

**DUKE UNIVERSITY SCHOOL OF MEDICINE
CLINICAL SCIENCES FACULTY ANNUAL CAREER CONFERENCE TEMPLATE**

A regular and thoughtful performance review is a critical tool for professional advancement in an academic career. This template is intended to guide conversation about your productivity, scholarship, impact, responsibilities, citizenship, and progress toward promotion. The primary role of the reviewer is as an advisor, and will typically be the Department Chair, Division Chief, or Center/Institute Director. This process is separate from and supplemental to regular feedback from a mentor.

*When you submit your dossier for academic promotion, you will be asked to write an **Intellectual Development Statement (IDS)**. It will be easier to author your IDS if you build it iteratively over time, updating it periodically. It is recommended that you use the Annual Career Conference to reflect on the theme of your work shaping your intellectual development and its impact on your professional communities and on society. Admittedly this can be difficult to discern early in a career. Taking a strength-based approach and discussing with your advisor will help you plan the arc of your career.*

INSTRUCTIONS: ANNUAL REVIEW

- STEP 1: Faculty member informed about the annual review process by the Department
- STEP 2: Department initiates the annual review, forwarding form to faculty member to complete
- STEP 3: Faculty member completes form and returns to Department
- STEP 4: Annual review meeting between faculty member and reviewer (Department Chair or designee)
- STEP 5: Reviewer completes written assessment, with faculty member and reviewer as signatories
- STEP 6: Document returned to Department Chair’s Office for permanent retention

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.

Division: 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)

WORK TIME ALLOCATION

What has been your approximate allocation of work time for the review period?

Duke Activities (DUHS, hospitals, SOM, PDC, etc.)	% work time (nearest 5%)	Is change anticipated in allocation?
Patient care, clinical work	Enter number %	Click or tap here to enter text.
Teaching, mentoring, coaching, supervision	Enter number %	
Research, scholarship	Enter number %	
Leadership, advocacy, service, committees, admin	Enter number %	
External to Duke (VA, industry, other not listed above)	Enter number %	

Please note: Faculty members are not expected to have activities in every category below. The most important aspect of this document is the conversation it generates. Ideally, the discussion will be iterative, generative, growth-focused and will not be limited to the annual review specifics.

WORK SUMMARY

PATIENT CARE, CLINICAL WORK

- **Inpatient service** (list service, # of weeks attending)
Click or tap here to enter text.
- **Procedure-based service (list responsibilities, # of sessions per week)**
Click or tap here to enter text.
- **Ambulatory, outpatient, emergency department service (list clinic/service, # of sessions per week)**
Click or tap here to enter text.
- **Participation in clinical care protocols, pathways / standards, quality improvement initiatives**
(describe your role, responsibilities, time contributions, achievements)
Click or tap here to enter text.
- **Clinical care honors / awards, unsolicited praise from patients, other recognition** (list and describe)
Click or tap here to enter text.

TEACHING, MENTORING, COACHING, SUPERVISION

In lieu of completing the Teaching section, check here if providing an updated CV with the past year's activities highlighted

- **Clinical teaching** (inpatient rounding, supervision of learners in clinic)
Click or tap here to enter text.
- **Didactic lectures to fellows, residents, or students** (include lecture title, course name if applicable)
Click or tap here to enter text.
- **Rotation, course, education committee, conference, or CME programs development / leadership**
(include name of program, role, and responsibilities, impact external to Duke)
Click or tap here to enter text.
- **Durable educational materials developed** (e.g., case reports, video instruction, audio teaching tapes, web-based modules, impact external to Duke)
Click or tap here to enter text.
- **Mentoring / coaching / preceptor / supervisor responsibilities** (list trainees and faculty who you served as a coach or mentor, amount of time dedicated to responsibilities, accomplishments)
Click or tap here to enter text.
- **Teaching / mentoring / advising awards, other forms of recognition**
Click or tap here to enter text.

RESEARCH AND SCHOLARSHIP

- **Basic / translational research, participation in clinical trials** (name of protocol, roles and responsibilities, indicate if PI)
Click or tap here to enter text.
- **Grant applications submitted** (list title, indicate funding status)
Click or tap here to enter text.

- **Notable research achievements, invention disclosures, patents, entrepreneurial activity** (describe)
Click or tap here to enter text.

In lieu of completing the remainder of the Scholarship section, check here if providing an updated CV with the past year’s activities highlighted

- **Peer reviewed publications** (include in press, highlight your name in bold)
Click or tap here to enter text.
- **Non-peer reviewed publications** (include in press, highlight your name in bold)
Click or tap here to enter text.
- **Regional, national, international meeting presentations** (include presentation title, presentation type [oral / poster], meeting, indicate if invited lecture, highlight your name in bold)
Click or tap here to enter text.
- **Journal responsibilities** (reviewer, editor, associate editor, editorial board member – list journal, responsibilities)
Click or tap here to enter text.
- **Study sections on which you served as a member** (list study section name, indicate if chair)
Click or tap here to enter text.

LEADERSHIP, ADVOCACY, SERVICE, COMMITTEES, ADMINISTRATION

- **Institutional (hospital, School of Medicine, PDC, university) leadership roles** (e.g., vice chair, division chief, program director)
Click or tap here to enter text.
- **Institutional (hospital, School of Medicine, PDC, university) committees where you are not chair** (list, describe responsibilities, provide estimate of percentage you attend)
Click or tap here to enter text.
- **Institutional (hospital, School of Medicine, PDC, university) administration** (describe role, responsibilities, accomplishments)
Click or tap here to enter text.
- **Community/local leadership, service, committee, organization, working groups** (e.g., Boys & Girls Clubs, Triangle Empowerment Center - list, describe responsibilities)
Click or tap here to enter text.
- **Regional/national/international leadership, service, committee, association, working groups** (list, describe responsibilities)
Click or tap here to enter text.
- **Notable achievements, awards, honors** (including contributions to faculty recruitment and retention)
Click or tap here to enter text.

WORK EXTERNAL TO DUKE

- **Notable achievements, awards, honors** (describe effort, accomplishments)
Click or tap here to enter text.

COMMITMENT TO JUSTICE, EQUITY, DIVERSITY, ANTIRACISM, AND INCLUSION (JEDAI)

- **Describe how a JEDAI lens is applied to your work**
(cf. https://www.raceforward.org/sites/default/files/RacialJusticeImpactAssessment_v5.pdf,
<https://multco.us/diversity-equity/equity-and-empowerment-lens>)
Click or tap here to enter text.
- **JEDAI learning activities you completed this year** (list activities)
Click or tap here to enter text.

THINKING BACK – AND LOOKING FORWARD

- **What were your 2-3 most important goals for last year?**
Click or tap here to enter text.
- **What were your 2-3 most significant accomplishments of the last year?**
Click or tap here to enter text.
- **What are your 4-5 most important goals for the upcoming year?** (across the evaluation domains of teaching / mentoring, research / scholarship, leadership / service, work external to Duke):
Click or tap here to enter text.
- **What are your JEDAI goals for the upcoming year?**
Click or tap here to enter text.

YOUR CAREER NETWORK

Identify your network of coaches, mentors, and sponsors, and describe anticipated needs. Definitions:

Coaching: Task / project oriented for limited periods of time, structured collaboration focused on achieving specific goals through empowerment and growth of skills and performance

Mentorship: Relationship oriented over extended periods of time, supports expansion of competencies and skills beyond current work and tasks, less formal than coaching

Sponsorship: Networking oriented, garners resources, shares and introduces to social networks, conferences, research, and career opportunities

Summary: A coach will talk to you. A mentor will talk with you. A sponsor will talk for you.

- **Who are your coaches – how could effectiveness be improved, what are your coaching needs for the upcoming year?** (many faculty will NOT have a coach)
Click or tap here to enter text.
- **Who are your mentors – how could effectiveness be improved, what are your mentoring needs for the upcoming year?** (all faculty should have mentors)
Click or tap here to enter text.
- **Who are your sponsors – how could effectiveness be improved, what are your sponsoring needs for the upcoming year?** (some faculty will NOT have sponsors)
Click or tap here to enter text.

REVIEWERS ASSESSMENT AND COMMENTS

Patient Care, Clinical Work

Click or tap here to enter text.

Teaching, Mentoring, Coaching, Supervising

Click or tap here to enter text.

Research, Scholarship

Click or tap here to enter text.

Leadership, Advocacy, Service, Committees, Administration

Click or tap here to enter text.

Justice, Equity, Diversity, Antiracism and Inclusion

Click or tap here to enter text.

Professionalism (describe how faculty member demonstrates professionalism, including opportunities to improve professional behaviors)

Click or tap here to enter text.

Please check here if faculty member upholds the standards of professional conduct and ethical behavior as stated in the Duke School of Medicine Statement on Faculty Professionalism.

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

Faculty Member signature: Faculty Member's Signature

Date: Click or tap to enter a date

Faculty acknowledgement of review with reservation. I have reviewed this document with my reviewer/chair. My signature does not necessarily imply agreement with all findings and I reserve the right to supply a faculty statement.