

Virginia Commonwealth University
School of Medicine
Faculty Activity Report and Performance Plan Template

Reporting Period (Clinical): January 1, 2020 – December 31, 2020
 Reporting Period (Teaching/Research): July 1, 2020 – June 30, 2021

(New or modified questions and features appear in red font.)

I. APPOINTMENT

1. Verify the following appointment information. Report any errors to the Office of Faculty Affairs. (This section will be pre-populated.)

Name:		Rank:	
Tenure Status:		Degree:	
Appt Date:		Salary Group:	
FTE:		Joint Appt(s):	
Endowed Prof Title:		Endowed Prof Appt Date:	
Is Compensation Plan Participant?			

2. **Prolonged Absences:** Provide an explanation for prolonged leave of absences.

3. **Significant Role Changes:** Describe any role changes during this reporting period.

II. TEACHING ACTIVITIES

- Undergraduate Medical Education (medical student) Courses** (This section will be pre-populated). Faculty will have the option to load data from previous cycle. The formal teaching and other contact hours should be reported for the entire activity period (including spring, summer, and fall semesters). **Formal teaching** hours includes lecture and scheduled laboratory hours. **Other Contact hours** includes administration of exams, scheduled reviews, small group discussions, demonstrations, scheduled office hours, etc. **Prep Time** hours includes lecture preparation hours per course.

Course Number	Title	Formal Teaching Contact Hours	Other Contact Hours	Prep Time Hours	Total Hours (Contact + Prep)

2. Time Spent on UME Teaching: Enter the average number of hours spent per week on undergraduate medical education teaching courses reported in item#1: formal and informal teaching including preparation time.

3. SOM Undergraduate and Graduate Student Courses

(This section will be pre-populated for course directors). Faculty will have the option to load data from previous cycle. The formal teaching and other contact hours should be reported for the entire activity period (including spring, summer, and fall semester).

Formal teaching hours includes lecture and scheduled laboratory hours.

Other Contact hours includes administration of exams, scheduled reviews, small group discussions, demonstrations, scheduled office hours, etc.

Prep Time hours includes lecture preparation hours per course.

Course Number	Title	Formal Teaching Contact Hours	Other Contact Hours	Prep Time Hours	Total Hours (Contact + Prep)

4. Time Spent on SOM Undergraduate and Graduate Student Courses: Enter the average number of hours spent per week on undergraduate and graduate courses reported in item#3: formal and informal teaching including preparation time.

5. Graduate Medical Education Conferences

Add Graduate Medical Education conference details in this section.

Hours: Enter time spent on GME conference activities in hours/week.

Title	Role	Hours

6. VCU (Non-SOM) Professional, Undergraduate, and Graduate Courses

Faculty will have the option to load data from previous cycle. The formal teaching and other contact hours should be reported for the entire activity period (including spring, summer, and fall semester).

Formal teaching hours includes lecture and scheduled laboratory hours.

Other Contact hours includes administration of exams, scheduled reviews, small group discussions, demonstrations, scheduled office hours, etc.

Prep Time hours includes lecture preparation hours per course.

Course Number	Title	Formal Teaching Contact Hours	Other Contact Hours	Prep Time Hours	Total Hours (Contact + Prep)

7. Time Spent on VCU (non-SOM) Professional, Undergraduate, and Graduate Courses: Enter the average number of hours spent per week on VCU (non-SOM) professional, undergraduate, and graduate courses reported in item#5: formal and informal teaching including preparation time.

8. Clinical Teaching:

A. For each trainee type, enter the number of hours devoted to teaching in clinical setting independent of your clinical time.

Trainee Type	Formal Teaching Contact Hours	Other Contact Hours

B. Describe clinical teaching activities here.

9. Time Spent on Clinical Teaching: Enter the average number of hours spent per week on clinical teaching reported in item#7: formal and informal teaching time.

10. Intramural Seminars and/or Lectures: Lectures and seminars given to VCU graduate students, faculty, residents, fellows, MD/PhD, students. Faculty will have the option to load data from previous cycle.

Type	Topic	Principal Sponsoring Department	Contact Hours

11. Teaching Portfolio

A. **Instructional Techniques and Course Management Aids Used:** Select all that apply. Faculty will have the option to load data from previous cycle.

<input type="checkbox"/> Audience Response System (Clickers)	<input type="checkbox"/> Blackboard	<input type="checkbox"/> CD/DVD-ROM Instructional Materials	<input type="checkbox"/> Discussion Forum (eBoard)
<input type="checkbox"/> Dissection	<input type="checkbox"/> Distance Learning	<input type="checkbox"/> ePortfolio	<input type="checkbox"/> Hands-on Training/Demonstrations
<input type="checkbox"/> Interactive Activity	<input type="checkbox"/> Journal Club	<input type="checkbox"/> Large Group Teaching	<input type="checkbox"/> Lecture
<input type="checkbox"/> Online Cases / Self-Assessments	<input type="checkbox"/> Online Simulation (Virtual Patients)	<input type="checkbox"/> Online Syllabus and Lectures	<input type="checkbox"/> Onsite Tours
<input type="checkbox"/> Other (list below)	<input type="checkbox"/> Other Media (list below)	<input type="checkbox"/> Patient-based Teaching	<input type="checkbox"/> Podcasts
<input type="checkbox"/> PowerPoint Slides	<input type="checkbox"/> Problem-based Learning	<input type="checkbox"/> Self-paced Learning Assignments	<input type="checkbox"/> Simulation: Task Trainers, High Fidelity Manikin
<input type="checkbox"/> Small Group Activity/Study	<input type="checkbox"/> Standardized Patients	<input type="checkbox"/> Team-based Learning	<input type="checkbox"/> Video Vignettes and Interviews
<input type="checkbox"/> Virtual Microscopy	<input type="checkbox"/> Web 2.0 (Wikis, Blogs)		

B. Other techniques and aids used. Faculty will have the option to load data from previous cycle.

12. Educational Innovations: Describe educational innovations here. Faculty will have the option to load data from previous cycle.

13. Teaching Resources Developed: Describe teaching resources you have developed. Faculty will have the option to load data from previous cycle.

Type	Description	Primary Audience

14. Time Spent on Other Teaching Related Activities: Enter the average number of hours spent per week on activities reported above in items 9 thru 12: preparing and delivering intramural lectures and seminars, learning and implementing instructional techniques, developing teaching resources, and educational innovations.

15. Academic Advising and Mentoring

A. Graduate Students (This section will be pre-populated.)

Student Name	Degree	Program	Role

B. Medical Students (This section will be pre-populated.)

Student Name	Level

C. Residents/Fellows

Name	Type

D. Postdoctoral Associates (This section will be pre-populated.) Faculty will have the option to load data from previous cycle.

Name	Appt Date

E. High School/Undergraduate Research. Faculty will have the option to load data from previous cycle.

Name	Ed Level	Program	Comments

F. Other Academic Advising/Mentoring Activities: List names and educational levels of students you have advised/mentored in other schools and/or other programs. Faculty will have the option to load data from previous cycle.

16. Time Spent on Academic Advising/Mentoring Activities: Enter number of hours spent per week on Academic Advising and Mentoring Activities.

17. Extramural Teaching: (This section will be pre-populated with the list of extramural teaching activities entered in the OPA System.) To include additional activities, log in to OPA System and complete the CP-1 form for each extramural teaching activity. Data in the table below is updated nightly from the OPA System.

18. Time Spent on Extramural Teaching: Estimate the number of hours spent per week on extramural teaching activities.

19. Teaching Administration: For each teaching administration role, provide a brief description of your assignments along with the date of appointment and hours spent weekly on each appointment. Faculty will have the option to load data from previous cycle.

20. Faculty Member Self Evaluation Narrative. For your reference, the performance goals entered in previous cycle will be displayed in this section.

21. Teaching Goals for Next Year

22. Activity Effort %

Actual Time Spent and Actual Effort will be calculated by adding up hours reported for each activity type and dividing by total of average number of hours entered on each page.

	Approved Projected Effort (%)	Actual Time Spent (Hours/Week)	Actual Effort (%)	Projected Effort For Next Year (%)
Teaching				
Research and Scholarship				
Clinical				
Service				
Administration				
Professional Development				
Total				

III. RESEARCH AND SCHOLARLY ACTIVITIES

1. Active Grants and Contract (This section will be pre-populated.)

Award Date	Sponsor	Award Title	Program Type	Project Period	Direct Costs	Total Costs	Role	% Effort

2. Time Spent on Funded Research. Enter number of hours spent per week on funded research. The hours reported here should be consistent with the percent effort reported on University's Effort Certification system (ECRT).

3. Proposals Submitted (This section will be pre-populated.)

Submission Date	Sponsor	Award Title	Program Type	Project Period	Direct Costs	Total Costs	Role	% Effort

4. Bridge Funding: Have you received bridge funding this year? ___ Yes ___ No

5. Unfunded (Departmental) Research: Describe your internally funded research project. Faculty will have the option to load data from previous cycle.

6. Patents, Inventions, and Copyrights. Enter patents, inventions, and copyrights submitted to VCU Office of Technology Transfer. Faculty will have the option to load data from previous cycle.

Title	Inventors	Type	App Date	Status

7. Clinical Trials. Enter clinical trials and patient referral details here.

- a. Are you conducting any clinical trials? [Y/N]
- b. Have you referred any patient(s) for clinical trials? [Y/N]
- c. Enter clinical trials and patient referral details here.

8. Time Spent on Other Research Activities. Enter number of hours spent per week on other research activities such as preparation of grant proposals, preparing and submitting applications for bridge funding, attending meetings to discuss on-going unfunded research projects, discussions with collaborators, developing new research programs, research administration (outside of funded research), and submission of applications for patents, inventions, and copyrights.

9. Professional Publications: For each category of publication listed below, enter citation and publication status. Check the appropriate boxes if you worked with student, postdoc, or resident/fellow on the publication. This question has been reformatted for improved reporting.

- G. Peer-reviewed Papers**
- H. Editorials, reviews, commentaries, invited published papers in peer reviewed journals**
- I. Books Authored or Edited**
- J. Book chapters, and monographs**
- K. Published abstracts or proceedings**
- L. Other professional publications**

10. Extramural Presentations: This question has been reformatted for improved reporting.

- a. Oral Papers**
- b. Invited Lectures or Seminars**
- c. Plenary Session Speaker**
- d. Other Presentations**

11. Time Spent on Scholarly Activities. Enter number of hours spent per week on scholarly activities.

12. Faculty Member Self Evaluation Narrative. For your reference, the performance goals entered in previous cycle will be displayed in this section.

13. Research Goals for Next Year

14. Activity Effort %

IV. CLINICAL ACTIVITIES

1. Clinical FTE (This section will be pre-populated.)

Reported cFTE:		Imputed cFTE:	
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2. Clinical Contribution (This section will be pre-populated.)

Month	Charges	Total Charges	Receipts	Total Receipts	WRVU	Total WRVUs	Benchmark	Volume	Total Volume

3. Bumps (This section will be pre-populated.)

	Your Score	Average/Benchmark
Bumps per month		
% in 0-5 days		

4. Other Clinical Contributions

5. Time Spent on Clinical Activities. Enter average number of hours spent per week on clinical activities.

6. Clinical Administration. Describe your administrative roles and activities related to the hospital and/or MCVP.

7. Time Spent on Clinical Administration. Enter average number of hours spent per week on clinical administration.

8. Faculty Member Self-Evaluation Narrative. For your reference, the performance goals entered in previous cycle will be displayed in this section.

9. Clinical Goals for Next Year

10. Actual and Estimated Clinical Effort %

V. SERVICE

1. **Service Activities.** List university, VCU Health System, school, department, division service activities including research, teaching and clinical committees. Faculty will have the option to load data from previous cycle.

Names of Committee/Service	Type	Your Role	Hours/Week

2. **Faculty Mentoring.** Enter details of faculty mentoring activities.

Affiliation	Name	Description (type of mentoring, frequency of meetings, accomplishments, etc.).

3. **Time Spent on Faculty Mentoring.** Enter average number of hours spent per week on faculty mentoring activities.

4. **Professional Leadership Activities.** This section will be pre-populated with the list of professional leadership activities entered in the OPA System. To include additional activities, log in to OPA System and complete the CP-1 form for each professional leadership activity. Data in the table below is updated nightly from the OPA System.

Activity Type	Organization	Activity Description	Dates of Service Delivery	Total Days

5. **Outside Professional Consulting Activities.** This section will be pre-populated with the list of outside professional consulting activities entered in the OPA System. To include additional activities, log in to OPA System and complete the CP-1 form for each outside professional consulting activity. Data in the table below is updated nightly from the OPA System.

Activity Type	Organization	Activity Description	Dates of Service Delivery	Total Days	Compensation

6. **Service to the Scientific Community:** The services you render as journal editor and on editorial boards and study sections for funding agencies are valuable to the field of medicine as well as to our medical school in terms of the knowledge and connections that are gained. Provide information on your service to the scientific community by completing the information below.

- a. **Journal Editor**
- b. **Editorial Boards**
- c. **Study Sections or Review Groups (NIH, NSF, VA, Foundation, Other)**

7. **Time Spent on Extramural Service Activities.** Enter average number of hours spent per week on extramural service activities.

8. **Faculty Member Self-Evaluation Narrative.** For your reference, the performance goals entered in previous cycle will be displayed in this section.

9. **Professional Service Goals for Next Year**

10. **Activity Effort %**

VI. ADMINISTRATION

(this section should only be completed by faculty in administrative roles such as department/division chair, associate/assistant dean, vice chair, administrator, director of center/institute, etc.)

1. **List of objectives/targeted outcomes and achievements.** List the objectives you set out to achieve during the past 12 months with the outcomes. Comment on achievement or otherwise, provide explanations where appropriate. Score the performance as achieved or not achieved.

2. **Time Spent on Administration.** Enter average number of hours spent per week on administration activities.

3. **Faculty Member Self-Evaluation Narrative.** For your reference, the performance goals entered in previous cycle will be displayed in this section.

4. **Administration Goals for Next Year**

5. **Activity Effort %**

VII. PROFESSIONAL DEVELOPMENT

1. **Certification, Licensure, and Credentialing**

Certificate/License	Issued By	Dates

2. **Required Compliance Training**

Title	Department	Status

3. **Continuing Medical Education**

Title	Awarding Agency	CME Credits	Dates

4. **Faculty Affairs/Faculty Development Workshops**

Title	Dates

5. **Other Conferences and Training**

Conference/Course Title	Sponsoring Organization	Dates

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- 6. **Time Spent on Professional Development.** Enter average number of hours spent per week on professional development.
- 7. **Faculty Member Self-Evaluation Narrative.** For your reference, the performance goals entered in previous cycle will be displayed in this section.
- 8. **Professional Development Goals for Next Year**
- 9. **Actual and Estimated Professional Development Effort %**

VIII. HONORS AND AWARDS

1. Teaching Awards

Name of Award	Awarding Organization	Month/Year Awarded

2. Research Awards

Name of Award	Awarding Organization	Month/Year Awarded

3. Clinical Awards

Name of Award	Awarding Organization	Month/Year Awarded

4. Service Awards

Name of Award	Awarding Organization	Month/Year Awarded