

Launching the DOM's Annual Faculty Review: Time to Submit Your Info and Plan to Meet with Your Division Chief

Dear Colleagues:

Our department requires every faculty member to have an annual meeting with their division chief (or, in very large divisions, sometimes the chief's designee) to discuss performance, goals for the coming year, and career planning. These sessions should not be a check-box exercise – instead, they are a vitally important opportunity for faculty members to receive explicit feedback, guidance, and mentoring from their division chief or other senior leader. Moreover, they help chiefs make plans for the coming year.

In order to inform activity and budget planning for the following academic year, these meetings should be completed by:

ZSFG-based faculty – end of April 2020

UCSF Health site-based faculty – end of April 2020

VA-based faculty – launched in October 2019 to coincide with VA reviews; if you have not yet completed your review, please do so now

Your division chief or vice chair will send out more information about your site/division's deadline and process.

All faculty members with a paid UCSF appointment and/or faculty members who are affiliated with UCSF (e.g., VAMC, HHMI, Gladstone) are included in this process. Emeritus or volunteer faculty members are exempt.

To facilitate this process, we will again utilize the DOM Annual Faculty Career Planning portal, where you can seamlessly pull in information from your career plan from last year, as well as upload your MedHub report and other relevant documents. The portal will also take you directly to Learning & Development to complete your required training modules (e.g., CyberSecurity Awareness, Sexual Harassment Prevention, etc.) and to UCSF Profiles to update your Profiles page.

To begin the process, please click:

<https://domfacultyplanning.ucsf.edu/>

You may also access the application, "Annual Faculty Review," on MyAccess (MyAccess.ucsf.edu).

For faculty members, completing the career plan via the portal involves two steps: 1) Fill in your information and submit the form, and 2) approve the entirety of the form after your division chief or his/her designee ("the reviewer") has completed the "Reviewer Comments" section.

Both the reviewer and the faculty member will receive email notifications when the form or comments are submitted for review.

If you have any questions about this process, please contact your division chief or manager. If you have broader concerns or suggestions regarding mentoring and support for faculty, please feel free to contact any of us or Beth Harleman, Associate Chair for Faculty Experience.

Thanks!

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Chair, Department of Medicine

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