



University of
Pittsburgh

Department of Anesthesiology
and Perioperative Medicine

Faculty Career Development

Annual Faculty Performance Evaluation (FPE) Meeting

Goals & Objectives

- What is the annual Faculty Performance Evaluation (FPE) and who has to do the FPE?
- How important is the FPE?
- Materials to be submitted for the FPE
- How to complete the FPE form
- Key personnel

What is the Annual FPE?

- Mandatory annual meeting for each faculty member with Chair, Vice Chair for Professional Development, and Vice Chair for Faculty Affairs
- 30-minute in-person meeting scheduled between July – January
- Goal is to review your achievements during the current calendar year and your academic plan for the next calendar year
- A signed FPE report will be submitted to the UPSoM by the Vice Chair for Professional Development
- If required, a mid-term follow-up meeting may be scheduled

Who has to do the Annual FPE? Why is the FPE done?

- All academic faculty have to do this
- The University of Pittsburgh School of Medicine (UPSOM) requires a written performance evaluation for each faculty member at least yearly
- The FPE satisfies the University of Pittsburgh Board of Trustees requirement that each University faculty member has a written annual performance review

How Important is the FPE?

- The FPE provides a time and place to discuss your future needs and academic wishes with department leadership
- The FPE provides a mechanism for you to get feedback on the optimal timing for your next academic promotion

Materials to be Submitted for the FPE

- CV (see “Faculty Career Development – CV”)
- FPE form:

[Faculty Performance Evaluation Form, Annual Review and Academic Plans, and Measurable Outcomes](http://www.medfaculty.pitt.edu/performance-review) (at <http://www.medfaculty.pitt.edu/performance-review>)

How to Complete the FPE Form

- Instructions:
<http://www.medfaculty.pitt.edu/sites/default/files/FacultyPerformanceEvaluationInstructions%20.pdf>
- It is strongly recommended that you send a draft to Ted Sakai (sakait@upmc.edu) and get feedback prior to your final submission

Key Administrative Personnel for Questions

- Ted Sakai, MD, PhD, MHA, FASA
 - Vice Chair for Professional Development
 - sakait@upmc.edu
 - <https://www.anesthesiology.pitt.edu/people/tetsuro-sakai-md-phd-mha-fasa>