



Faculty Evaluation Application

Faculty and Faculty Evaluator

User Guide

Quick Reference

Application URL: <https://faceval.som.umaryland.edu>

Support: help@som.umaryland.edu

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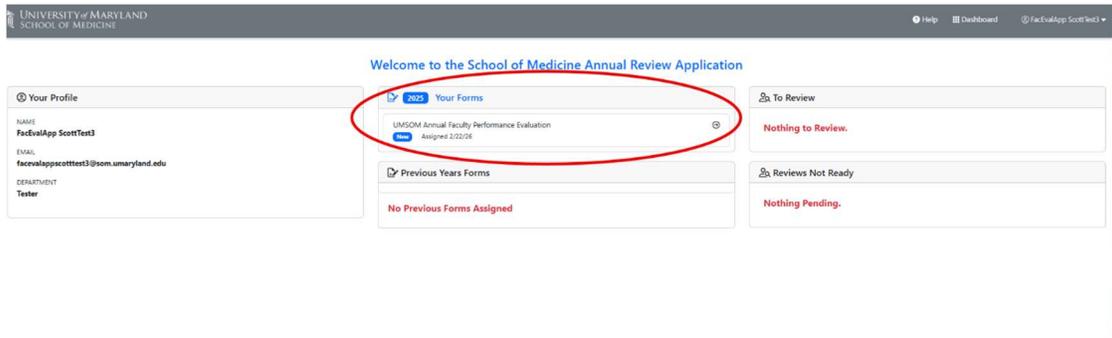
Getting Started – Application Overview

When you first log in to the UMSOM Faculty Evaluation Application, you will see your personal dashboard. The dashboard contains three main areas:

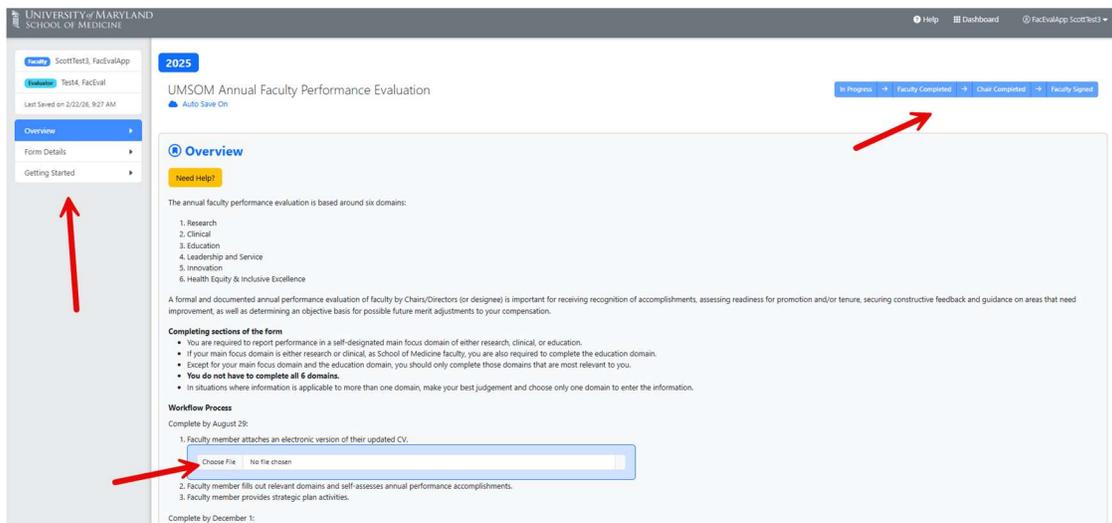
Your Forms — Your current evaluation form for the active review period.

Previous Year’s Forms — Archived evaluations from prior years, if applicable.

Evaluator Review Sections — Forms assigned to you for evaluation, if you serve as an evaluator.



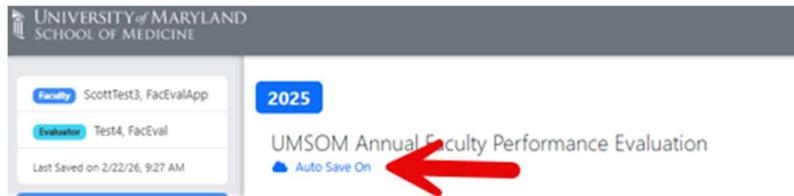
When you open an evaluation form, you will see several key components. The status tracker appears in the top-right corner (see the Evaluation Form Statuses section below for details). The navigation panel on the left side displays the form’s sections, which update dynamically based on the evaluation status and the faculty member’s selected performance domains.



Auto-Save Feature

⚠ Important

The application automatically saves your progress as you complete the form—there is no manual save button. Look for the “**Auto Save On**” indicator at the top of any page to confirm the feature is active. If this indicator is not displayed, stop working in the application immediately and contact IT Support at help@som.umaryland.edu. The issue may be related to your internet connection or the application itself.



Evaluation Form Statuses

Each evaluation form progresses through the following statuses as it moves through the review and sign-off process:

Status	Description
New	The evaluation form has not yet been started by the assigned faculty member.
In Progress	The evaluation form has been started but not yet completed by the assigned faculty member.
Faculty Completed	The evaluation form has been completed by the assigned faculty member and submitted to the evaluator for review.
Chair Completed	The evaluator has completed their review, the one-on-one meeting with the faculty member has taken place, and the evaluator has signed the form.
Faculty Signed	The faculty member has reviewed the evaluator's notes, rating, and comments, and has signed the form. The evaluation is complete.

Where to Find the Evaluation Status

You can view the current status of any evaluation form in two locations:

1. Dashboard View — The status is displayed on the main dashboard when you first log in.

The screenshot shows the dashboard for the University of Maryland School of Medicine. At the top, there is a navigation bar with 'Help', 'Dashboard', and 'FacEval AppScottTest1'. Below the navigation bar, the main heading reads 'Welcome to the School of Medicine Annual Review Application'. The dashboard is divided into several sections:

- Your Profile:** Displays the user's name (FacEval AppScottTest1), email (facevalappscotttest1@som.umaryland.edu), and department (FIS Dept Unknown).
- 2025 Your Forms:** Shows a single form titled 'UMSOM Annual Faculty Performance Evaluation' with a status of 'Chair Completed' and an assignment date of 9/7/25.
- Previous Years Forms:** Displays 'No Previous Forms Assigned'.
- To Review:** Shows 'Nothing to Review'.
- Reviews Not Ready:** Shows 'Nothing Pending'.

2. Within the Evaluation Form — The status appears in the top-right corner when you are inside a form.



Evaluation Form and Workflow Process

The annual faculty performance evaluation is designed in parallel with the process for appointments, promotions, and tenure. Both processes are built around six performance domains: (1) Research, (2) Clinical, (3) Education, (4) Leadership and Service, (5) Innovation, and (6) Health Equity and Inclusive Excellence. The goal is to ensure consistency across institutional values, measures, and rewards.

A formal, documented annual meeting between faculty and their Chair or Director is essential for recognizing accomplishments and providing constructive feedback on areas for improvement.

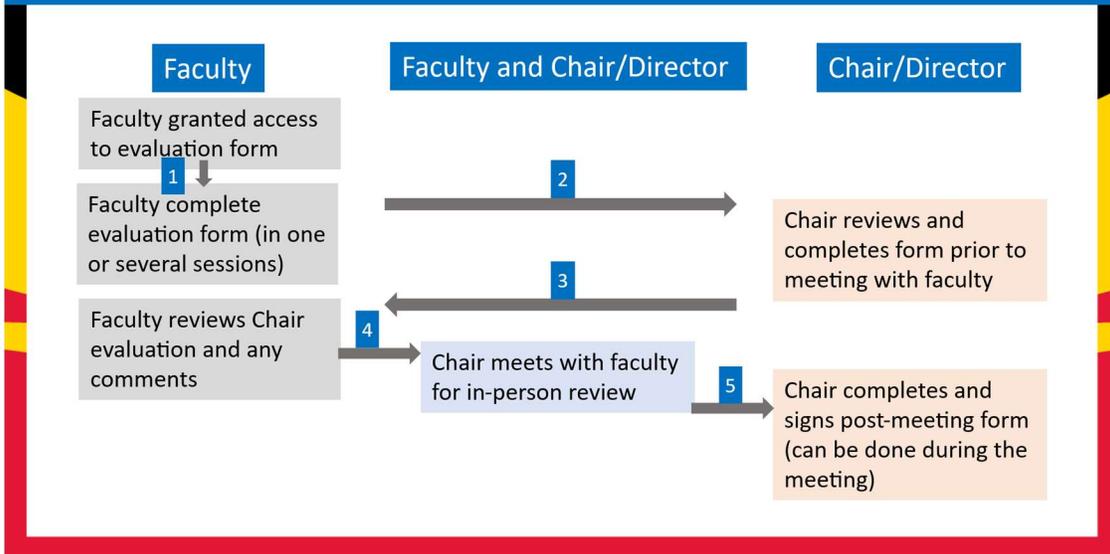
Completing Sections of the Evaluation

- Faculty are expected to complete a minimum of two sections, including a self-designated primary focus of either Research, Clinical, or Education.
- Every faculty member is required to complete the Education section, regardless of whether it is their primary focus.
- Although there is no requirement to complete every section, the areas of Innovation and Health Equity and Inclusive Excellence are valuable strengths and the School of Medicine considers them vital to its academic mission.
- If information is applicable to more than one section, use your best judgment and enter it in a single section only.

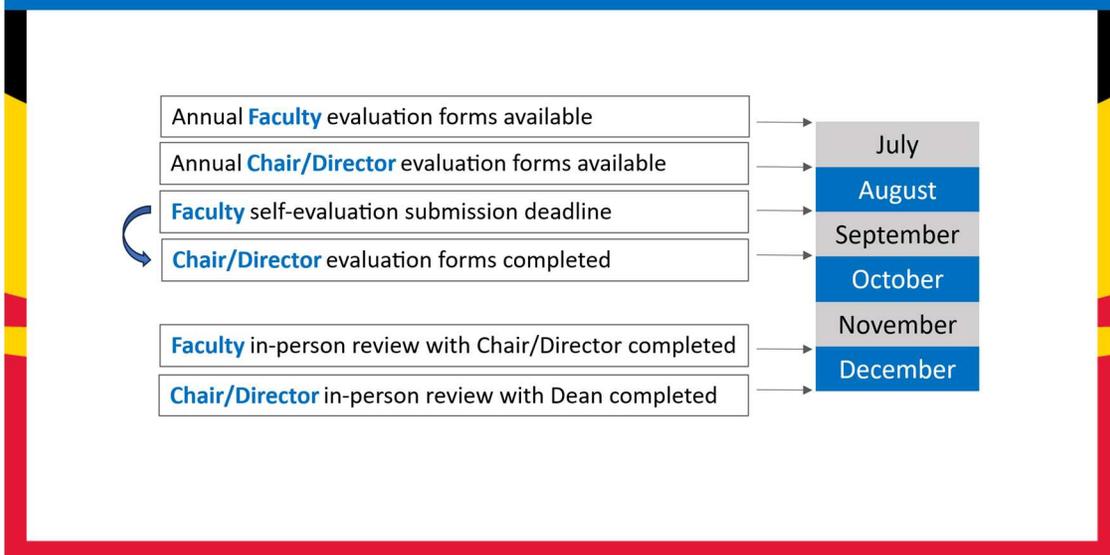
Workflow Overview

1. The faculty member submits an electronic version of their updated CV in the UMSOM format.
2. The faculty member completes the relevant sections and self-assesses their annual accomplishments.
3. The Chair/Director meets one-on-one with the faculty member to review their self-assessment.
4. The Chair/Director comments on any areas where improvement is needed, particularly where self-assessment and evaluator assessment differ.
5. The Chair/Director completes the final holistic evaluation, outlines any remedial action required, and signs the document.
6. The evaluation includes a discussion of readiness for promotion (with or without tenure), if appropriate.
7. The faculty member reviews the Chair/Director's evaluation, agrees or disagrees (providing a written explanation if disagreeing), and signs the document.

WORKFLOW CHAIR/DIRECTOR MEETS WITH FACULTY MEMB



ANNUAL REVIEW TIMELINES



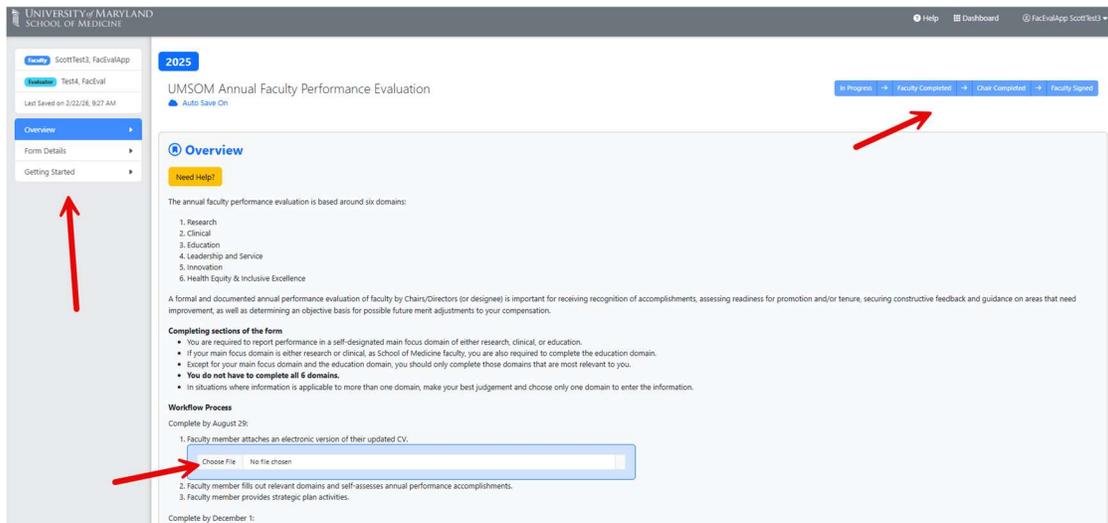
Steps to Complete the Evaluation Form (Faculty Member)

Follow these steps to complete your self-assessment and submit your evaluation form to your evaluator.

Step 1 Log in to the Faculty Evaluation Application at <https://faceval.som.umaryland.edu>

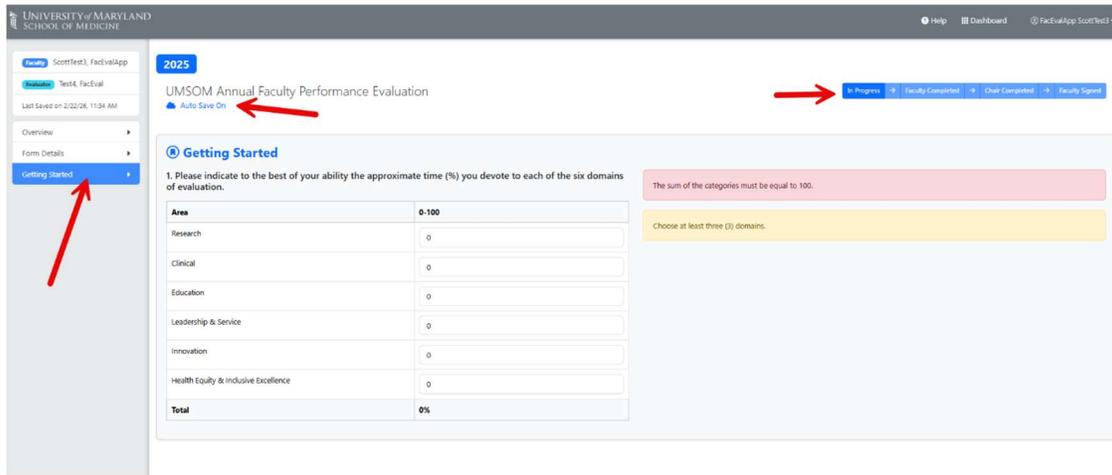
Step 2 Read through the **Overview** section, then upload your updated CV by clicking the **Choose File** button.

Note: You can update your CV at any time by clicking Choose File again and uploading a newer version.

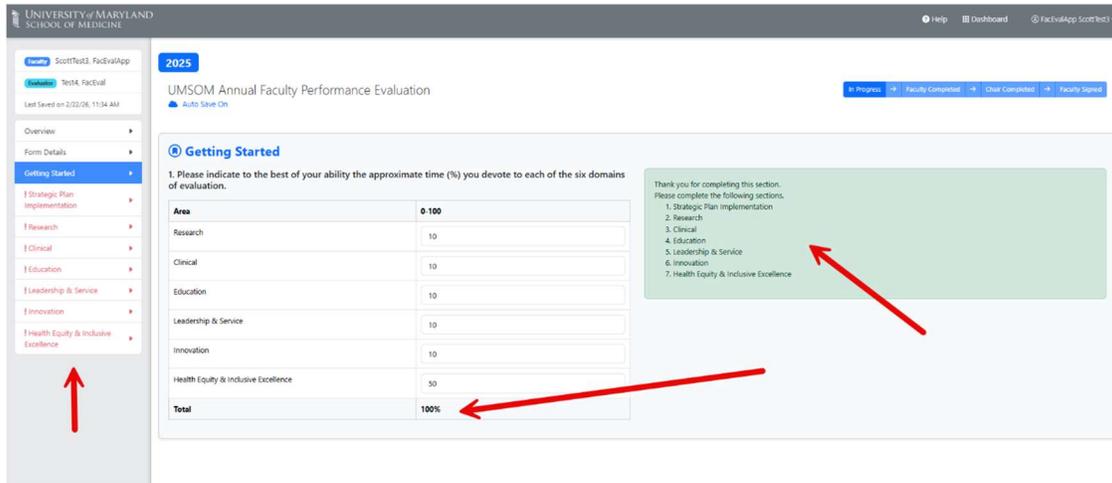


Step 3 Navigate to the **Getting Started** section and enter your approximate time allocation percentages across performance domains.

The sum of all categories must equal 100%. You must select at least three domains, but you are not required to complete all domains if they are not applicable.



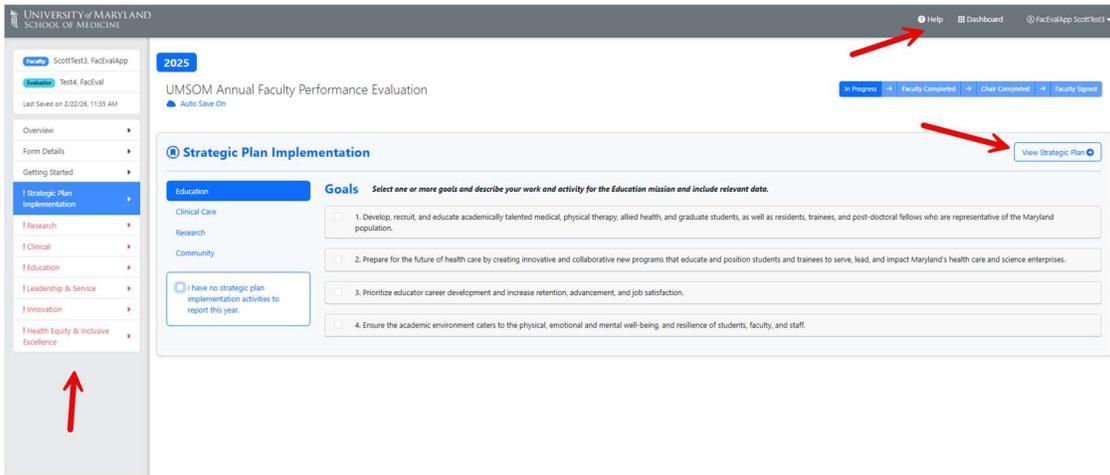
In the example below, all domains were selected. Notice that the form sections on the left side automatically populate based on your selected domains.



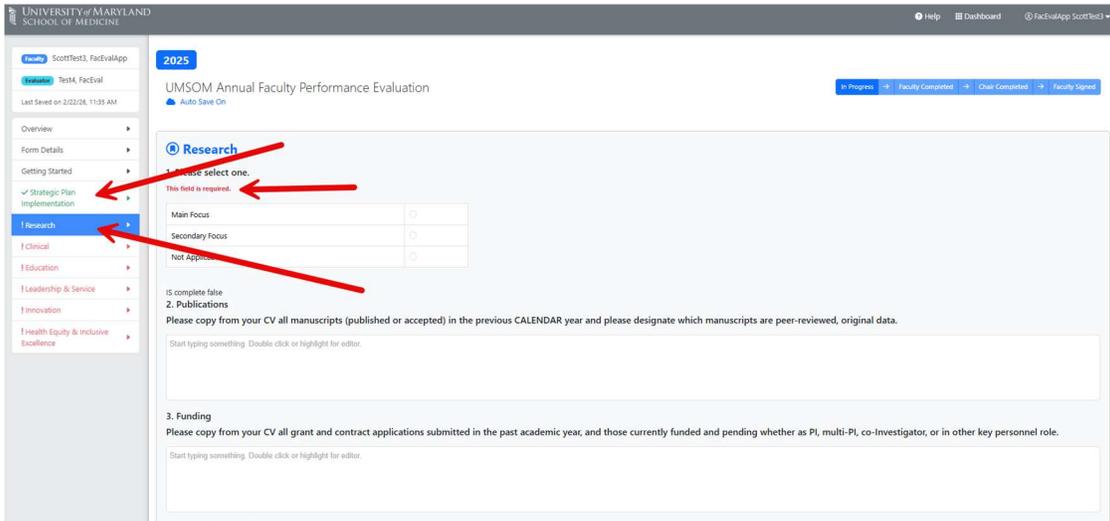
Step 4

Complete the **UMSOM Strategic Plan** section. If you have no strategic plan activities to report, select the checkbox labeled “I have no strategic plan implementation activities to report this year.”

Tip: To review the full UMSOM Strategic Plan, click the View Strategic Plan button in the top-right corner of this section.



As you complete each section’s mandatory fields, the section indicator on the left changes from **red** (incomplete) to **green with a checkmark** (complete).



Step 5

Proceed to complete all remaining sections listed on the left side of the application until every section displays a green checkmark.

UNIVERSITY of MARYLAND SCHOOL OF MEDICINE

2025

UMSOM Annual Faculty Performance Evaluation

In Progress | Faculty Completed | Chair Completed | Faculty Signed

Clinical

1. Please select one.
This field is required.

Main Focus
Secondary Focus
Not Applicable

2. Please list your area(s) of clinical expertise.
Start typing something. Double click or highlight for editor.

3. Please estimate the breakdown of a week or a month of your typical clinical work as a percentage of your total clinical workload (sum should be 100%):

Area	0-100
Inpatient Care	0
Outpatient Care	0
Procedural Care	0
Indirect Care	0

Step 6

Once all sections are complete, the status tracker in the top-right corner will turn green and display the message: *“You completed all the required sections. Click Faculty Completed to notify the evaluator.”*

Click the green **Faculty Completed** button. A confirmation dialog will appear—click **Yes** to submit your form to your evaluator.

UNIVERSITY of MARYLAND SCHOOL OF MEDICINE

2025

UMSOM Annual Faculty Performance Evaluation

In Progress | **Faculty Completed** | Chair Completed | Faculty Signed

You completed all the required sections. Click **Faculty Completed** to notify the evaluator.

Health Equity & Inclusive Excellence

1. Please select one.
This field is required.

Main Focus
Secondary Focus
Not Applicable

2. Please list any services performed in the past academic year to address health equity and inclusive excellence. Health equity refers to the fair and just opportunity for everyone to achieve their highest level of health. Efforts to improve healthcare quality, delivery, and outcomes for all patient populations are part of the mission of the school. Inclusive excellence is a strategic framework which integrates equity and inclusion into the core functions of the medical school. Activities in this domain may occur during official work hours or performed on a 'pro bono' basis during personal time. Examples may include: development and participation in community health care fairs providing medical screening; or, ongoing participation in providing healthcare services for populations without access to healthcare; or, development of summer youth programs for populations served by our School to introduce youth to careers in health professions and sciences.

Start typing something. Double click or highlight for editor.

3a. Faculty Self-Assessment of Health Equity & Inclusive Excellence
This field is required.

UNIVERSITY of MARYLAND SCHOOL OF MEDICINE

2025

UMSOM Annual Faculty Performance Evaluation

You will no longer be able to edit this form. Are you sure you want to proceed?

Yes No

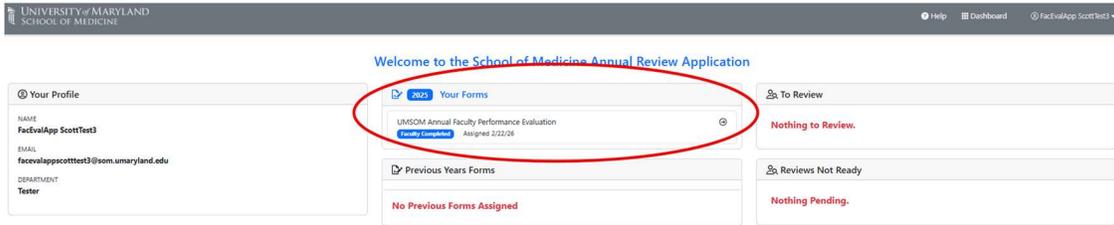
In Progress | **Faculty Completed** | Chair Completed | Faculty Signed

You completed all the required sections. Click **Faculty Completed** to notify the evaluator.

⚠ Important

After submitting, the status tracker will display “Faculty Completed” and the form will be locked for editing. If you need to make changes after submission, contact the SOM IS Help Desk at help@som.umaryland.edu to have your form unlocked. After editing, you will need to repeat the submission steps above.

Your dashboard will also reflect the updated status of Faculty Completed.



Steps to Complete the Evaluation (Evaluator)

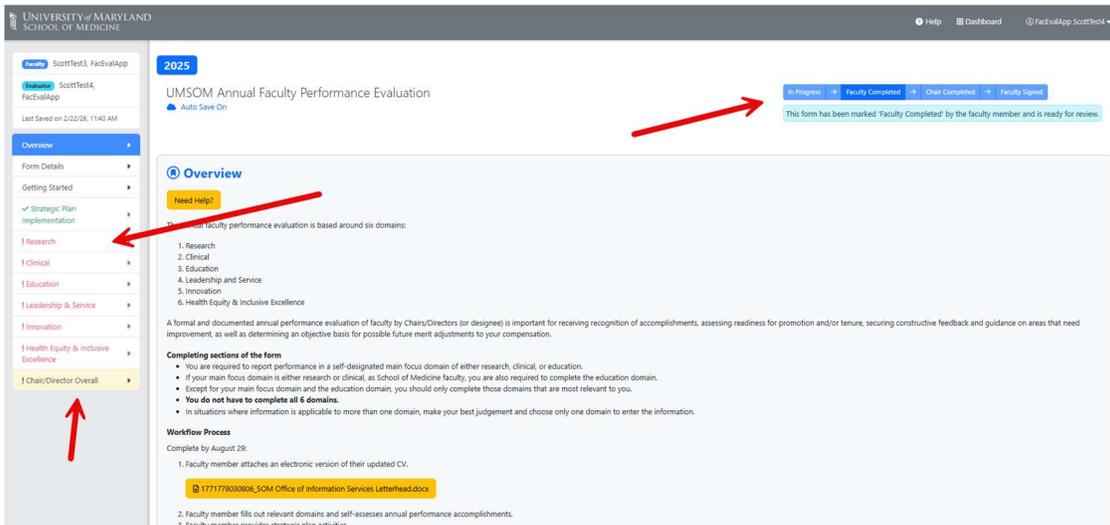
Follow these steps to review a faculty member’s self-assessment, provide your evaluation, and sign the form as an evaluator (Chair/Director).

Step 1 Log in to the Faculty Evaluation Application at <https://faceval.som.umaryland.edu>

Step 2 From your dashboard, locate the faculty member’s form under the To Review section. Click the arrow icon to the left of their name to open their evaluation form.

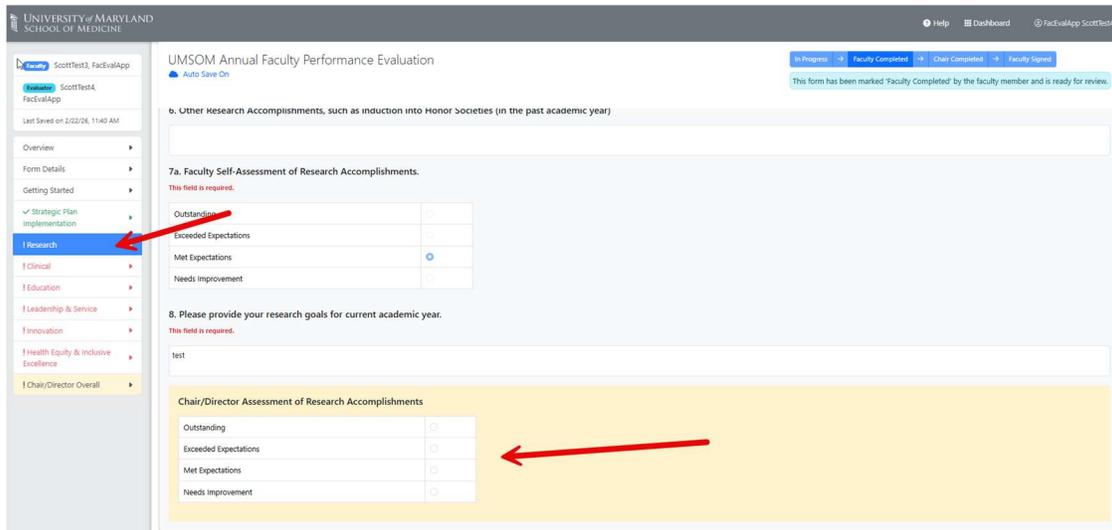


Notice that the status bar displays **Faculty Completed**, and the sections on the left side that require your review are marked with a red exclamation point.



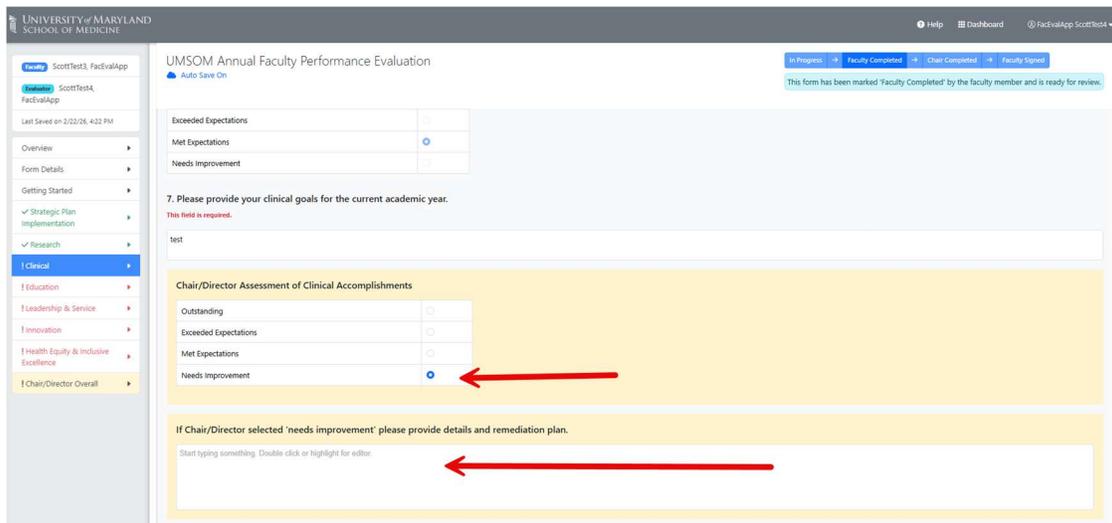
Step 3

Select each section and scroll to the evaluator portion (highlighted in yellow) at the bottom of each section to complete your evaluation of the faculty member.



After you complete all mandatory fields in a section, the section indicator on the left will turn green with a checkmark.

Note: If you select a “Needs Improvement” rating in any section, an additional field will appear where you must provide details and a remediation plan.



Step 4

Complete the **Chair/Director Overall** section, which is the final section of the evaluation.

UNIVERSITY of MARYLAND
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2025

UMSOM Annual Faculty Performance Evaluation

In Progress | Faculty Completed | Chair Completed | Faculty Signed

This form has been marked 'Faculty Completed' by the faculty member and is ready for review.

Overall Chair/Director Assessment

1. Did the evaluation process include a discussion of promotion, and (as appropriate) award of tenure, or five-year post-tenure review?
Please select one.

Yes	<input type="radio"/>
No	<input type="radio"/>
Not Applicable	<input type="radio"/>

2. Is the faculty member ready to be considered for promotion, and (as appropriate) award of tenure, or five-year post-tenure review in the next 12 months?
Please select one.

Yes	<input type="radio"/>
No	<input type="radio"/>
Not Applicable	<input type="radio"/>

3. If the faculty member is not ready for promotion, tenure, or five-year post-tenure review in the next 12 months are they on track for achieving appropriate milestones?
Please select one.

Yes	<input type="radio"/>
No	<input type="radio"/>
Not Applicable	<input type="radio"/>

Step 5

After all sections show green checkmarks and you have conducted the one-on-one meeting with the faculty member, complete the following in the Chair/Director Overall section:

- Click the **Confirmed** button (it will change from white to green) to certify the meeting took place.
- Type your name in the **Chair/Director Signature** field.

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2025

UMSOM Annual Faculty Performance Evaluation

In Progress | Faculty Completed | Chair Completed | Faculty Signed

This form has been marked 'Faculty Completed' by the faculty member and is ready for review.

Outstanding

Exceeded Expectations

Met Expectations

Needs Improvement

5b. Please add any additional comments or action items. If Chair/Director selected 'needs improvement' please provide details and remediation plan (note: an interim review will need to be completed at six months from the time of current review).

Start typing something. Double click or highlight for editor.

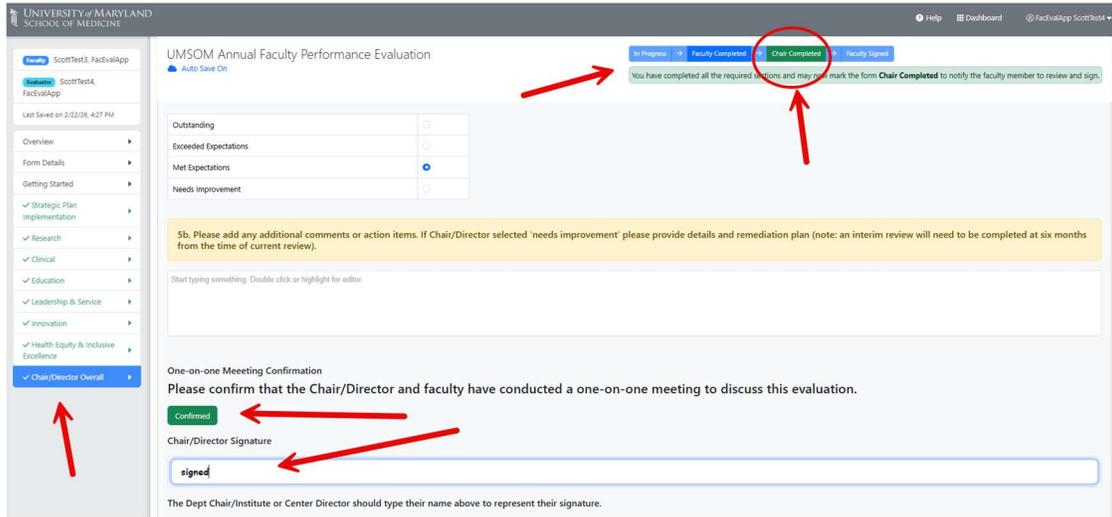
One-on-one Meeting Confirmation
Please confirm that the Chair/Director and faculty have conducted a one-on-one meeting to discuss this evaluation.

Confirmed

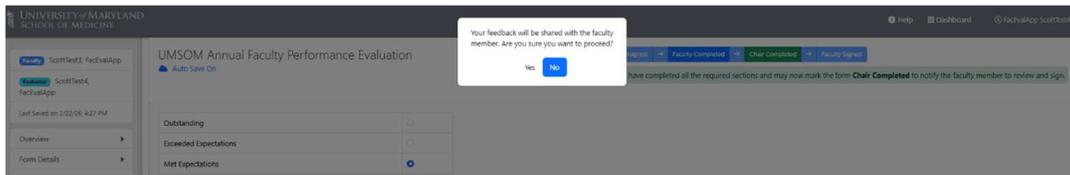
Chair/Director Signature

The Dept Chair/Institute or Center Director should type their name above to represent their signature.

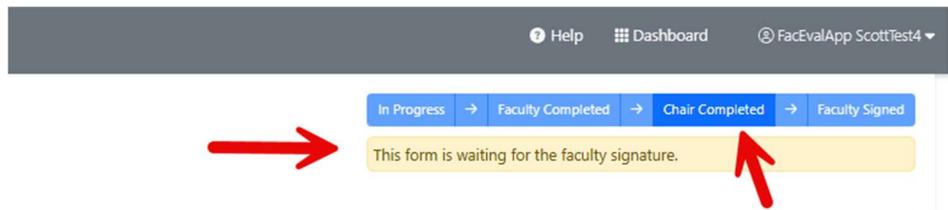
The status tracker will now show the Chair Completed button in green with a message indicating you may finalize the form.



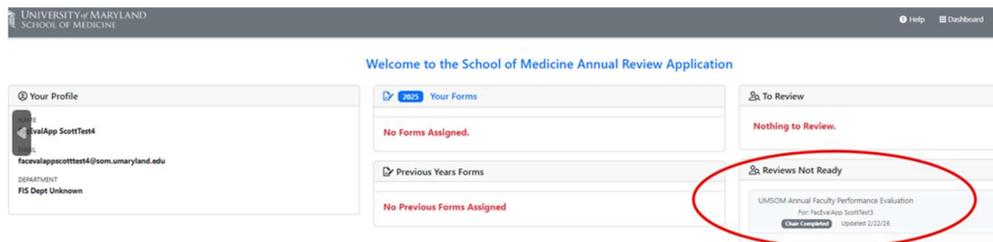
Step 6 Click the green **Chair Completed** button. A confirmation dialog will appear—click **Yes** to submit.



The form status will now display **Chair Completed** in dark blue with the message: “This form is waiting for the faculty signature.”



Your evaluator dashboard will also reflect the Chair Completed status under the Review Not Ready section.



Faculty Final Review and Sign-Off

After your evaluator has completed their review and signed the form, follow these steps to review the evaluation and provide your final signature.

Step 1

Log in to the Faculty Evaluation Application at <https://faceval.som.umaryland.edu>. Your dashboard should show the form with a status of **Chair Completed**. Click the arrow next to your form to open it.

Step 2

Review each section on the left side of the application to read the ratings and notes your evaluator provided.

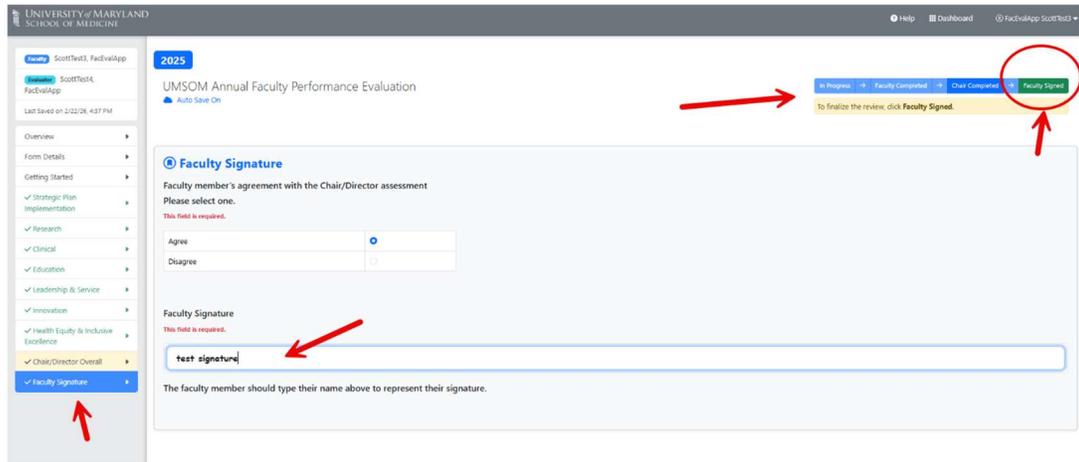
Step 3

Navigate to the **Faculty Signature** section and complete the required fields.

The screenshot displays the 'Faculty Signature' section of the 'UMSOM Annual Faculty Performance Evaluation' form for the year 2025. The sidebar on the left contains a navigation menu with 'Faculty Signature' highlighted. The main content area includes a status tracker in the top right corner showing 'Faculty Signed' as the current step. The 'Faculty Signature' section contains a radio button for 'Disagree', a text input field for details, and a 'Faculty Signature' text input field. Red arrows indicate the required fields: the 'Disagree' radio button, the text input field for details, and the 'Faculty Signature' text input field.

Step 4

Type your name in the **Faculty Signature** field. The status tracker in the top-right corner will show the Faculty Signed button as green with the message: "To finalize the review, click Faculty Signed."



Step 5 Click the green **Faculty Signed** button. A confirmation dialog will appear—click **Yes** to finalize.



The status tracker will now display: “This form is complete and signed by both parties.” A **download link** will also appear, allowing you to download a copy of the completed evaluation. The form will remain accessible in the Faculty Evaluation Application for future reference.



Your dashboard will also reflect the Faculty Signed status for your form.



The evaluator’s dashboard will likewise show Faculty Signed for the completed evaluation.

The screenshot shows the 'Welcome to the School of Medicine Annual Review Application' dashboard. It features a top navigation bar with the University of Maryland School of Medicine logo, a 'Help' link, a 'Dashboard' link, and a user profile dropdown for 'FacEvalApp.ScottTest4'. The main content area is divided into four panels: 'Your Profile' (showing name, email, and department), 'Your Forms' (with 'No Forms Assigned'), 'Previous Years Forms' (with 'No Previous Forms Assigned'), and 'To Review' (with 'Nothing to Review'). A red circle highlights a form in the 'Reviews Not Ready' section, titled 'UMSOM Annual Faculty Performance Evaluation' for 'FacEvalApp.ScottTest3', with a 'Faculty Score' button and an 'Updated 2/22/24' timestamp. A red arrow points to the 'Faculty Score' button.

Need Help?

If you encounter any issues or have questions about the evaluation process, please contact support at help@som.umaryland.edu.