Overview

The annual performance evaluation is a chance for reflection and celebration on your performance as well as progress toward goals. Additionally, it is an opportunity to foster a continuous conversation around your well-being and personal/professional development and growth. We encourage these conversations to be ongoing throughout the year and not a one-time event. This companion guide is intended to support the completion of the annual performance evaluation process.

General Instructions & Process

- Utilize the attached **"Annual Performance Evaluation 2022"** as a self-evaluation.
- Sections 1, 2 and 3 below are to be completed by the faculty member.
- Please take the opportunity to highlight personal accomplishment(s) of which you are particularly proud.
- Upon completion, your self-evaluation should be saved as a Word document and entitled "Atrium_Firstname_Lastname" or "WF_Firstname_Lastname". Please share this saved document with your Department Chair or appropriate leader prior to the scheduled 1:1 meeting (suggested 2 weeks prior to the scheduled conversation).
- The 1:1 meeting should be completed by 10/31/2022.
- The 1:1 meeting is meant to celebrate achievements and to discuss personal goals as well as potential barriers to achieving personal and professional growth and well-being.
- For faculty, please include an updated CV highlighting key achievements and additions for the year. Maintaining a habit of annually updating your CV will facilitate the development of a promotion portfolio at the appropriate time.

Section 1: Accomplishments & Goals (Questions 1-6)

- Individuals should complete relevant sections to note key accomplishments and goals in areas of significance to their personal role and development.
- Accomplishments should be in conjunction with their previous year's goals and should concisely articulate key highlights.
- Faculty are required to have a minimum of one academic goal.

Note: It is *not* required to populate each category with accomplishments and goals; individuals should select categories appropriate to their role and development, or as pre-determined with their leader.

Definition of Categories

Use the following as a reference guide of sample activities for the categories of the evaluation tool.
Note: Considerations are not limited to noted examples below.

Category	Considerations *(Not limited to the descriptions below)*
1. Clinical	Demonstrates performance on clinical goals for the past year, examples include *(not limited to):* • Unique activities for clinic/service line/care division • Length of stay • Readmission rates • Adverse events • Mortality rates • Quality metrics • Patient experience • Growth • Compliance and credentialing requirements (licensure, CME/MOC, institutional required education; adherence to HIPAA, COI/COC and other institutional policies)
2. Education	Contributions to teaching & learning of trainees, clinical team members, and/or teammates; evaluations by learners; curriculum development, conferences and lectures; other educational contact with learners; formal mentoring with end products; advising post-doctoral trainees; faculty for CME events.
3. Scholarship & Research	**A)** Publications in refereed and non-refereed journals; electronic publications; nontraditional scholarship; books and book chapters; visiting professorships; presentations and exhibits at regional, national and international meetings; journal reviewer or editor; **B)** Ongoing and completed research projects/protocols; grants submitted and awarded; research funding (all sources).
4. Administrative	Section head or medical director; vice chair or program director; leadership and service on departmental, school of medicine, and hospital committees; student clerkship director; community outreach efforts for the department or institution.
5. Extramural Service	Officer or committee member in state, national or international professional organization; editorial boards; community service/volunteer; Civic duties/participation, service on grant review committee/panel.
6. Professionalism	Promotes positive team dynamics and role models professional behaviors, applies effective communication principles, including negotiating and conflict resolution, delegation, escalating concerns up the chain of command appropriately, promotes professional accountability, contributes to cultivating an inclusive environment.

Section 2: Atrium Health Culture Commitments

- Individuals will self-select one of the noted Culture Commitments and share how they excelled in demonstrating this commitment. The leader will review and have discussion based on the selection.
- Additional resources around the Culture Commitments can be found accordingly: Winston Market; GCR Market. This is an opportunity to discuss where you have excelled and areas of opportunity among the "Culture Commitments" for the year ahead.

Section 3: Summary

- Identify achievements that you would like to highlight this year and indicate how your leadership, department and/or Atrium Health can support you in achieving your goals and eliminate any barriers.
- Please attach your CV (or alternate documentation of key achievements) and highlight additions in academic year 2022 (optional for non-faculty physicians).

Section 4: Signatures

- After completing the self-evaluation, leader review and 1:1 meeting, utilize this section to document the conversation occurred with the appropriate signatures.
- Signature is an acknowledgement that the 1:1 meeting with the chair occurred.