**DUKE UNIVERSITY SCHOOL OF MEDICINE**

**BASIC SCIENCES FACULTY REVIEW TEMPLATE**

*A regular and thoughtful performance review is a critical tool for professional advancement in an academic scientific career. This form is designed to guide an annual performance review for junior faculty who are engaged in bench research. A major goal of the annual review is to assist junior faculty in assessing their progress toward promotion. The reviewer will, in most cases, be the department chair, but may also be a division chief or center/institute director. This process is separate from and supplemental to regular feedback from a mentor.*

*Annual reviews may be initiated by junior faculty or by a supervising senior faculty. We recommend that the reviewing dyad discuss the process before the review. The completed form should then be submitted to the reviewer and followed by a meeting to complete the review process. See last page for sample questions to discuss during this review. Both parties should sign and date the form at the end.*

**INSTRUCTIONS: ANNUAL REVIEW**

STEP 1: FACULTY MEMBER OR DEPARTMENT INITIATES THE ANNUAL REVIEW

STEP 2: FACULTY MEMBER COMPLETES FORM AND SENDS TO REVIEWER

STEP 3: FACULTY MEMBER MEETS WITH REVIEWER

STEP 4: REVIEWER COMPLETES WRITTEN ASSESSMENT AND BOTH PARTIES SIGN

**Name/Degree:** Click or tap here to enter text.

**Academic Rank and Title:** Click or tap here to enter text.

**Department:** Click or tap here to enter text.

**Define the 1-year time period covered by this review:** Insert date here (e.g. July 2018-June 2019)

**TEACHING METRICS**

*List all teaching activities that you have participated in during the past year. If a section is not applicable to you, write N/A.*

Courses taught during review period (please add level when unclear: undergraduate, graduate etc.). *Please add additional lines if needed.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Course #* | *Department* | *Lecture Title* | *Teaching Role* | *# of lectures presented* |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**New courses developed**

Click or tap here to enter text.

**Mentorship** (please include lab members)

Grad Students: Click or tap here to enter text.

3rd Year Med Students: Click or tap here to enter text.

MSTP Students: Click or tap here to enter text.

Post-docs: Click or tap here to enter text.

**Teaching awards received**

Click or tap here to enter text.

**Invited presentations and talks**

Click or tap here to enter text.

**Please summarize teaching accomplishments of the previous year (one paragraph).** Include an explanation of how these accomplishments relate to larger career issues, such as your overall career goals, philosophy of teaching or approach to mentorship.

Click or tap here to enter text.

**RESEARCH METRICS**

*List all research accomplishments over the period of this review. For manuscripts, include only those that are published or in press. Do not include “submitted” manuscripts.*

**Papers published or in press**

Click or tap here to enter text.

**Books / book chapters published or in press**

Click or tap here to enter text.

**Notable publicity of papers published (e.g., Cover art, News and Views, Faculty of 1000 rating, etc.)**

Click or tap here to enter text.

**Research Awards (include all active and pending grants)**

Click or tap here to enter text.

**Please summarize notable collaborative research efforts in which you have played a major role**

Click or tap here to enter text.

**Please summarize research accomplishments of the previous year (one paragraph)**

Click or tap here to enter text.

**SERVICE AND LEADERSHIP METRICS**

*List your contributions in the categories below. If a category does not apply, write N/A. Responses should apply to the time period of this review.*

**Editorial boards on which you currently serve or lead**

Click or tap here to enter text.

**Service/Leadership of national organizations (professional societies, NIH, or NSF review panel, etc.) during review period:**

|  |  |  |
| --- | --- | --- |
| *Name* | *Role played* | *Term* |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Service/Leadership of University committees:**

|  |  |  |
| --- | --- | --- |
| *Name* | *Role played* | *Term* |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Service/Leadership of School of Medicine committees:**

|  |  |  |
| --- | --- | --- |
| *Name* | *Role played* | *Term* |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Service/Leadership of Departmental committees:**

|  |  |  |
| --- | --- | --- |
| *Name* | *Role played* | *Term* |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Notable service, advocacy and achievements** (including contributions to faculty retention and recruitment):

Click or tap here to enter text.

**Participation in Cancer Center, etc.:**

|  |  |
| --- | --- |
| *Project Name* | *Activity* |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

**Participation in Dean’s initiatives:**

|  |  |
| --- | --- |
| *Project Name* | *Activity* |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

**COMMITMENT TO DUKE VALUES**

**Describe how you uphold the Duke Values (Respect, Trust, Inclusion, Discovery, and Excellence –** [**https://values.duke.edu**](https://values.duke.edu)**) in your work:**

Click or tap here to enter text.

**COMMITMENT TO PROFESSIONALISM**

[ ]  **Attestation**. I have reviewed and agree to abide by the [Duke School of Medicine Statement on Faculty Professionalism](https://medschool.duke.edu/about-us/faculty-resources/office-faculty/faculty-professionalism/statement-faculty-professionalism).

**FACULTY MEMBER’S STATEMENT**

*Summarize teaching, research, and service as stated above emphasizing the importance of your accomplishments and how they relate to your long-term career goals. Describe your goals for the coming year.*

Click or tap here to enter text.

**CHAIR’S STATEMENT**

*Summarize the person's strengths and weaknesses in teaching, research and service. Describe how the faculty member demonstrates professionalism, including opportunities to improve professional behaviors, and documentation of any discussion regarding professionalism. Be as specific as possible in commenting on activities of the past twelve months and take into account the goals you discussed with the faculty member last year.*

Click or tap here to enter text.

**DOCUMENTATION**

**Date of Review Meeting:** Click or tap to enter a date

**Reviewer’s Signature** (if not chair): Reviewer’s Signature, Degree, Title

**Department Chair’s Signature:** Chair Signature

[ ]  *Please check here if faculty member upholds the highest standard for professional conduct and ethical behavior as stated in the Duke University School of Medicine Statement on Faculty Professionalism.*

**Faculty Member’s Signature:** Faculty Member’s Signature

**Date:** Click or tap to enter a date

[ ]  I have reviewed this document with my reviewer/chair. My signature may not imply agreement – faculty statement may be attached.