

**NUMBER:** 1708  
**TITLE:** Annual Review of EVMS Faculty Performance  
**APPROVED:** June 16, 2023  
**SCHEDULED REVIEW DATE:** June 2028

**I. POLICY**

It is the policy of ODU that all EVMS Department Chairs of the School of Medicine (“SOM”) or the Dean of the School of Health Professions (“SHP”), referred to as academic unit’s administrative head, or their designees, annually evaluate all faculty members (Appointment, Promotion and Tenure of EVMS Faculty), who provide clinical, teaching, research, or administrative services in the SOM or SHP. All references to “faculty” herein mean EVMS Faculty as defined in this policy. Adjunct or Visiting Faculty shall be subject to ODU policies governing the review of ODU faculty.

**II. PURPOSE**

The SOM and SHP value excellence in teaching, clinical care, research/discovery and administration/ service. The institution believes that an ongoing performance management process supports these values by providing faculty with performance feedback in order to understand what is expected, how they are performing in each four domains as applicable to the faculty member, and what is required to achieve or sustain excellence for promotion

### **III. PROCEDURE**

#### **A. Review Process.**

1. Notice. Faculty Affairs and Professional Development (FAPD) will notify all faculty, chairs and administrators via email in the spring of each year that the annual performance review process has begun

- c. When the faculty member holds multiple appointments involving administrative, professional, or other assignments, the annual performance review is conducted by the academic unit's administrative head, or designee, and shall address contributions under each of these assignments.
5. Failure or Denial to Submit. If the faculty member does not timely submit or denies to submit annual performance review information to the academic unit

- a. FIP aims to address a) two or more areas of performance rated as unsatisfactory; b) one area of performance rated as unsatisfactory, depending on the emphasis assigned to that area or the extent of the deficiency; c) the faculty member's failure to provide annual performance review information on time to their academic unit's administrative head

C. Appeals of Annual Performance Review Ratings.

Faculty members have the right to appeal their overall annual performance review when: 1) there are errors of fact that may impact the rating; or 2) the facts may be correct, but there is disagreement about the supervisor's judgment of the rating by providing additional information to the next administrative level, ordinarily to the academic unit's administrative head. If the disagreement cannot be resolved to the satisfaction of the faculty member, then the faculty member may appeal their reviews with the Dean of the appropriate School through the office of FAPD. Such appeals must be made in writing within 30 days from the date of the written annual performance review and must state with specificity: 1) the findings to be appealed; 2) the points of disagreement; 3) the facts in support of the appeal; and 4) the corrective action sought. The document should not exceed three pages in length.

The administrator reviewing the appeal will consider the facts in support of the appeal and develop any additional facts deemed necessary. The decision on the appeal, which represents the final evaluation, will be completed in writing within 30 days, with copies provided to the faculty member, the administrative head involved in the annual performance review and the office of FAPD.