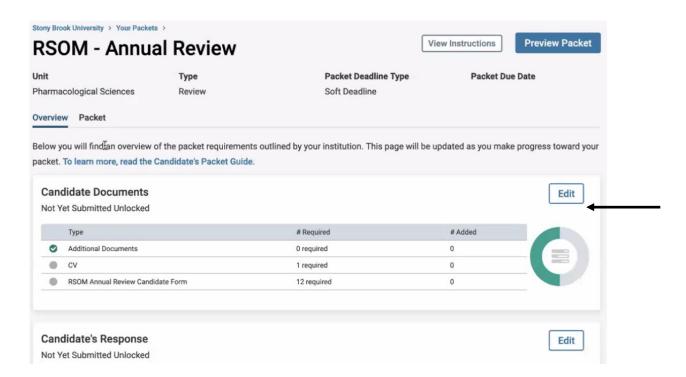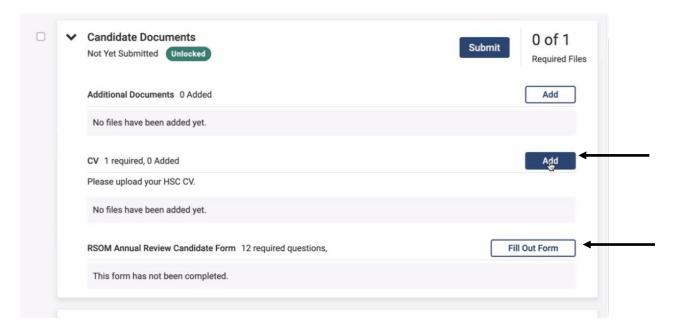## Annual Review Process

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

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.
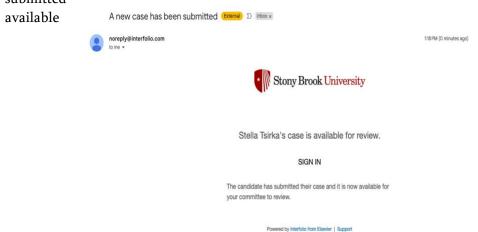
3. The form has the following questions:
   - *Summary of Research/Scholarship (Publications/Grants) Activity*
   - *Goals for Research/Scholarship (Publications/Grants) Activity*
   - *Summary of Clinical Activity*
   - *Goals for Clinical Activity*
   - *Summary of Teaching Activity*
   - *Goals for 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.
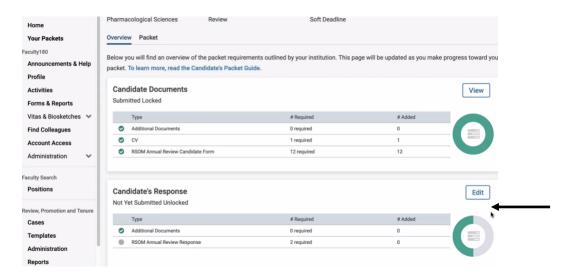
A new case has been submitted External Inbox x

noreply@interfolio.com
to me
1:18 PM (0 minutes ago)

Stony Brook University

Stella Tsirka's case is available for review.

SIGN IN

The candidate has submitted their case and it is now available for
your committee to review.

Powered by Interfolio from Elsevier | Support

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

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