairs/Associate Deans and Dean of Medicine on her/his administrative responsibilities.</i>			
Evaluation Criteria	Complies	Partially complies	N/A
1. Manages the budget of the section/department/UPR-SOM properly and discusses it with section/department/UPR-SOM member.			
2. Is a good mentor for faculty members. (Listens to their concerns, provides protected time for research and/or teaching activities, supports their professional development, when applicable).			
3. Establishes a plan for the development of the section/department/UPR-SOM and works towards implementation.			
4. Meets regularly with members of the section, department, or UPR-SOM.			
5. Holds regularly scheduled meetings to discuss academic and research plans.			
6. Demonstrates leadership in dealing with issues that affect the section, department, or UPR-SOM and its members.			
7. Foster a collegial and respectful environment.			
8. Role model for faculty, students and residents and administrative personnel.			
9. Provides guidance, feedback and support for development of annual work plan to faculty members.			
Comments:			

Agree

Do not Agree

Signature

Date

Dean's Signature

Approved by COA: April/2016
Revised by COA: September 9, 2024