

## Instructions for Clinical Faculty

### Two Performance Periods

Performance periods vary for Clinical and Teaching/Research faculty. Clinical Faculty are evaluated in the spring of each year for the previous *Calendar Year*.

Teaching/Research and Administrative Faculty are evaluated in the summer/fall of each year for their performance in the last *Fiscal Year* (July-June).

When completing your forms, follow the reporting time periods as closely as possible to help avoid repetition of activities. Activities taking place over consecutive time periods may be included for each reporting period, but if possible, note the span of dates for the activity.

### FARES Support

Use the CONTACT US link at the top, right of each screen if you need help.

- Content, template and deadline questions will be routed to the SOM Office for Faculty Affairs
- Technical and Data issues will be addressed by the SOM Technology Services FARES Technical Team
- Comments and Feedback will be routed to the Faculty Portal Committee for review.

### Browser Compatibility

The system is optimized for use with Mozilla Firefox 3.x. The latest version of Firefox can be downloaded for free from <http://www.mozilla.com/en-US/>. While the system can be used with Internet Explorer (IE) 6.x and later, there may be minor page formatting issues due to rendering differences between different browsers.

### Getting Started

1. FARES is located at the following url: <https://www.apps.som.vcu.edu/fares/>.
2. Before you can access the system, you will need to log in to VCU's single sign-on system using your VCU eID and password. [see screen capture below]
3. Enter your VCU eID and password and click **Login** to access FARES.

[Contact your department administrator if you do not know your VCU eID. Call the VCU HelpDesk at 828-2227 if you have forgotten your eID password. You will need your VCUCard number to request a password reset.]

# VCU Central Authentication Service



Before entering your eID and password, please verify that the URL for this page begins with <https://login.vcu.edu/>

## Log in to the myVCU portal.

**Please enter your VCU eID**

[Don't know your eID?](#)

**And your password**

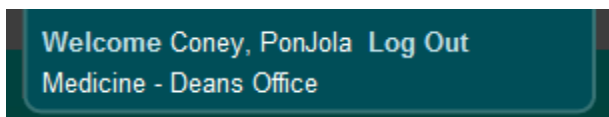
[Forgot your password?](#)

[Warn me before logging me into other sites.](#)

**Log me in »**

### FARES Home Screen

Successful login through CAS will take you to the FARES Home screen. Your name, department and a link to logout of FARES will display in the top right corner of the screen.



A yellow Message Bar will appear at the top of the screen. Special notifications (such as scheduled system maintenance) and alerts (such as new, unresolved issues) will display in this message bar.

System Update Alert: FARES will be down for system update between 9 PM and 10 PM on Saturday, January 23.

The reporting period date will also appear in the upper right area of the screen.

January 1, 2011 – December 31, 2011

The FARES Home screen provides links to the screens for the forms you will complete for the reporting period. As a first step, you must complete the Activity Report and Performance Plan. Once you complete and submit these forms, they will be routed to your Evaluator who will complete your Performance Evaluation and review/approve your Performance Plan. If applicable, the Evaluator will submit your Activity Report, Performance Evaluation and Plan to the Reviewer for approval. Once approved, you will receive an e-mail notification that your performance evaluation is ready for your review, at which point you will be able to access the Approved Performance Evaluation and Plan using the link provided in Step 2.

Link to the Activity Report and Performance Plan, current Status (see system workflow tables below) and due date appear in the section titled “Step 1. Complete Activity Report and Performance Plan for <reporting period>.” Links to individual screens are provided in the first column, followed by the date the form was last updated. **Due dates are established by your department administration.**

[Note: Contact your department administrator if, for any reason, you will not be available to complete your Faculty Activity Report, Self-Evaluation or Performance Plan by the posted due date.]

### System Workflow

If you are evaluated by the department chair, your evaluation will only have *one level of review*. If you are evaluated by the division chair, or another individual, your evaluation will have *two levels of review*. The following tables describe the system workflow for *No Action*, *In Progress* and *Submitted* status based on levels of review.

Action	Activity Report Status	Performance Evaluation Status
Starting point	No Action	Waiting for Faculty Submission
First Save on Activity Report	In Progress	Waiting for Faculty Submission
Submit Activity Report	Submitted	Submitted by faculty, Pending Evaluation
Evaluation Submitted by Evaluator	Submitted	Evaluation Completed, Sent to Faculty
Faculty Member accepts the Completed Evaluation	Completed	Received by Faculty

**Table 1 - Workflow for One Level of Review**

Action	Activity Report Status	Performance Evaluation Status
Starting point	No Action	Waiting for Faculty Submission
First Save on Activity Report	In Progress	Waiting for Faculty Submission
Submit Activity Report	Submitted	Submitted by faculty, Pending Evaluation
Evaluation Submitted by Evaluator	Submitted	Evaluation Completed, Sent for Chair Review
Evaluation Reviewed by Chair	Submitted	Evaluation Completed, Sent to Faculty
Faculty Member accepts the Completed Evaluation	Completed	Received by Faculty

**Table 2 - Workflow for Two Levels of Review**

## **STEP 1 – Complete Activity Report and Performance Plan**

From the FARES Home page, click on the link to ACTIVITY REPORT AND PERFORMANCE PLAN in Step 1 to go to the first screen for that report – Appointment Information.

[Note: You can return to the FARES Home screen from any other screen by clicking the HOME link at the top of the screen.]

[Home](#) | [Reports](#) | [Contact Us](#)

### **Appointment Information Screen**

Review and complete the information in each of the sections on this screen. After you complete each section, click the SAVE button to save the information you entered. A message will display (example shown below), verifying that your changes have been saved.

Updates successfully saved (1/20/2011 11:27:26 AM).

If any errors are found during Save, those will be reported back in red (example shown below). Please pay careful attention to the errors and make corrections before proceeding to the next question.

Average hours worked per week can not be less than 0 or greater than 168. [View »](#)

[Note: After two hours of non-activity, the FARES will automatically log you out of the system without saving your last changes. As a precaution, SAVE your work each time you enter data.]

#### **1. Faculty information**

This information was pre-populated from the SOM Faculty Information System database. Report any errors to the Office for Faculty Affairs by using the CONTACT US link and selecting “Data Error Reporting” category.

#### **2. Prolonged absences**

Prolonged leaves of absence of one month or more may affect your ability to meet performance goals for the reporting period. Use this space to describe leave of absence you feel need to be considered by your evaluator.

#### **3. Significant role changes**

Significant role changes may have increased or reduced your performance goals during the reporting period. Use this space to describe any significant role changes you feel need to be considered by your evaluator. [Example: Accepted additional duties as Vice Chair for Research beginning 6/15/09.]

#### **4. Hours worked [new question]**

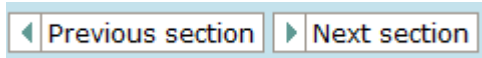
Enter the average number of hours worked per week. **The default value is 40 hours.** Before submitting the Activity Report, be sure to verify that the number of hours worked per week entered here matches the Total Actual Time Spent displayed in the Activity Effort % grid on the Summary Tab. The Actual Time Spent is calculated by adding hours/week entered in each section (list of items shown below) of the Activity Report:

Section	Item #
Teaching	9, 11, 13, 14
Research	2, 8, 11
Clinical	5, 7
Service	1, 3, 7
Administration	2
Professional Development	5

## Navigating in FARES

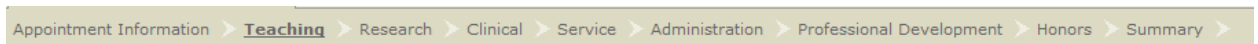
You can navigate between screens by:

- Clicking on the NEXT SECTION button at the bottom of each screen.



Clicking on these buttons automatically saves the form before moving to next section.

- Clicking on the tab for the next section at the top of the screen. Switching sections by clicking on these tabs will **NOT** automatically save the form.

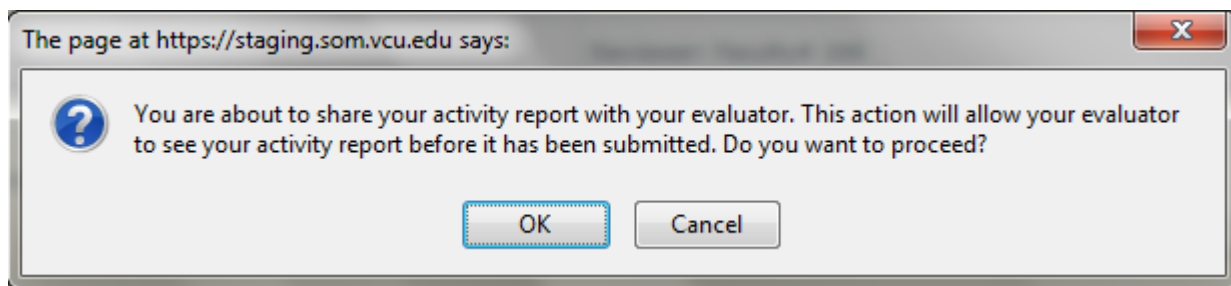


## Sharing your report

By default, only you have access to your Activity Report until you click on **Submit** on the Summary tab, at which point the Evaluator will be granted view-only access to it. If you would like to **SHARE** your Activity Report with the Evaluator before submitting it for review, click on **Share My Activity Report** link located on the right and above the Activity Report tab.

[Share My Activity Report](#)

A confirmation dialog box (shown below) will appear next. Click on OK to proceed.



The link will change to **Unshare My Activity Report**.

You can remove the Evaluator's access to your in-progress Activity Report at any time by clicking on **Unshare My Activity Report** link.

## **Teaching Activities Screen**

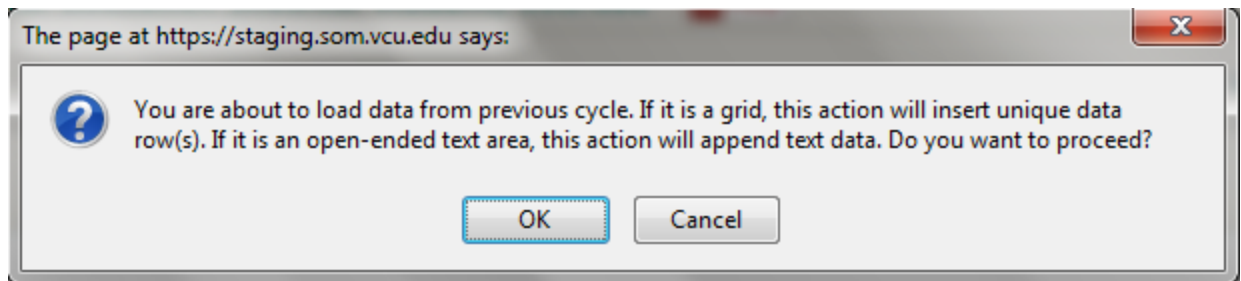
Review and complete the information in each of the sections on this screen. After you complete each section, click the SAVE button to save the information you entered. A message will display, verifying that your changes have been saved.

### Loading Data From Previous Cycle

A new feature called **Load data from previous cycle** has been added to facilitate the completion of Activity Report by copying data from last year's activity report. Please note that this link will appear only in cases where it makes sense to use last year's data (such as Courses taught and Committee Participation). If you did not include a response to a particular item on the Activity Report last year, this link will not be available for that item.

[Load data from previous cycle](#)

When you click on this link, the following confirmation dialog box will appear.



Click on OK to proceed.

### **1. Undergraduate Medical Education (medical student) courses**

The course information listed in this table was pre-populated from the SOM e-curriculum database. Use the following course/clerkship key when searching for courses:

**MEDI-1xx** – M1 Courses and Electives

**MEDI-2xx** – M2 Courses and Electives

**MEDI-3xx** – M3 Clerkships

**MEDI-xxxx** – M4 Electives

Enter the **Formal Teaching Contact Hours** and **Other Contact Hours** for each course in the fields provided. Do NOT include preparation time in this section. Preparation time should be reported in item # 9.

Click on **Save** to update the course hours.

Use the **Add new Course** table to **ADD** courses you taught that are not listed. You should add elective courses since they are not included in the E-curriculum database. To add a course:

- Start typing the Course Number or the Course Title in the appropriate text box in the Add a Course table. The available courses will display for you to select from and will pre-populate both the Number and Title fields.
- Enter the number of Formal Teaching Contact Hours and your Other Contact Hours for the course
- When the information for the course is complete, click the ADD button at the end of the row.
- The course will be added to the list of your other courses in the table above.

**REMOVE** courses you did not teach. To remove a course, click the REMOVE button at the end of the row for that course.

#### Definitions

Formal Teaching Contact Hours – Lecture and scheduled laboratory hours

Other Contact Hours – administration of exams, scheduled reviews, small group discussions, demonstrations, scheduled office hours, etc.

## 2. **SOM undergraduate and graduate student courses**

This category includes SOM classroom and laboratory instruction taught by you in formal, numbered courses which are listed in the VCU Course Bulletin. SOM course numbers start with one of the following 4-letter codes: ANAT, BIOC, BIOS, EMSA, EPID, HGEN, IBMS, IDAS, MEDP, MICR, NEUS, PATH, PHIS, PHTX, SBHD.

Enter the **Formal Teaching Contact Hours** and **Other Contact Hours** for each course in the fields provided.

Use the **Add new Course** table to **ADD** courses you taught that are not listed. To add a course:

- Start typing the Course Number or the Course Title in the appropriate text box in the Add a Course table. The available courses will display for you to select from and will pre-populate both the Number and Title fields.
- Enter the number of Formal Teaching Contact Hours and your Other Contact Hours for the course
- When the information for the course is complete, click the ADD button at the end of the row.
- The course will be added to the list of your other courses in the table above.

**REMOVE** courses you did not teach. To remove a course, click the REMOVE button at the end of the row for that course.

### Definitions

Formal Teaching Contact Hours – Lecture and scheduled laboratory hours

Other Contact Hours – administration of exams, scheduled reviews, small group discussions, demonstrations, scheduled office hours, etc.

### 3. **VCU (non-SOM) professional, undergraduate and graduate courses**

This category includes Classroom and Laboratory instruction taught by you in Formal, Numbered **non-SOM** Courses which are listed in a VCU Course Bulletin.

Enter the **Formal Teaching Contact Hours** and **Other Contact Hours** for each course in the fields provided.

Use the **Add new Course** table to **ADD** courses you taught that are not listed.

To add a course:

- Start typing the Course Number or the Course Title in the appropriate text box in the Add a Course table. The available courses will display for you to select from and will pre-populate both the Number and Title fields.
- Enter the number of Formal Teaching Hours and your Other Contact Hours for the course
- When the information for the course is complete, click the ADD button at the end of the row.
- The course will be added to the list of your other courses in the table above.

**REMOVE** courses you did not teach. To remove a course, click the REMOVE button at the end of the row for that course.

### Definitions

Formal Teaching Contact Hours – Lecture and scheduled laboratory hours

Other Contact Hours – administration of exams, scheduled reviews, small group discussions, demonstrations, scheduled office hours, etc.

### 4. **Clinical teaching**

Time devoted to teaching in clinical setting, independent of your clinical time.

#### a. **Clinical Teaching Contact Hours by Type of Trainee [new question]**

Use the **Add new trainee type** feature to add clinical teaching contact hours. Select the Type of Trainee and provide the Formal Teaching Contact Hours and Other Contact Hours. Click the ADD button to add the entry to the list.

To remove an entry, click the REMOVE button at the end of the row.

If you make an error, REMOVE the entry and ADD it again, or modify the entry in the grid and click SAVE.

#### b. **Clinical Teaching Activities Description**

Describe your clinical teaching activities during this reporting period.

## 5. Intramural seminars and/or lectures

Use the **Add seminars/lectures** feature to add intramural seminars and/or lectures you presented during this reporting period. Select the Type of Seminar/Lecture and the Principal Sponsoring Department from the drop-down lists, briefly describe the Topic and provide the Total Number of Contact Hours for each. Click the ADD button to add the entry to the list.

To remove a resource, click the REMOVE button at the end of the row.

If you make an error, REMOVE the entry and ADD it again, or modify the entry and click SAVE.

## 6. Teaching portfolio – Instructional techniques and course management aids used

### a. Instructional techniques and course management aids used

Check the appropriate boxes for the instructional techniques and course management aids you have incorporated in your courses during this reporting period.

### b. Other techniques and aids used

If you selected “Other” in 6a, describe the other instructional techniques and course management aids in the space provided.

## 7. Educational innovations

Describe educational innovations you have made or contributed to during this reporting period.

## 8. Teaching resources developed

Use the **Add new resource** feature to add teaching resources you developed during this reporting period. Select the type of resource and the primary audience from the drop-down lists and briefly describe the resource in the space provided. Click the ADD button to add the entry to the list.

To remove a resource, click the REMOVE button at the end of the row.

If you make an error, REMOVE the entry and ADD it again, or modify the existing entry and click SAVE.

## 9. Time spent on teaching activities **[new question]**

Enter the average number of hours spent per week on teaching activities reported above in items 1 through 8: formal and informal teaching including preparation time, teaching in clinical setting, preparing and delivering intramural lectures and seminars, learning and implementing instructional techniques, developing teaching resources, and educational innovations.

## 10. Academic advising and mentoring

### a. Graduate Student advising

SOM records show that you have advised/mentored the following

graduate students during this reporting period.

*Report errors by completing the box provided below this section.*

**b. Medical student advising**

SOM records show that you have advised/mentored the following graduate students during this reporting period.

*Report errors by completing the box provided below this section.*

**c. Postdoctoral associates**

Use the **Add new postdoctoral associate** feature to provide the name and appointment date for each Postdoctoral associate you supervise/mentor. Click the ADD button to add the entry to the list.

To remove an associate, click the REMOVE button at the end of the row for that course.

If you make an error, REMOVE the entry and ADD it again, or modify the existing entry and click SAVE.

**d. High school/undergraduate research**

Use the **Add new student** feature to provide the name, education level for each high school and undergraduate research student you have advised/mentored during this reporting period, name of summer research program through which you hired the student, and a brief description of your role. Click the ADD button to add the entry to the list.

To remove a student, click the REMOVE button at the end of the row for that course.

If you make an error, REMOVE the entry and ADD it again, or modify the existing entry and click SAVE.

**e. Other academic advising/mentoring activities**

List the names and educational levels of students you have advised/mentored in other schools and/or programs.

**11. Time spent on academic advising and teaching [new question]**

Enter the average number of hours spent per week on academic advising and mentoring activities.

**12. Extramural teaching [new question]**

The list of extramural teaching activities (i.e. teaching outside of VCU) is downloaded from your Outside Professional Activities (OPA) records. To include additional activities, log in to [OPA System](#) and complete the CP-1 form for each extramural teaching activity. In order for an activity to be considered extramural teaching, the activity type must be set to one of the following values: "Giving

occasional lectures / seminars at other institutions" or "Teaching a course at another institution".

**13. Time spent on extramural teaching [new question]**

Enter the average number of hours spent per week on extramural teaching activities.

**14. Teaching Administration [new question]**

List all teaching administration roles you have held during this reporting period. For each teaching administration role, provide a brief description of your assignments along with the date of appointment and **hours spent weekly** on each appointment. Do NOT list committee roles here. All committee participation should be reported in the "Service" section.

Use the **Add Teaching Administration Role** feature to add entries to your list. Once you have entered the information, click the ADD button at the end of the row to add the entry to your listing.

Click the REMOVE button at the end of the row to delete an administrative leadership role.

If you make an error, REMOVE the entry and ADD it again, or modify the existing entry and click SAVE.

**15. Faculty member self-evaluation narrative**

Evaluate your performance for teaching activities in the space provided. What were your performance highlights or important achievements in the past year? What could have been most improved regarding performance in the past year?

If your performance plan was created and approved in FARES last year, the performance goals will be displayed below for your reference.

[Note: Your evaluation narrative will appear in the "faculty comments" section on your performance evaluation.]

**16. Teaching goals for next year**

What are your most important goals and objectives for the next year? What training/experiences would benefit you in the next year?

**17. Actual Effort %**

The Actual Effort % grid (shown below) displays the Approved Projected Effort %, Actual Time Spent, Actual Effort %, and Projected Effort for Teaching, Research, Clinical, Service, Administration, and Professional Development activities.

This grid appears on all sections of the Activity Report so the data can reviewed/updated without having to switch screens.

The Approved Projected Effort (%) is populated from the Performance Plan form entered and approved in FARES last year. If you did not complete the Performance Plan form last year, this column will be blank.

The Actual Time Spent is calculated by adding hours/week reported in various sections of the Activity Report.

The Actual Effort % is computed by dividing Actual Time Spent by the Number of Hours Worked reported on the Appointment page.

Enter your Projected Effort Percentage for next year.

Your total percentage of effort (actual and projected) cannot exceed 100 percent\*, since that percentage represents your total effort.

\*As you are working on your Activity Report and Self-evaluation, the total effort % can be less than or more than 100%, but FARES will only allow you to SUBMIT your completed report if the total of your Actual Effort and Projected Effort is equal to 100%.

	Approved Projected Effort (%)	Actual Time Spent (Hours/Week)	Actual Effort (%)	Projected Effort For Next Year (%)
Teaching				
Research and Scholarship				
Clinical				
Service				
Administration				
Professional Development				
Total				

**Table 3 - Activity Effort Grid**

**Research and Scholarship Activities Screen**

Review and complete the information in each of the sections on this screen. After you complete each section, click the SAVE button to save the information you entered. A message will display, verifying that your changes have been saved.

**1. Active Grants and Contracts**

Your active grants and contract records from the VCU InfoEd System are listed here.

*Report errors by completing the box provided below this section.*

**2. Time Spent on Funded Research [new question]**

Enter number of hours spent per week on funded research. The hours reported here should be consistent with the effort percentage reported on University's Effort Certification system (ECRT).

**3. Proposals Submitted**

According to the records in the VCU InfoEd System, you have submitted the following proposals during this reporting period.

Report errors by completing the box provided below this section.

#### 4. Bridge Funding

Indicate if you received bridge funding during this reporting period below.

#### 5. Internally-funded (Departmental) Research

Describe internally-funded research projects for this reporting period.

#### 6. Patents, Inventions and Copyrights

Enter patents, inventions and copyrights submitted to VCU Technology Transfer Office.

Use the **Add new Patents, Inventions and Copyrights** feature to add entries to your list. Once you have entered the information, click the ADD button at the end of the row to add the entry to your listing.

Click the REMOVE button at the end of the row to delete an entry.

If you make an error, REMOVE the entry and ADD it again, or modify the existing entry and click SAVE.

#### 7. Clinical Trials **[new question]**

- a. If you were involved in conducting clinical trials during the reporting period, click on Yes. Clicking Yes will prompt you to answer an additional question: Select the hospital(s) where you are conducting clinical trials: MCV, VAMC, Other.
- b. If you referred patients for clinical trials, click on Yes.
- c. Describe your role in clinical trials and patient referrals in the box provided.

#### 8. Time Spent on Other Research Activities **[new question]**

Enter number of hours spent per week on other research activities such as preparation of grant proposals, preparing and submitting applications for bridge funding, attending meetings to discuss on-going internally funded research projects, discussions with collaborators, developing new research programs, research administration (outside of funded research), and submission of applications for patents, inventions, and copyrights.

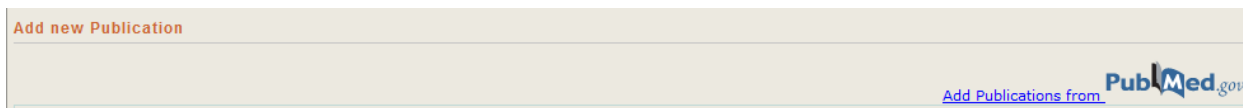
#### 9. Professional Publications

List all professional publications and their status (published, submitted, in press) for the current reporting period. Use Citation Format of [Citing Medicine: The NLM Style Guide for Authors, Editors, and Publishers](#). **For peer-reviewed articles published in PubMed Central, include the PMID at the end of the full citation.**

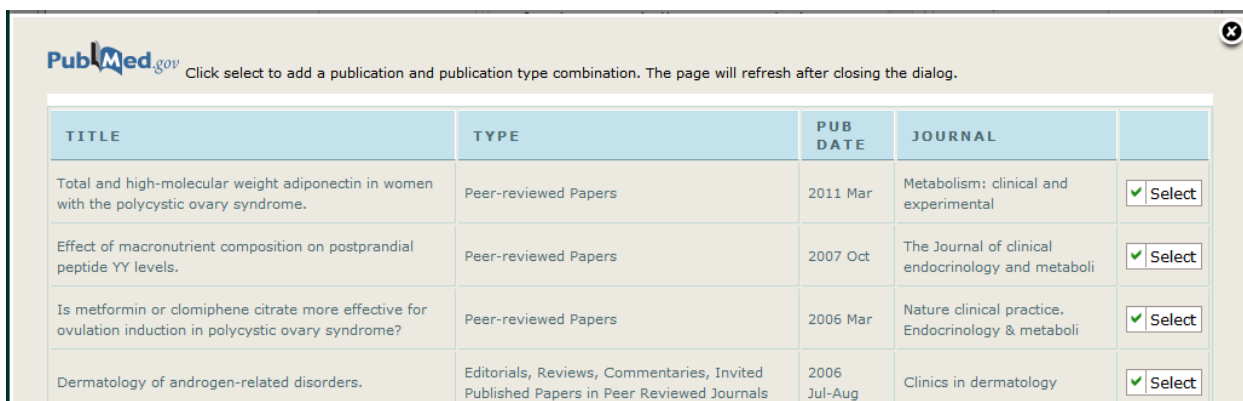
There are two ways you can add a publication in FARES.

- a. FARES now pull a list of publications from PubMed database with the author name that matches with faculty name. You can see this list by

clicking the “PubMed.gov” logo located under Add New Publication section on the Research page. Below is the image how it looks in FARES,



Clicking this logo will open up a window with all publications that matches with faculty’s name. System provides a “Select” button for each publication to add to faculty’s list of publications in FARES. Below is the image how the pop-up window looks in FARES,



- b. Use the **Add new publication** feature to add publications to your list. Once you have entered the information, click the ADD button at the end of the row to add the entry to your listing.

For each publication, indicate if you worked with a student, postdoctoral associate, and/or resident/fellow.

Click the REMOVE button at the end of the row to delete a publication.

If you make an error, REMOVE the entry and ADD it again, or modify the existing entry and click SAVE.

## 10. Presentations

List all research presentations which you personally delivered. Use Citation Format of [Citing Medicine: The NLM Style Guide for Authors, Editors, and Publishers](#).

Use the **Add new presentation** feature to add presentations to your list. Once you have entered the information, click the ADD button at the end of the row to add the entry to your listing.

Click the REMOVE button at the end of the row to delete a presentation.

If you make an error, REMOVE the entry and ADD it again, or modify the existing entry and click SAVE.

## 11. Time Spent on Scholarly Activities **[new question]**

Enter number of hours spent per week on scholarly activities - writing and/or editing professional publications and presentations.

## **12. Faculty member self-evaluation narrative**

Evaluate your performance for research and scholarship activities in the space provided. What were your performance highlights or important achievements in the past year? What could have been most improved regarding performance in the past year?

If your performance plan was created and approved in FARES last year, the performance goals will be displayed below for your reference.

[Note: Your evaluation narrative will appear in the “faculty comments” section on your performance evaluation.]

## **13. Research goals for next year**

What are your most important goals and objectives for the next year? What training/experiences would benefit you in the next year?

## **14. Actual Effort %**

The Actual Effort % grid displays Projected Effort %, Actual Time Spent, Actual Effort %, and Projected Effort for Teaching, Research, Clinical, Service, Administration, and Professional Development activities.

This grid appears on all sections of the Activity Report so the data can be reviewed/updated without having to switch screens.

The Approved Projected Effort (%) is populated from the Performance Plan form entered and approved in FARES last year. If you did not complete the Performance Plan form last year, this column will be blank.

The Actual Time Spent is calculated by adding hours/week reported in various sections of the Activity Report.

The Actual Effort % is computed by dividing Actual Time Spent by the Number of Hours Worked reported on the Appointment page.

Enter your Projected Effort Percentage for next year.

## **Clinical Activities Screen**

Review and complete the information in each of the sections on this screen. After you complete each section, click the SAVE button to save the information you entered. A message will display, verifying that your changes have been saved.

### **1. Clinical FTE**

Your clinical FTE records from MCVP are listed here.

Report errors to MCV Physicians.

Definitions

Reported cFTE – The percent of time spent in billable clinical activity, as reported by the Department Administrator.

Imputed cFTE - A measure of the clinical activity of an individual physician or group of physicians relative to the benchmark value for a given specialty. This is computed by dividing the actual work RVUs generated by the benchmark value selected in the report. [Source: UHC/AAMC Faculty Practice Solutions Center]

## 2. Clinical contributions

Your clinical contributions from MCVP are listed here.

*Report errors by completing the box provided below the bumps section.*

### Definitions

wRVU [Monthly/YTD] – A unit of measure used to express the amount of effort (time, intensity of effort, technical skills) required of a provider in performing a given service relative to other services. [Source: UHC/AAMC Faculty Practice Solutions Center]

Benchmark– Comparative standard against which others may be compared at the 50th Percentile. The value is calculated using the academic, specialty-specific billing data to determine statistical comparisons. The value is updated annually using a sampling methodology and trimming process to remove outliers and identify central tendency. [Source: UHC/AAMC Faculty Practice Solutions Center]

Visits [Monthly/YTD] – The number of provider arrived inpatient and outpatient visits associated with the provider number. This does not include any arrived visits which were arrived under a generic provider number (example: Dr. X saw patients arrived for the generic provider number called "clinic B provider").

## 3. Bumps

Your bumps report from MCVP is listed here.

*Report errors by completing the box provided below this section.*

### Definitions

Bumps within 5 days – The number of provider activated scheduled appointment cancellations within 5 days of the appointment date. [Source: IDX]

Calendar Year Total – Total number for bumps within 5 days during the calendar year.

Department Average – Average number of bumps within five days for calendar year; the average is computed using bumps within 5 days for physicians within your department; only those physicians who had visits during the year were included in the calculation of department average.

## 4. Other clinical contributions

Describe other clinical contributions you have made during this reporting period in the space provided.

## 5. Time Spent on Clinical Activities **[new question]**

Enter number of hours spent per week on clinical activities (patient care).

## 6. Clinical Administration **[new question]**

Describe your administrative roles and activities related to the hospital and/or MCVP in the box provided.

## 7. Time Spent on Clinical Contribution **[new question]**

Enter number of hours spent per week on clinical administration.

**8. Faculty member self-evaluation narrative**

Evaluate your performance for clinical activities in the space provided. What were your performance highlights or important achievements in the past year? What could have been most improved regarding performance in the past year?

If your performance plan was created and approved in FARES last year, the performance goals will be displayed below for your reference.

[Note: Your evaluation narrative will appear in the “faculty comments” section on your performance evaluation.]

**9. Clinical goals for next year**

What are your most important goals and objectives for the next year? What training/experiences would benefit you in the next year?

**10. Actual Effort %**

The Actual Effort % grid displays Projected Effort %, Actual Time Spent, Actual Effort %, and Projected Effort for Teaching, Research, Clinical, Service, Administration, and Professional Development activities.

This grid appears on all sections of the Activity Report so the data can reviewed/updated without having to switch screens.

The Approved Projected Effort (%) is populated from the Performance Plan form entered and approved in FARES last year. If you did not complete the Performance Plan form last year, this column will be blank.

The Actual Time Spent is calculated by adding hours/week reported in various sections of the Activity Report.

The Actual Effort % is computed by dividing Actual Time Spent by the Number of Hours Worked reported on the Appointment page.

Enter your Projected Effort Percentage for next year.

**Professional Service Activities Screen**

Review and complete the information in each of the sections on this screen. After you complete each section, click the SAVE button to save the information you entered. A message will display, verifying that your changes have been saved.

**1. Committee participation**

List all VCU, VCUHS, SOM, department/division committees you have participated on in this reporting period.

Use the **Add committee** feature to add committees to your list. Once you have entered the information, click the ADD button at the end of the row to add the

entry to your listing.

Click the REMOVE button at the end of the row to delete a committee.

If you make an error, REMOVE the entry and ADD it again, or modify the existing entry and click SAVE.

## 2. Faculty mentoring **[new question]**

List names of all faculty members you mentored in this reporting period. Enter mentee name, affiliation and brief description (type of mentoring, frequency of meetings, accomplishments, etc.).

Use the **Add faculty mentoring** feature to add a faculty mentee to your list. Once you have entered the information, click the ADD button at the end of the row to add the entry to your listing.

Click the REMOVE button at the end of the row to delete a mentee.

If you make an error, REMOVE the entry and ADD it again, or modify the existing entry and click SAVE.

## 3. Time Spent on Faculty Mentoring **[new question]**

Enter number of hours spent per week on Faculty Mentoring Activities.

## 4. Professional leadership activities

Your professional leadership records from the SOM Outside Professional Activities (OPA) System are listed here. To include additional activities, log in to [OPA System](#) and complete the CP-1 form for each professional leadership activity.

In order for an activity to be considered professional leadership, the activity type must be set to one of the following values:

- Presenting papers or posters at professional meetings
- Participating in / conducting continuing education
- Serving in office or on committee for an academic / professional society or non-profit organization
- Participating in accreditation visits to other institutions
- Holding national office in academic societies / professional organizations
- Editing a scientific or professional journal
- Creative writing for which you are paid in advance of preparation of the work
- Other leadership activity

All activities entered using the CP-2 short form are also considered as Professional Leadership Activities.

*Report errors by completing the box provided below this section.*

## 5. Outside professional consulting activities

Your outside professional consulting records from the SOM Outside Professional Activities (OPA) System are listed here.

To include additional activities, log in to [OPA System](#) and complete the CP-1 form for each outside professional consulting activity.

In order for an activity to be considered outside consulting, the activity type must be set to one of the following values:

- Consulting / providing professional advice
- Serving on the board of a business entity
- Speaking on behalf of a pharmaceutical / medical company
- Giving expert testimony
- Speaking on behalf of an external entity
- Other consulting activity
- Performing outside professional practice without university sponsorship

*Report errors by completing the box provided below this section.*

## 6. Service to the Scientific Community

List services you have provided to the scientific community for the categories listed below.

### a. Journal editor

List journals for which you serve as journal editor.

Use the **Add Journals** feature to add journals. Click the ADD button at the end of the row to add the entry to your list.

Click the REMOVE button at the end of the row to delete a journal.

If you make an error, REMOVE the entry and ADD it again, or modify the existing entry and click SAVE.

### b. Editorial boards

List editorial boards on which you have served during this reporting period.

Use the **Add Editorial Boards** feature to add editorial boards. Click the ADD button at the end of the row to add the entry to your list.

Click the REMOVE button at the end of the row to delete a journal.

If you make an error, REMOVE the entry and ADD it again, or modify the existing entry and click SAVE.

### c. Study sections or review groups

Check the appropriate boxes for the study sections/review groups on which you participate.

d. **Other study sections**

If you selected “Other” in 5c, describe the other study sections in the space provided.

**7. Time Spent on Extramural Service Activities [new question]**

Enter number of hours spent per week on extramural service activities.

**8. Faculty member self-evaluation narrative**

Evaluate your performance for professional service activities in the space provided. What were your performance highlights or important achievements in the past year? What could have been most improved regarding performance in the past year?

If your performance plan was created and approved in FARES last year, the performance goals will be displayed below for your reference.

[Note: Your evaluation narrative will appear in the “faculty comments” section on your performance evaluation.]

**9. Service goals for next year [new question]**

What are your most important goals and objectives for the next year? What training/experiences would benefit you in the next year?

**10. Actual Effort %**

The Actual Effort % grid displays Projected Effort %, Actual Time Spent, Actual Effort %, and Projected Effort for Teaching, Research, Clinical, Service, Administration, and Professional Development activities.

This grid appears on all sections of the Activity Report so the data can reviewed/updated without having to switch screens.

The Approved Projected Effort (%) is populated from the Performance Plan form entered and approved in FARES last year. If you did not complete the Performance Plan form last year, this column will be blank.

The Actual Time Spent is calculated by adding hours/week reported in various sections of the Activity Report.

The Actual Effort % is computed by dividing Actual Time Spent by the Number of Hours Worked reported on the Appointment page.

Enter your Projected Effort Percentage for next year.

**Administration Screen**

Summarize your administrative objectives/targeted outcomes and achievements. Click the SAVE button for each before proceeding to the next section. A message will display, verifying that your changes have been saved.

[NOTE: This section should only be completed by faculty in administrative roles such as department/division chair, associate/assistant dean, vice chair, department administrator, director of center/institute, etc.]

**1. List of objectives/targeted outcomes and achievements**

List the objectives you set out to achieve during the past 12 months with the outcomes. Comment on achievement or otherwise, provide explanations where appropriate. Score the performance as achieved or not achieved.

**2. Time Spent on Administration [new question]**

Enter number of hours spent per week on Administration.

**3. Faculty member self-evaluation narrative**

Evaluate your performance for administration activities in the space provided. What were your performance highlights or important achievements in the past year? What could have been most improved regarding performance in the past year?

If your performance plan was created and approved in FARES last year, the performance goals will be displayed below for your reference.

[Note: Your evaluation narrative will appear in the “faculty comments” section on your performance evaluation.]

**4. Administration goals for next year**

What are your most important goals and objectives for the next year? What training/experiences would benefit you in the next year?

**5. Actual Effort %**

The Actual Effort % grid displays Projected Effort %, Actual Time Spent, Actual Effort %, and Projected Effort for Teaching, Research, Clinical, Service, Administration, and Professional Development activities.

This grid appears on all sections of the Activity Report so the data can reviewed/updated without having to switch screens.

The Approved Projected Effort (%) is populated from the Performance Plan form entered and approved in FARES last year. If you did not complete the Performance Plan form last year, this column will be blank.

The Actual Time Spent is calculated by adding hours/week reported in various sections of the Activity Report.

The Actual Effort % is computed by dividing Actual Time Spent by the Number of Hours Worked reported on the Appointment page.

Enter your Projected Effort Percentage for next year.

## **Professional Development/Professionalism Activities Screen**

Review and complete the information in each of the sections on this screen. After you complete each section, click the SAVE button to save the information you entered. A message will display, verifying that your changes have been saved.

### **1. Certification, licensure and credentialing**

Your records from the VCU Health System Credentialing Office are listed here.

Use the **Add certification** feature to add additional entries to your list. Once you have entered the information, click the ADD button at the end of the row to add the entry to your listing.

Click the REMOVE button at the end of the row to delete an entry.

If you make an error, REMOVE the entry and ADD it again, or modify the existing entry and click SAVE.

### **2. Required compliance training**

List the mandatory compliance training you completed during the year.

Use the **Add training** feature to add additional items to your list. Once you have entered the information, click the ADD button at the end of the row to add the entry to your list.

Click the REMOVE button at the end of the row to delete an entry.

If you make an error, REMOVE the entry and ADD it again, or modify the existing entry and click SAVE.

### **3. Continuing medical education**

Your training records from the SOM Continuing Medical Education Office will be listed here.

Use the **Add training** feature to add additional training to your list. Once you have entered the information requested, click the ADD button at the end of the row to add the entry to your list.

Click the REMOVE button at the end of the row to delete an entry.

If you make an error, REMOVE the entry and ADD it again, or modify the existing entry and click SAVE.

### **4. Other conferences and training**

Use the **Add training** feature to list other conferences and training activities during this reporting period. Click the ADD button at the end of the row to add the entry to your list.

Click the REMOVE button at the end of the row to delete an entry.

If you make an error, REMOVE the entry and ADD it again, or modify the existing

entry and click SAVE.

**5. Time Spent on Professional Development [new question]**

Enter number of hours spent per week on professional development.

**6. Faculty member self-evaluation narrative**

Evaluate your performance for administration activities in the space provided. What were your performance highlights or important achievements in the past year? What could have been most improved regarding performance in the past year?

If your performance plan was created and approved in FARES last year, the performance goals will be displayed below for your reference.

[Note: Your evaluation narrative will appear in the “faculty comments” section on your performance evaluation.]

**7. Professional Development goals for next year**

What are your most important goals and objectives for the next year? What training/experiences would benefit you in the next year?

**8. Actual Effort %**

The Actual Effort % grid displays Projected Effort %, Actual Time Spent, Actual Effort %, and Projected Effort for Teaching, Research, Clinical, Service, Administration, and Professional Development activities.

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The Actual Effort % is computed by dividing Actual Time Spent by the Number of Hours Worked reported on the Appointment page.

Enter your Projected Effort Percentage for next year.

**Honors and Recognition Screen**

Review and complete the information in each of the sections on this screen. After you complete each section, click the SAVE button to save the information you entered. A message will display, verifying that your changes have been saved.

**9. Honors and Awards**

Use the **Add honor/award** feature under each of the following categories to list

the honors and/or awards you have received during this reporting period.

- a. Teaching awards
- b. Research awards
- c. Clinical awards
- d. Service awards

Once you have entered the information requested for an honor/award, click the ADD button at the end of the row to add the entry to your listing.

Click the REMOVE button at the end of the row to delete an honor/award.

If you make an error when entering an honor/award, REMOVE the entry and ADD it again, or modify the existing entry and click SAVE.

### **Verification and Submission Screen**

The *Self-evaluation Narrative, Goals for Next Year, Actual Hours/Week, and Projected Percentage Effort* you entered in your Activity Report will display on this screen for final verification before submission.

Verify your narratives for the following categories:

1. Teaching
2. Research
3. Clinical
4. Service
5. Administration
6. Professional Development

Enter a narrative for the following category:

7. **Overall summary**

This narrative should summarize your overall performance for the reporting period.

Verify your actual and projected percentages of effort in the Activity Effort grid.

**PROOF ALL INFORMATION CAREFULLY** – This information will be included under “Faculty Comments” and “Performance Goals for Next Year” on your annual performance evaluation for your evaluator's and reviewer's use as they complete your evaluation and review/approve your performance plan.

**REMEMBER – The TOTAL for your "Actual Effort %" and “Projected Effort % for Next Year” must equal 100%.** If either does not equal 100%, FARES will not allow you to submit your report!

[Note: Edits you make on this summary page will automatically update in your Activity Report pages.]

### Submit your report

Once you have verified your information, click the SAVE button, then click the SUBMIT button to submit your completed Activity Report and Performance Plan to your Evaluator.

### You cannot edit your report once it has been submitted!

If you find errors in your report after it has been submitted, contact your department administrator or Evaluator to see if it can be “opened” for editing so you can make the necessary corrections. Their ability to do this will depend on whether the report has already been reviewed by your Evaluator and/or Reviewer.

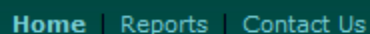
## **STEP 2 – Review Approved Performance Evaluation and Plan**

You will be notified via e-mail when your performance evaluation and plan have been completed by your Evaluator and Reviewer (if applicable). After you finish reviewing your Approved Evaluation and Performance Plan, click on Accept Evaluation button provided at the bottom of the form to complete the process. You may optionally enter comments for Performance Evaluation and Plan in the boxes provided at the bottom of Approved Performance Evaluation and Plan. Your comments will be shared with your Evaluator and Reviewer.

Your Evaluator may choose to send your Activity Report back for corrections. In that case, you will receive an e-mail notification to that effect. Make changes or corrections per your Evaluator’s recommendations and resubmit the report for review/approval.

### **Printing Activity Report and Performance Plan**

Use the links provided on the Reports page to print your Activity Report, Evaluation, and Performance Plan. Reports page can be accessed from the top navigation menu (shown below)



Home | Reports | Contact Us

Evaluation and Performance Plan reports can be printed only after your Evaluator and Reviewer (if applicable) have completed and submitted the forms.



[Activity Report](#)

[Evaluation Report](#)

[Performance Plan Report](#)