

Annual Review Process

The case for annual review should be created by the department administrator, or anyone with the administrative rights in Interfolio. Once the case is created, the following needs to be done.

1. The candidate will receive an email about the initiation of the annual review, and after they click

Stony Brook University > Your Packets >

RSOM - Annual Review

[View Instructions](#) [Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
Pharmacological Sciences	Review	Soft Deadline	

[Overview](#) [Packet](#)

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

Candidate Documents

Not Yet Submitted Unlocked

Type	# Required	# Added
✓ Additional Documents	0 required	0
● CV	1 required	0
● RSOM Annual Review Candidate Form	12 required	0

[Edit](#)

Candidate's Response

Not Yet Submitted Unlocked

[Edit](#)

on a link in the email and log into Interfolio, they will see the following screen:

2. On that screen, the candidate will have to click **“Edit”** button near **“Candidate Documents”** section, upload their CV, and fill out **“RSOM Annual Review Candidate Form”** through the following screen.

☐ **▼ Candidate Documents** Not Yet Submitted Unlocked Submit 0 of 1 Required Files

Additional Documents 0 Added Add

No files have been added yet.

CV 1 required, 0 Added Add

Please upload your HSC CV.

No files have been added yet.

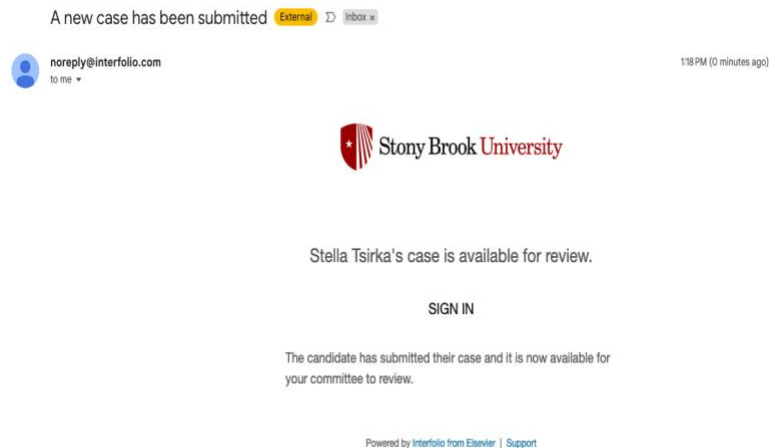
RSOM Annual Review Candidate Form 12 required questions, Fill Out Form

This form has not been completed.

3. The form has the following questions:

- *Summary of Research/Scholarship (Publications/Grants) Activity*
- *Goals for Research/Scholarship (Publications/Grants) Activity*
- *Summary of Clinical Activity*
- *Goals for Clinical Activity*
- *Summary of Teaching Activity*
- *Goals for Teaching Activity*
- *Summary of Institutional Activity*
- *Goals for Institutional Activity*
- *Summary of Professional Growth/Faculty Development*
- *Goals for Professional Growth/Faculty Development*
- *Summary of Mentoring (Trainees/Faculty) Activity*
- *Goals for Mentoring (Trainees/Faculty) Activity*
- *Summary of Other Activity*
- *Goals for Other Activity*

4. After CV is uploaded and the form is filled out, the Candidate will click “**Submit**” button, and the Chair will receive an email notifying them that all the documents from the candidate were submitted and the case is available for review.



5. The chair/division head will then conduct the review process and fill out the form with the following questions:
 1. *Research/Scholarship (Publications/Grants): Expectations were (not met/met/exceeded)*
 2. *Comments on Research/Scholarship (Publications/Grants)*
 3. *Clinical Activities: Expectations were (not met/met/exceeded)*
 4. *Comments on Clinical Activities*
 5. *Educational Activities: Expectations were (not met/met/exceeded)*
 6. *Comments on Educational Activities*
 7. *Administrative Activities: Expectations were (not met/met/exceeded)*
 8. *Comments on Administrative Activities*
 9. *Citizenship/Service Activities: Expectations were (not met/met/exceeded)*
 10. *Comments on Citizenship/Service Activities*
 11. *Mentoring (Trainees/Faculty) Activities: Expectations were (not met/met/exceeded)*
 12. *Comments on Mentoring (Trainees/Faculty) Activities*
 13. *Was the annual review done at face-to-face meeting? (Yes/No)*
 14. *What can the department do to help the faculty member succeed in their professional goals?*
 15. *Should there be a follow-up meeting? (Yes/No)*
 16. *Was well-being discussed at the meeting? (Yes/No)*
 17. *Comments on well-being*
 18. *Has faculty member accomplished career goals for the previous year? (Outstanding/Above average/Average/Poor)*
 19. *Is Faculty Member progressing in all aspects of academic activities? (Outstanding/Above average/Average/Poor)*
 20. *Comments/Areas of Strength or Need for Improvement*
 21. *Describe how Faculty Member can accomplish proposed goals for upcoming year*
 22. *Describe what Chair needs to provide to assist Faculty Member in meeting goals*
 23. *Additional comments.*

6. After filling out the form, the chair will share their responses with the candidate. The candidate will receive an email, suggesting them to log into interfolio, where they will be able to see the form filled out by the chair.
7. After that, in “Your Packets” section, the candidate will be able to go to their case, and submit

The screenshot displays the 'Your Packets' section in Interfolio. The left sidebar contains navigation links: Home, Your Packets, Faculty180, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Administration, Faculty Search, Positions, Review, Promotion and Tenure, Cases, Templates, Administration, and Reports. The main content area is titled 'Pharmacological Sciences' and 'Review' with a 'Soft Deadline' indicator. It shows an 'Overview' tab and a 'Packet' tab. Below the tabs, a message states: 'Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. To learn more, read the Candidate's Packet Guide.' The 'Candidate Documents' section is labeled 'Submitted Locked' and has a 'View' button. It contains a table with columns 'Type', '# Required', and '# Added'. The table lists three items: 'Additional Documents' (0 required, 0 added), 'CV' (1 required, 1 added), and 'RSOM Annual Review Candidate Form' (12 required, 12 added). To the right of the table is a green circular progress indicator. The 'Candidate's Response' section is labeled 'Not Yet Submitted Unlocked' and has an 'Edit' button. It contains a table with columns 'Type', '# Required', and '# Added'. The table lists two items: 'Additional Documents' (0 required, 0 added) and 'RSOM Annual Review Response' (2 required, 0 added). To the right of the table is a grey circular progress indicator. A black arrow points to the 'Edit' button.

Type	# Required	# Added
Additional Documents	0 required	0
CV	1 required	1
RSOM Annual Review Candidate Form	12 required	12

Type	# Required	# Added
Additional Documents	0 required	0
RSOM Annual Review Response	2 required	0

candidate's response, which can then be viewed by the Chair through Interfolio.