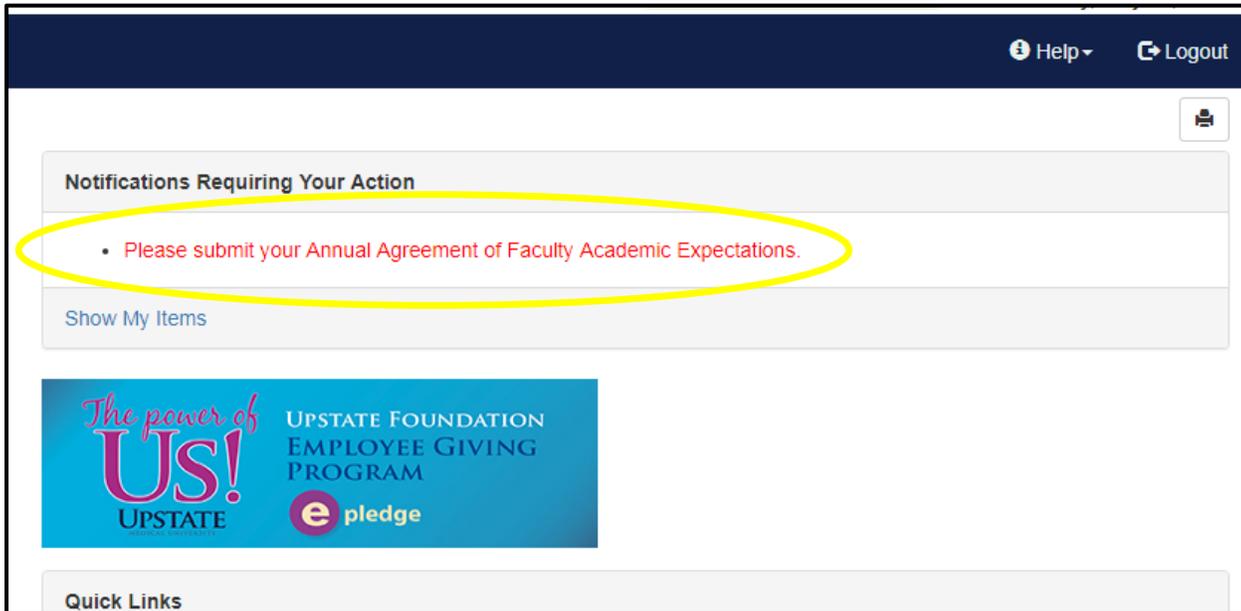# ANNUAL ACADEMIC EXPECTATIONS- HOW TO

The Annual Academic Expectations are required of all faculty, per policy, Faculty, Utilization, Evaluation, and Feedback: https://upstate.ellucid.com/documents/view/10237

➕ When you have an AAE to complete, you will see the following message when you log into your Self-Serve:
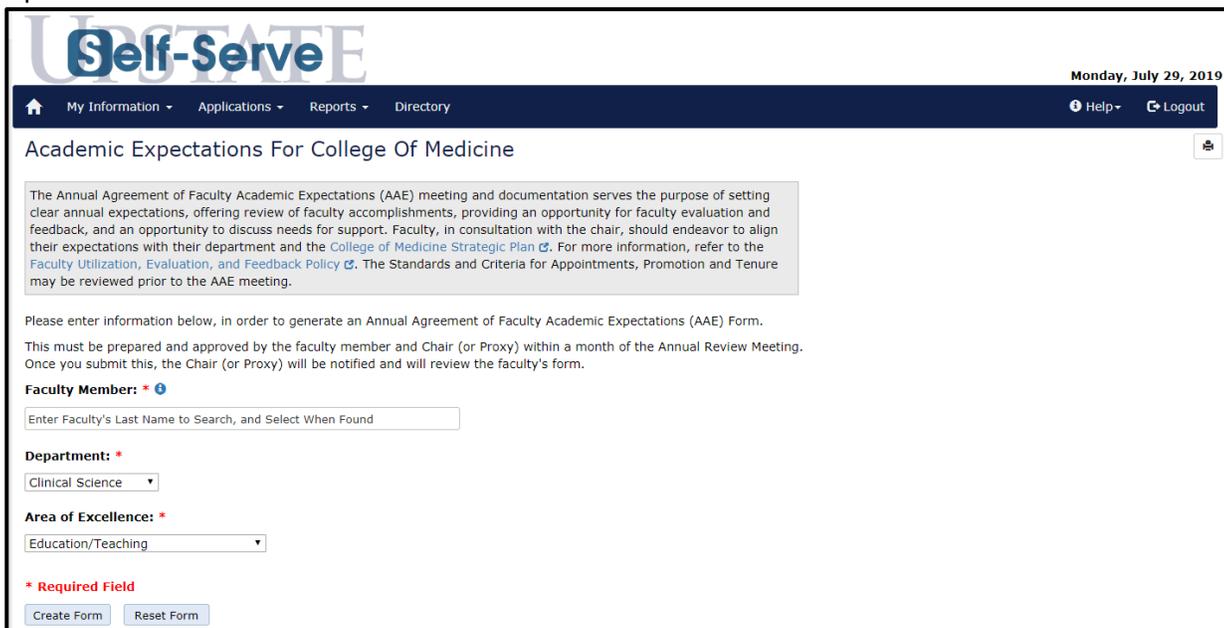

➕ Click on the above notification which will bring you to the below screen:

Step 1: Start typing your name into the Faculty Member box and your name will pop up.
Step 2: Choose your department designation (Basic Science or Clinical Science). Note, some researchers are based in clinical departments and will designate "clinical."
Step 3: Choose your Area of Excellence (Education/Teaching, Research/Scholarship, and Service which may include clinical, community, and/or leadership/administration). Note, generally an area of excellence to be used in the promotion process is the highest percent effort allocation and is usually 50% or above.
Step 4: Click "Create form."

➕ You will then fill in your percent effort for each area.
- o You can hover over the blue "i" for a description of each responsibility.
- o For areas that are not applicable you can indicate 0%.
- o Fill in your specific responsibilities, one per line and new roles and goals.
- o Percent effort must add to 100%.
- o Press SAVE frequently so that you do not lose your work!

Self-Serve

Wednesday, July 31, 2019

🏠   My Information ▾   Applications ▾   Reports ▾   Directory   ❶ Help▾   ⏻ Logout

Academic Expectations For College Of Medicine

[Academic Expectations Home]

ANNUAL AGREEMENT OF FACULTY ACADEMIC EXPECTATIONS

College of Medi▐▐▐▐▐▐   ▐▐▐▐▐
Area of Excellence: Education/Teaching

Faculty Name: Francesca Pignoni, PHD   **Department:** Ophthalmology   **Rank:** Associate Professor   **FTE:** 1

The following sections require a face-to-face review with the department chair or designee prior to final submission. Departments may choose to pre-populate the distribution of percent time, use last year's information, or ask the faculty member to draft expected percentiles and data. All faculty are expected to undertake a teaching obligation, both within their Department and in multi-disciplinary courses in the College of Medicine. Other categories may be listed as 0% effort based on results on the AAE discussion.

Evaluations of recipients (patients, learners, colleagues, others) of service are expected to be reviewed as part of the AAE. Learner evaluations should be reviewed regularly in a timely manner, and a comprehensive review should occur at the time of the AAE meeting.

1. Education/Teaching: ❶
  Estimate of Percent Effort: ❶
  [__0% ⏶⏷]

Your Specific Educational/Teaching Responsibilities Are: (Maximum of 10)   **New Roles And Specific Goals For This Year Are:** (Maximum of 10)

1. [_____]   1. [_____]
  [Add Responsibility]   [Add Role/Goal]

2. Research/Scholarship: ❶
  Estimate of Percent Effort: ❶
  [__0% ⏶⏷]

Your Specific Research/Scholarship Responsibilities Are: (Maximum of 10)   **New Roles And Specific Goals For This Year Are:** (Maximum of 10)

🖨

3. Service:
  a. Clinical Service ❶

  Estimate of Percent Effort: ❶
  [__0% ⏶⏷]

Your Specific Clinical Service Responsibilities Are: (Maximum of 10)   **New Roles And Specific Goals For This Year Are:** (Maximum of 10)

1. [_____]   1. [_____]
  [Add Responsibility]   [Add Role/Goal]

  b. Community Service ❶

  Estimate of Percent Effort: ❶
  [__0% ⏶⏷]

Your Specific Community Service Responsibilities Are: (Maximum of 10)   **New Roles And Specific Goals For This Year Are:** (Maximum of 10)

1. [_____]   1. [_____]
  [Add Responsibility]   [Add Role/Goal]

  c. Leadership/Administration ❶

  Estimate of Percent Effort: ❶
  [__0% ⏶⏷]

Your Specific Leadership/Administrative Responsibilities Are: (Maximum of 10)   **New Roles And Specific Goals For This Year Are:** (Maximum of 10)

1. [_____]   1. [_____]
  [Add Responsibility]   [Add Role/Goal]

Then you will check any/all of the COM strategic initiatives that align with your own goals and input your long-term goals. You may check all or none.

---

4. **Goals:** Select one or more of the following COM strategic initiatives ⬚ that align with your own goals:
- ☐ Integration
- ☐ Learning and Discovery
- ☐ Community Impact
- ☐ Execution and Growth

Please enter your long-term goals (3-5 years)

[text box] 4000 characters remaining

5. **Collaboration:** Where opportunities of mutual interest and expertise arise, in clinical, research and educational enterprises, offer consultation and collaboration with university colleagues.

6. **Mission:** Endeavor to advance and facilitate achievement of the mission of SUNY Upstate Medical University ⬚.

7. **Collegiality:** In accordance with the Upstate Values and the Upstate Code of Conduct ⬚, act in a congenial and collegial manner towards other members of the University community, and make a positive contribution to the vitality and morale of that community.

8. **Diversity:** Recognize and respect the diversity of the University community. Demonstrate a commitment to diversity, access, inclusion and equity. Upstate's COM Diversity Statement ⬚

9. **Evaluation:** Engage in an annual "face-to-face" review of the performance of your professional obligations with respect to the expectations outlined in this AAE. Meet with the Chairperson or designee to discuss strengths, areas needing improvement, potential to support wellness, and other opportunities for challenges to professional growth.

10. **Please provide specific comments. Include identified strengths and challenges.**

[text box] 4000 characters remaining

You will then be able to document scholarly and other accomplishments:
- o Be as specific as possible; material may be used for departmental and institutional reports.
- o For example, for publications, include reference citations, rather than summarizing.
- o Note, the area below is not required by the COM, but departments and individual faculty may choose to utilize these fields as a way to track annual accomplishments for departmental reporting purposes.

Scholarly Accomplishments: [Skip/Show Section]

This section is provided for review of scholarly accomplishments over the past year since your last AAE. Include local, regional, national, or international or other for all awards, scholarship and grant funding.

Please list participation in institutional teaching and service activities including, but not limited to: Practice of Medicine, Foundations of Reasoning in Medicine, Patients to Populations, or others, and committee work such as curriculum committee, Phase I or II, admissions committee, medical college assembly, medical staff committees, accreditation committees, institutional or departmental promotions committee, faculty committees, Academy of Upstate Educators, or others.

[text box] 4000 characters remaining

Please document peer reviewed publications since your last AAE.

[text box] 4000 characters remaining

Please document all awards since your last AAE.

[text box] 4000 characters remaining

Please document all abstract, poster, or workshop presentations since your last AAE.

[text box] 4000 characters remaining

Please document all grant funding.

[text box] 4000 characters remaining

Please list any additional accomplishments since your last annual review. You may use this space for departmental specific data.

[text box] 4000 characters remaining

[Save Changes] [Reset Form] [Submit As Draft To Chair For Final Review]

- You will then submit this to your Department Chair or designee such as your division director for review. This is still a "draft" and you and the chair (or designee) will need to meet in order to finalize it.
- Once you have submitted, it will bring you back to the home screen and you will be able to upload documents.
- You can upload documents by clicking on your name, then clicking "View/Upload" documents.

The Annual Agreement of Faculty Academic Expectations (AAE) meeting and documentation serves the purpose of setting clear annual expectations, offering review of faculty accomplishments, providing an opportunity for faculty evaluation and feedback, and an opportunity to discuss needs for support. Faculty, in consultation with the chair, should endeavor to align their expectations with their department and the College of Medicine Strategic Plan ☑. For more information, refer to the Faculty Utilization, Evaluation, and Feedback Policy ☑. The Standards and Criteria for Appointments, Promotion and Tenure may be reviewed prior to the AAE meeting.

Please enter information below, in order to generate an Annual Agreement of Faculty Academic Expectations (AAE) Form.

This must be prepared and approved by the faculty member and Chair (or Proxy) within a month of the Annual Review Meeting. Once you submit this, the Chair (or Proxy) will be notified and will review the faculty's form.

Faculty Member: * ⓘ

Enter Faculty's Last Name to Search, and Select When Found

Department: *

Select Department ▾

Area of Excellence: *

Select Area of Excellence ▾

* Required Field

[Create Form] [Reset Form]

Prior and current year(s) online assessments submitted for which you have access: (Select row and double click to view assessment) [Clear Filters]

Hide/Show Columns:
Assess Year,Faculty Nam... ▾

Assess Year	Faculty Name	Emp ID	Dept Name	Chair Name	Proxy Name	Form Status	Proxy Assigned Date	Final Approval Date
						Select: ▾	Select: ▾	Select: ▾
						PENDING DEAN		
2019	Michael Zuber, PHD	65384	Ophthalmology	Robert Fechtner, MD		FACULTY STARTED		

|◄ ◄ 1 [2] ► ►| 11-12 of 12

[View/Update] [View/Print PDF] [View/Upload Documents]

- You will then select a document from your computer by clicking "Browse."
- You will choose the document type (Accomplishments, CV, Misc. or Educator Portfolio).
- Add the Document date, document year and document title.
- Then you will click "Upload Document."

Please select a Document Type and a Document to Upload.

Select Document: * [Browse]

Document Type: * ▾

Document Date: ⓘ

Document Year: ⓘ ▾

Document Title:

* Required Field

[Upload Document]

Prior and current year(s) documents submitted [Clear Filters]

Hide/Show Columns:
Document Year,Documen... ▾

Document Year	Document Date	Index Date	Document Type	Document Title		

🔲 Once you click Upload Document, you will now see the data documented here:

Prior and current year(s) documents submitted Clear Filters					Hide/Show Columns: Document Year,Documen... ▼	
Document Year	**Document Date**	**Index Date**	**Document Type**	**Document Title**		
Select: ▼			Select: ▼			
2019	07/05/2019	07/31/2019	Accomplishments	ffd	View File	Delete File
⏮ ◀ 1 ▶ ⏭						1-1 of 1

🔲 Once you have submitted your materials, the departmental assistant will be able to view them and can begin the process of scheduling a meeting with your chair or chair's designee (division director or other).

🔲 The final submission (by the chair/designee or proxy assistant) should be an agreement between you and your chair/designee, just as it was when the process was on paper and in accordance with our feedback policy: https://upstate.ellucid.com/documents/view/10237

🔲 Once the materials are submitted by the department, the AAE will be reviewed and signed by the Senior Associate Dean for Faculty Affairs and Development.