

## Rush University Faculty Annual Performance Review Instructions

All Rush University faculty are required to have a yearly formal review conducted by a supervisor using the Faculty Management System. For faculty with more than one supervisor, the system will allow both supervisors to provide input.

The Annual Performance Review workflow uses automated emails and approval steps by participants to guide users through the process. The Annual Performance Review is connected to the Faculty Management System electronic CV which allows accomplishments entered in the CV pages to be automatically displayed in the Annual Performance Review pages.

### High Level Workflow

1. Faculty members receive an email asking them to begin the Annual Performance Review process.
2. Faculty members update their CV pages with accomplishments from the past year.
3. Faculty members access the Annual Performance Review pages and complete their self-evaluation of the past year and draft goals for the upcoming year.
4. Faculty members meet with their supervisor(s).
5. Supervisor(s) review the self-evaluation, apply an overall rating and comments for the prior year and then either approve or deny the draft goals.
6. Faculty members update goals if requested by their supervisor and resubmit.
7. Supervisors approve updated goals
8. Faculty members review their supervisors' comments and add their own comments if desired.

### Annual Performance Review Navigation

1. After you update your CV pages with your accomplishments for the review year, click the link in the email you received or the "View in Workflow" link on your Faculty Summary page.
2. The first screen you will see contains instructions about how to complete your self-evaluation.
3. You will notice that on the left-hand side, there is a menu of pages. As you click "Save and Continue" on each page, the system will flow you through each page to enter your information. The icon next to each page will change from the yellow triangle to a green checkmark when the page is complete. You can click "Save" on any page and return later to complete the self-evaluation.
4. Follow the instructions on each page to enter your self-evaluation and be as specific as possible. You must complete every page in order to submit your self-evaluation.
5. If you entered goals during last year's Annual Performance Review, those will be prepopulated. The accomplishments for the past year that you entered in your CV will also display.
6. When you have completed entering your information, you will be routed to the Review and Submit page. You can view your answers from this page and return to any section to revise your information. When you are satisfied with your self-evaluation, click "Submit".
7. You will receive further emails for each additional step in the process.