



State University of New York
Upstate Medical University

OFFICE OF FACULTY AFFAIRS AND FACULTY DEVELOPMENT
COLLEGE OF MEDICINE

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Dear Colleagues,

I am writing to introduce you to our new online Academic Expectations (AAEs). We will no longer be using paper documentation for annual reviews. Paper will continue to be used for new appointments. Self-Serve enables data collection, tracking, and reporting of effort and accomplishments.

As you are aware, faculty are required to meet annually with their chair or chair's designee (such as a division director) to review and update their allocation of effort, roles and responsibilities, and new roles and goals. In keeping with LCME requirements, the chair is able to also document comments, including feedback, strengths and challenges. To ensure compliance, Self-Serve will send reminders for AAE completion. See policy: http://www.upstate.edu.libproxy1.upstate.edu/facultydev/pdf/faculty_uf_policy_v3.pdf

Recent AAEs are required for all promotions, and Self-Serve will keep each year's AAE available for download. Self-Serve enables uploading of multiple documents such as a recent CV, portfolios, and/or other documents for online filing.

Please see the "How to" document for step-by-step instructions. There are three main sections, *Education, Research, and Service*. However, there is only one form, no matter your area of excellence. Service is further divided into community, clinical, and/or leadership/administration. Each section has space for current and new roles and responsibilities (up to 10). You may hover over blue information buttons ("i") for suggestions based on promotion requirements for each area of excellence.

Our AAE implementation team is grateful to the departments of Emergency Medicine, Neuroscience and Physiology, and Public Health and Preventive Medicine for helping to pilot the system.

We anticipate you will have comments and questions and plan to meet with departments as we roll out this process. We plan to have all documentation be electronic for all AAEs in 2020. We will do our best to assist you! Thank you for your patience.

Sincerely,

Ann S. Botash, MD

Senior Associate Dean for Faculty Affairs & Faculty Development
Professor and Vice Chair for Education, Department of Pediatrics

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