

ROSEMAN UNIVERSITY COLLEGE OF MEDICINE

Annual Achievement Report General Timeline

The Roseman University of Health Sciences Faculty Handbook requires all faculty members to be evaluated in writing at least once annually. At Roseman University College of Medicine, all full-time academic faculty members are reviewed for the calendar year (Jan 1 through Dec 31) during the first three months of the following year.

Projected Due Date	Task	Responsible Party
January-December	Faculty member/senior leader (reviewee) ensures their CV and the Faculty REDCap Database is up to date.	Reviewee
December	Office of Faculty Affairs and Learning Innovation (OFALI) compiles data to prepopulate Annual Achievement Reports and populates the reports.	OFALI
January 8	OFALI distributes Annual Achievement Report and Annual Goals Statement document to reviewee for completion.	OFALI
January	Reviewee completes their Annual Achievement Report and Annual Goals Statement in Faculty REDCap Database.	Reviewee
February 9	Reviewee submits their completed Annual Achievement Report and Annual Goals Statement to their department chair (in the case of regular faculty) or supervisor (in the case of senior leadership). <i>Please Note: Clinical Practice Faculty have until February 16 to submit their annual reviews.</i>	Reviewee
February 12 – March 22	Department chair/supervisor will schedule review meetings to discuss the Annual Achievement Report and Annual Goals Statement. If there are no changes to the documents, the reviewee and department chair/supervisor sign off. If there are changes, reviewee and/or department chair/supervisor update Annual Achievement Report or Annual Goals Statement.	Department Chair/Supervisor
March 22	Department chair/supervisor sends signed off Annual Achievement Report or Annual Goals Statement to the Office of Faculty Affairs and Learning Innovation (OFALI).	Department Chair/Supervisor
March 30	OFALI sends the faculty member their signed and completed Annual Achievement Report and Annual Goals Statement and sends the originals to Human Resources	OFALI
June	Midyear update reminders sent out.	OFALI