Flow of Responsibilities and Activities for the 2020 Annual Performance and Planning Review (APPR) using Digital Measures (DM)

WHO?	WHAT?	HOW?	WHERE?
F	1. Enter (or confirm entry of) **ACTIVITIES** for the 2018 and 2019 calendar years in the various screens of DM.	○ Enter or review activities in the various screens of DM. ○ Run the Annual Report for your college to verify what will show on your official annual review documentation.	Use the Rapid Reports button or the Reports tab to access your college's *Annual Report*.
F	**IMPORTANT**: If your annual report appears incomplete, go to the relevant screens in DM and enter data.		
F	2. Enter (or confirm entry of) **GOALS** for 2019 and 2020.	○ Add a 2019 item to enter the goals that were mutually agreed upon in the 2018 annual review and that you were operating under in the 7/1/18 to 12/31/19 review period. ○ Add a 2020 item to enter your proposed goals for this year.	The Goals screen is in the *Evaluation section*, which is at the bottom of the main DM page.
F	3. Enter (or confirm entry of) **ASSIGNMENTS** for 2019 and 2020.	○ Add a 2019 item to enter the assignments that were assigned in the 2018 annual review and that you were operating under in the 7/1/18 to 12/31/19 review period. ○ Add a 2020 item to enter your proposed assignments for this year.	The Assignments screen is in the *Evaluation section*, which is at the bottom of the main DM page.
F	4. Enter (or confirm entry of) **PERCENT EFFORT ALLOCATION** for 2019 and 2020.	○ Add a 2019 item to enter the percent effort that was assigned for each mission area in the 2018 annual review and that you were operating under in the 7/1/18 to 12/31/19 review period. ○ Add a 2020 item to enter the percent effort that you propose for each mission area for this year.	The Percent Effort Allocation & Performance Rating screen is in the *Evaluation section*, which is at the bottom of the main DM page.
F	5. Enter **EVALUATION** of performance for 2019.	○ Select one of the four standard ratings for your performance for the 7/1/18 to 12/31/19 review period.	The Faculty Member Rating of Performance is in the *Percent Effort Allocation & Performance Rating screen*, just below the percent effort allocation by assigned mission area.
F	6. Verify **GOALS, ASSIGNMENTS & EVALUATION** for 2019 and 2020.	○ Run the Goals, Assignments and Evaluation report for the dates of 2019 and 2020 – to obtain the report for the items in the 7/1/18 to 12/31/19 review period and for this year.	Use the Rapid Reports button or the Reports tab to access the *Goals, Assignments & Evaluation report*.

Flow of Responsibilities and Activities for the 2020 Annual Performance and Planning Review (APPR) using Digital Measures (DM)

WHO?	WHAT?	HOW?	WHERE?
F	7. Complete the electronic **OUTSIDE INTERESTS DISCLOSURE** form.	O Complete the electronic Outside Interests Disclosure form.	The form is available on the IRIS Mobile platform (the same place you get paystubs and W-2s).
F	8. **OPTIONAL**: Provide additional information, if desired.	O Should you have additional information that you wish to make available to your supervisor, you may upload it into DM as Additional Faculty Documentation. O The upload only allows for one file to be uploaded. Should you have multiple files, combine them into one document.	The upload location for optional information is on the Percent Effort Allocation and Performance Rating screen in the section called *Additional Faculty Documentation*.
F	9. Trigger the next stage of the review.	O Once steps 1-8 have been completed, notify your supervisor (or the unit's Workflow Assistant) that you are ready for your annual review.	Email your supervisor and/or the Workflow Assistant.

WA &/or S	10. Run and save reports required for review.	Reports and associated dates for running the reports are:
		O Annual Report for the college
		   o July 1, 2018 (start date) to December 31, 2019 (end date)
		O Goals, Assignments and Evaluation Report
		   o January 2019 (start date) to December 2020 (end date)
		O If required by the unit in medicine: College of Medicine Teaching Effort Calculator
		   o July 1, 2018 (start date) to December 31, 2019 (end date)
			Use the Rapid Reports button or the Reports tab to access the required reports.

WA &/or S	There is no bulk export for an individual faculty member's set of reports. There is a mechanism to export the same report for a group of faculty members. ◇ To do this: Select the department or division **or** select several faculty members by their names.		Use the Reports tab if simultaneously exporting the same report for multiple faculty members.
WA	11. Prepare **Form 1** for each faculty member being reviewed.	Fill in the following information to prepare Form 1 (revised for this annual review): O Name, Rank, Department, College, Full/part-time, Tenure designation	Use the revised Form 1 designed for this annual review (no rating or percent effort on the form); **accessible on the AFSA website here**.
WA	12. Schedule the annual review meeting.	Use the supervisor's preferences for scheduling the face-to-face meeting between the supervisor and each faculty member.	Schedule in whatever manner fits your unit.

F = Faculty member || WA = Workflow Assistant (if used) || S = Supervisor/Evaluator

WHO?	WHAT?	HOW?	WHERE?

S	13. Review and assess the faculty member's performance.	Review these documents:
		
		O Annual Report for the college
		   o July 1, 2018 (start date) to December 31, 2019 (end date)
		
		O Goals, Assignments and Evaluation Report
		   o January 2019 (start date) to December 2020 (end date)
		
		O If required by the unit in medicine: College of Medicine Teaching Effort Calculator
		   o July 1, 2018 (start date) to December 31, 2019 (end date)
		
		O Any Additional Faculty Documentation provided by the faculty member
		
		O Outside Interests Disclosure (OID) form
		
		After reviewing the documents, provide a narrative summary to include:
		
		O An assessment of activities for each category in which percent effort was assigned for 7/1/18 to 12/31/19
		
		O Expectations for the next review period (calendar year 2020 – this should correspond to what is placed in the Assignments screen for 2020)
		
		O Review of the faculty member's progress towards tenure, if on tenure-track
		
		O Review of the Annual Review Improvement Plan, if a plan was initiated as of the 2018 review
			To access the faculty member's documents, either:
			   1-Use the downloaded copies provided by your Workflow Assistant
			   ~~or~~
			   2-Go into the Digital Measures system and download the information for the faculty member
			
			Confirm submission of the OID form from your review of the electronic form submitted by the faculty member.
			
			Complete your narrative summary in a Word document that can be uploaded to the Digital Measures system.
			
			Assignments should be entered into the Assignments screen in the *Evaluation section*, which is at the bottom of the main DM page.

S and F	14. Meet to discuss the annual review.	O Follow the usual procedure for the review as specified in the Faculty Handbook (Section 4.14.3.2, 4.16.3, 5.3.2, Appendix J)	Typically a face-to-face meeting.
S	15. Enter **EVALUATION** of performance for 2019.	O Select one of the four standard ratings for your rating of the faculty member's performance for the 7/1/18 to 12/31/19 review period.	The Chair Rating of Performance is in the *Percent Effort Allocation & Performance Rating screen*, just below the percent effort allocation by assigned mission area.

Flow of Responsibilities and Activities for the 2020 Annual Performance and Planning Review (APPR) using Digital Measures (DM)

WHO?	WHAT?	HOW?	WHERE?
S	16. Finalize the **summary review materials** and **upload into Digital Measures** for the faculty member's review.	Based on the meeting with the faculty member and review of the faculty member's materials, the supervisor completes/finalizes the following: ○ Supervisor's narrative summary ○ Form 1 – using the revised Form 1 for the 2020 review ○ Mutually established goals ○ Work assignment ○ Annual Review Improvement Plan, if required ○ Form 2: Mandatory Interim Probationary Review for Tenure, if required Place final versions of the above, along with a final version of the following documents, into the official location in Digital Measures: ○ Annual Activity Report for the college ○ Goals, Assignments and Evaluation Report	Documents should be uploaded as individual items into the <u>Percent Effort Allocation & Performance Rating screen</u>, in the *2019 item*. Upload areas are provided for: ◇ Additional faculty documentation ◇ Form 1 (or Form 11, used for evaluating chairs and other administrators) ◇ Goals, Assignments and Evaluation Report ◇ Faculty member's Annual Activity Report (combined with the Teaching Effort Calculator if used by College of Medicine units) ◇ Chair's narrative summary, completed in a Word document ◇ Faculty member's optional response ◇ Form 9: Annual Review Improvement Plan, if required ◇ Form 2: Mandatory Interim Probationary Review for Tenure, if required
WA	The Workflow Assistant may upload documents from the above step into Digital Measures at the direction of the Supervisor.		
WA or S	17. Notify faculty member to **review uploaded materials and sign Form 1**.	Notify the faculty member of the availability of final documents for their review in Digital Measures. Request the faculty member complete their review of the documents by a specific internal time frame set by the supervisor.	Documents can be opened and downloaded by the faculty member from each area in the <u>Percent Effort Allocation & Performance Rating screen</u>, in the *2019 item*.

Flow of Responsibilities and Activities for the 2020 Annual Performance and Planning Review (APPR) using Digital Measures (DM)

WHO?	WHAT?	HOW?	WHERE?
F	18. Review summary documents.	Review the following documents: ○ Supervisor's narrative summary ○ Form 1 – using the revised Form 1 for the 2020 review ○ Annual Activity Report for the college ○ Goals, Assignments and Evaluation Report – this contains the final mutually established goals for 2020, the work assignment for 2020, and the supervisor's rating of your performance for the 7/1/18 to 12/31/19 review period ○ Annual Review Improvement Plan, if required ○ Form 2: Mandatory Interim Probationary Review for Tenure, if required If desired, provide an optional response to the review. ○ If prepared, your optional response should be sent to the Supervisor (or the Workflow Assistant, if used in the unit) for upload into Digital Measures. Coordinate with the Supervisor or the Workflow Assistant (if used in the unit) to sign Form 1.	Documents can be opened and downloaded by the faculty member from each area in the Percent Effort Allocation & Performance Rating screen, in the *2019 item*.
WA or S	19. Monitor for faculty member's signature on Form 1.	Once all the above steps are completed and the faculty member has signed Form 1, the review is complete. Once the review is complete, continue the process as per your college process. This may involve notifying the next higher unit (whether department or college) that the review process has concluded.	

IMPORTANT NOTES:
◇ In the *Percent Effort Allocation and Performance Rating screen*, faculty members may only select, upload and/or modify items that are not marked with a red R. The red R indicates the field is restricted to a supervisor and, at the supervisor's direction, a Workflow Assistant.
◇ The evaluation of the 7/1/18 to 12/31/19 period is contained in the 2019 item of the *Percent Effort Allocation and Performance Rating screen*.
◇ The assigned percent effort for the 2020 calendar year is contained in the 2020 item of the *Percent Effort Allocation and Performance Rating screen*.
◇ Workflow Assistants conduct their work at the direction of the Supervisor.
◇ **Timeframes**: Period under review is July 1, 2018 to December 31, 2019. Period for conducting the review is January 2, 2020 to April 30, 2020.

F = Faculty member || WA = Workflow Assistant (if used) || S = Supervisor/Evaluator