



AFTER ENTERING YOUR ANNUAL ACTIVITIES, FOLLOW THESE



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5

SIMPLE STEPS

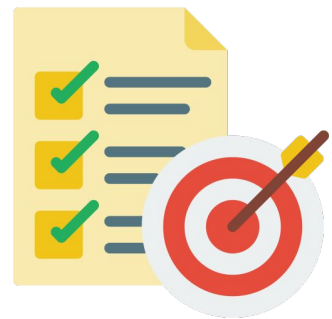
**TO COMPLETE YOUR FACULTY
SELF-EVALUATION
IN PORTFOLIO**



**STEP 1: GENERATE /
ATTACH**
YOUR ACTIVITY REPORT



**STEP 4: REVIEW /
ADJUST**
YOUR WORK DISTRIBUTION PERCENTAGES



**STEP 2: ADD /
MODIFY**
YOUR EXPECTATIONS FOR NEXT YEAR



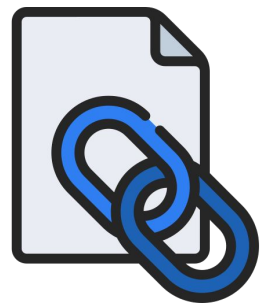
**STEP 5: COMPOSE /
SUBMIT**
YOUR SELF-EVALUATION FOR YOUR SUPERVISOR



STEP 3: ENTER
YOUR GOALS FOR NEXT YEAR

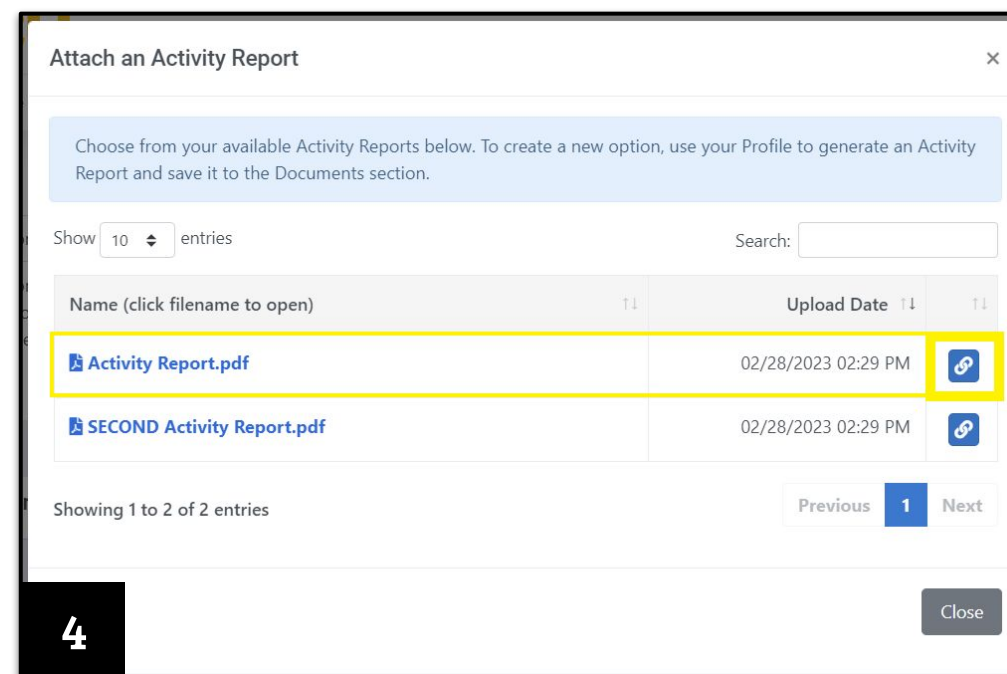
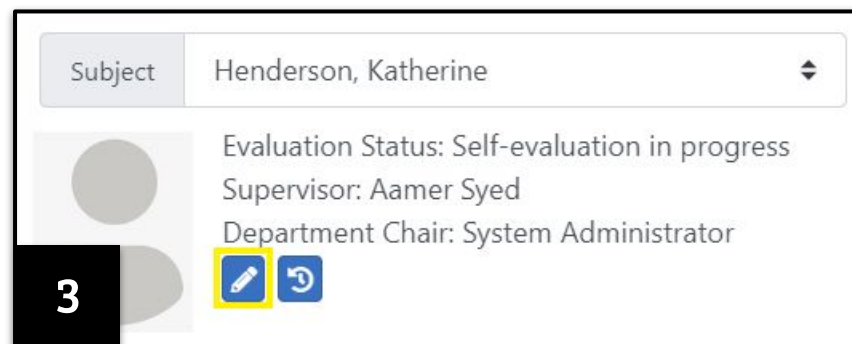


OPTIONAL: SEND
YOUR CV TO YOUR SUPERVISOR



STEP 1: GENERATE / ATTACH

YOUR ACTIVITY REPORT



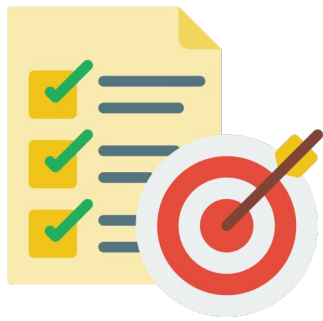
It is required for your evaluation to have an Activity Report attached. The Activity Report is a way for you to display all the work you've done over the past evaluation period. Your supervisor and chair will have access to this document.

Attaching an Activity Report

1. **Generate** an Activity Report from your Profile page using the View As field and save it to your Documents section.
2. Navigate to one of the Performance pages.
3. At the top of each Performance page, you will see a header. Below your faculty name, evaluation status, supervisor name, and department chair name, you will see an Edit button. Click this to see the Activity Report pop-up.
4. This pop-up is how you will find and attach your Activity Report.
5. **Attach** your Activity Report to your evaluation. You will see the attached document displayed in the header. This Report will now be included as part of your evaluation package when you submit to your supervisor.



Need more help with STEP 1?
Check out this [guide](#) or see this [video](#).



STEP 2: **ADD / MODIFY** YOUR EXPECTATIONS FOR NEXT YEAR

Performance ▾
Evaluation
Expectations
Goals
Performance Improvement Plan
Work Distribution

FY	Area of Work	Title	Details	Status	Comments
← 2023	Teaching	SOM Required: Apply adult learning principles to enhance learning		... New	
← 2023	Teaching	SOM Required: Communicate session learning objectives		... New	
← 2023	Teaching	SOM Required: Exhibit professional behavior towards learners		... New	
← 2023	Teaching	SOM Required: Facilitate learning using active learning strategies		... New	
← 2023	Teaching	SOM Required: Implement teaching tools, methods, materials, modules		... New	
← 2023	Teaching	SOM Required: Participate in professional development activities to enhance teaching and learning		... New	
← 2023	Teaching	SOM Required: Prepare for teaching activities		... New	
← 2023	Teaching	SOM Required: Promote a positive learning environment		... New	
← 2023	Teaching	SOM Required: Provide feedback to learners		... New	

Assign optional standardized expectations

Role: Fiscal Year: 2023 Add custom expectation

Area	Category	Expectation	Details
Teaching	Teaching & Learning	SOM Required: Promote a positive learning environment	
Teaching	Teaching & Learning	SOM Required: Exhibit professional behavior towards learners	
Teaching	Teaching & Learning	SOM Required: Communicate session learning objectives	
Teaching	Teaching & Learning	SOM Required: Implement teaching tools, methods, materials, modules	
Teaching	Teaching & Learning	SOM Required: Prepare for teaching activities	
Teaching	Teaching & Learning	SOM Required: Facilitate learning using active learning strategies	
Teaching	Teaching & Learning	SOM Required: Apply adult learning principles to enhance learning	
Teaching	Teaching & Learning	SOM Required: Participate in professional development activities to enhance teaching and learning	
Teaching	Teaching & Learning	SOM Required: Provide feedback to learners	
Teaching	Supporting Learners	Basic Health Sciences Faculty: Mentor trainees, learners	
Teaching	Supporting Learners	Clinical Faculty: Mentor trainees, learners	

Role

Basic Health Sciences Faculty

Basic Health Sciences Chair

Basic Health Sciences Faculty

Clinical Faculty

Basic Health Sciences Chair

Clinical Sciences Chair

Basic Health Sciences Program Director

Graduate Medical Education Program Director

Edit expectation

Fiscal Year: 2023 Area of Work: Teaching Title: SOM Required: Apply adult learning principles to enhance learn Status: New

Details

Comments

Date By Comment

Close Save

2d

Close

Assign selected

Faculty and their supervisors have the ability to actively participate in setting up expectations for the faculty member throughout the year.

Each section of the evaluation can have expectations associated with them. Expectations can be school level, department level, or faculty level. **For the self evaluation and evaluation process, faculty and supervisors should make sure all expectations are up to date; review status and add any comments on progress.**

- Below the Performance menu, Navigate to the Expectations page
- To add an expectation, click the blue Add button; edit, click the blue Edit (pencil) button to display the expectation's details.
 - Expectations are sorted by Area, Category, Expectation Title, and Details.
 - Use the Role field to select the faculty member's role/s. This will reduce the list of expectations to only those associated with that role.
 - Select the fiscal year, then review the selected expectations in the list.
 - Scroll down to the bottom of the expectations list. Click "Assign Selected".
- To delete, click the red Delete (trash can) button and you will see a confirmation.
- To comment, click the blue Edit (pencil) button at the right of that goal to display the expectation's details.



Need more help with STEP 2?
Check out this [guide](#) or see this [video](#).





STEP 3: ENTER

YOUR GOALS FOR NEXT YEAR

Performance ▾

Evaluation

Expectations

Goals

Performance Improvement Plan

Work Distribution

Home / Performance / Goals

View as Faculty @ VP Health Scienc FY 2023 (▾

Subject Henderson, Katherine

Evaluation Status: Self-evaluation in progress
Supervisor: Aamer Syed
Department Chair: System Administrator
[Activity Report.pdf](#) 2/28/2023 9:06:46 PM

Goals

FY	Area of Work	Title	Details	Status	Comments
← 2023	Teaching	Teach people in 2023!	Optional?	In Progress	3/1/2023 8:52:16 PM: faculty comment
← 2023	Overall	Be a good employee		New	
← 2023	Administration & Service	Be a great admin		New	

Edit goal

Fiscal Year 2023 ▾

Area of Work Overall ▾

Title Be a good employee

Status New ▾
New
In Progress
Complete

Details

Comments

Date	By	Comment
------	----	---------

3a 3b Close Save

The Goals section is open year round. Make sure all goals are up to date, review their status, and add any comments on your progress that you'd like. You may also add new Goals both for the year you are being evaluation on and the upcoming year. Make sure to make the correct year selection when adding a new goal.

1. Navigate to your Goals page by using the left navigation menu.
2. To add a goal, click the blue Add button at the top right of the table. This will display a goal pop-up.
3. To enter a goal,
 - a. Select a Fiscal year (the year being evaluated or period you are about to begin). *Note: Once goal is saved, the FY will not be changeable.*
 - b. Choose an Area of Work, Title the goal, Set your goal status. *Note: All goals will automatically be set to "New" unless you take action. Add an optional Description.*
4. To edit a goal, click the blue Edit (pencil) button at the right of that goal. After making changes, click Save when completed.
5. To comment on a goal, click the blue Edit button at the right of that goal.



Need more help with STEP 3?
Check out this [guide](#) or see this [video](#).



STEP 4: REVIEW / ADJUST YOUR WORK DISTRIBUTION PERCENTAGES

Work Distribution lets your supervisor know how much of your work was spent in each area over the past year. It tracks Research, Teaching, Clinical Service, and Service and Administration; and is measured in percentages. The "Faculty Proposed" column must total to 100%.

1. Navigate to your Work Distribution page using the left-hand Navigation menu.
2. Choose an area of work to begin with and click the associated edit (pencil) button. You will see a popup of that area's work distribution details.
3. Review the approved percentage from the last fiscal year displayed in the left hand column.
 - a. If your number in this column is different than the number in the previous column, you will need to add a comment.
4. Propose your work effort for the new fiscal year.
 - a. This may be the same number in the Approved column from last fiscal year.
5. Ensure the numbers in your "Faculty Proposed" column will need to add up to 100% or you will not be able to submit your self-evaluation.

Home / Performance / Work Distribution

View as Faculty @ VP Health Scienc FY 2023 (

Subject Henderson, Katherine

Evaluation Status: Self-evaluation in progress
Supervisor: Aamer Syed
Department Chair: System Administrator
[Activity Report.pdf](#) 2/28/2023 9:06:46 PM

Work Distribution — adjusted at annual review

Area of work	← FY 2023		→ FY 2024		
	Approved	Faculty-Reported	Administration-Approved	Faculty-Proposed	
Teaching	0.00%	0.00%	0.00%	0.00%	
Research	0.00%	0.00%	0.00%	0.00%	
Clinical Service	0.00%	0.00%	0.00%	0.00%	
Administration & Service	0.00%	0.00%	0.00%	0.00%	
Overall	0.00%	0.00%	0.00%	0.00%	

Edit Work Distribution: Teaching

← FY 2023		→ FY 2024	
Approved	Faculty Reported	Administration Approved	Faculty Proposed
0.00%	25.00 %	0.00%	0.00 %
	Comment Comment necessary		Comment

Close Save

→ FY 2024

Faculty-Proposed	Supervisor-Approved
25.00%	
25.00%	
25.00%	
25.00%	
100.00%	





STEP 5: COMPOSE / SUBMIT

YOUR SELF-EVALUATION FOR YOUR SUPERVISOR

The Self-Evaluation is the place where you can discuss your progress over the past year in each area of work, in professionalism, and overall. You can speak to your successes, your challenges, and give yourself a review rating for each.

1. Navigate to the Evaluation page.
2. Expand and review your areas of work: Teaching, Research, Clinical Service, Service and Administration, Professionalism, and Overall.
3. Each section will display the goals and expectations for each area of work.
4. Rate the area of work.
 - a. The Rating fields in these four sections are required. **Select between Excellent, Very Good, Satisfactory, Needs Improvement, Unsatisfactory, or N/A.**
 - b. Only use N/A if your job and role within your school does not require any work within this area. **If you select Needs Improvement or Unsatisfactory, a comment will be required before you can submit your evaluation.**
5. Provide a comment on the area of work.
6. If you have added all your expectations and goals for this year that you're being evaluated on, as well as for the upcoming year; completed your work distribution table; and added your rating and applicable comments to each panel on this page, then you're ready to submit your evaluation!



Need more help with STEP 5?
Check out this [guide](#) or see this [video](#).

Performance ▾

Evaluation

Expectations

Goals

Performance Improvement Plan

Work Distribution

Evaluation Summary

Evaluations by Work Area

- Teaching
- Research
- Clinical Service
- Administration & Service
- Professionalism
- Overall

Submit

Administration & Service

Administration & Service Goals

Title	Details	Status	Comments
Be a great admin		New	

Administration & Service Expectations

Search:

FY	Title	Details	Status	Comments
→ 2024	SOM Required: Accept and participate in appropriate share of service assignments		New	
→ 2024	SOM Required: Actively support departmental and institutional goals		New	
→ 2024	SOM Required: Attend committee and faculty meetings regularly		New	
→ 2024	SOM Required: Positively contribute to assigned committees		New	
← 2023	SOM Required: Accept and participate in appropriate share of service assignments		New	
← 2023	SOM Required: Actively support departmental and institutional goals		New	
← 2023	SOM Required: Attend committee and faculty meetings regularly		New	
← 2023	SOM Required: Positively contribute to assigned committees		New	

Showing 1 to 8 of 8 entries

Administration & Service Self-Evaluation by Kate Jones, MD

Select...

- Excellent
- Very Good
- Satisfactory
- Needs Improvement
- Unsatisfactory
- N/A

Showing 1 to 8 of 8 entries

Administration & Service Self-Evaluation by Kate Jones, MD

Select...

Cancel Save

