

PLEASE PRINT AND READ THIS DOCUMENT

INSTRUCTIONS AND HELPFUL HINTS FOR COMPLETING THE ANNUAL FACULTY ACADEMIC PLANNING TOOL

**FY19 FACULTY SELF-REVIEW (for the period of July 1, 2018 - June 30, 2019)
FY20 ACADEMIC GOAL SETTING (for the period of July 1, 2019 - June 30, 2020)**

1. ENSURE THAT YOUR FEDS CV IS UPDATED:

Go to the my.med website to update your FEDS CV:

- Log on <http://my.med.upenn.edu>
- Enter your PennKey and Password
- Click on Faculty Expertise Database (FEDS)
- Review and update each category in your CV

Go to <https://somapps.med.upenn.edu/fapd/documents/ckcvgr.pdf> for step-by-step instructions to updating your FEDS CV

2. COMPLETE YOUR REVIEW/PLANNING DOCUMENT:

Go to the Faculty Academic Planning Tool website:

- Log on <http://apt.uphs.upenn.edu>
- Click “Login” at the bottom of the Welcome box
- Enter your PennKey and Password
- Confirm your profile information. If presented with differences with FADS data, choose to update Profile with FADS
- Click “Start Assessment”

You will see a list of categories. Much of the information will be automatically populated from FEDS, but you should check that the information is up-to-date and correct. You must **Click “Save and Continue”**, when you have reviewed and/or completed each section. A green check mark will appear to the left of each category when completed.

Click on “Mentor”

- List your mentor(s) and the number of times you met during the reporting period.
- If a mentor is included in your department’s process, enter the email address for the mentor to be notified.

Click on “Research /Scholarly Accomplishments”

- Ensure that 2018 and 2019 publications are recorded accurately from FEDS.
- Record the number of manuscripts submitted during FY19.
- Record the number of high impact papers published in FY19 (you can click to access list of high impact journals).

- Ensure that your current grant information is recorded accurately from FEDS.
- Record the number of grant proposals submitted during FY19.
- Ensure that editorial positions are recorded accurately from FEDS.
- Ensure that memberships are recorded accurately from FEDS.
- Check box as appropriate for membership in ASCI/AAP/IOM.

Click on “Lectures by Invitation”

- Ensure that your invited lectures were correctly populated from FEDS.

Click on “Teaching Activities”

- Ensure that your Teaching Evaluation Data (TED) report is correct.
- Record any teaching activities that are not captured in the TED database.

Click on “Administrative Appointments”

- Ensure that administrative appointments were correctly populated from FEDS. Note that these are pulled from FEDS Section – “Appointments – Penn Other Appointments”. If you don’t see your administrative role listed, go back to FEDS and make sure that you have categorized appropriately.

Click on “Honors, Awards, National/International Roles”

- Ensure that honors, awards, and organizing roles have imported accurately from FEDS.

Click on “Patient Satisfaction Ratings”

- Review your Patient Satisfaction Ratings as reported in Press Ganey surveys submitted by patients any questions.

Click on “RVU Data”

- Review your FY19 RVU data. Contact your Department/Division Administrator if you have any questions.

Click on “Effort Allocation” or “Activity Support Profile”

- If there is no effort data available from CPUP finance for you this section will be labeled Activity Support Profile and will contain data entered by your Department/Division Administrator.
- Review your FY19 effort allocation and clinical capacity report. Contact your Department/Division Administrator if you have any questions.

Click on “Accomplishments & Goals”

- Review your goals from prior year, which are preprinted on the form.
- Write a short summary of your major accomplishments during FY19.
- Write a short description of your goals for FY20.
- Click accordingly if you intend to apply for Reduction in Duties, Sabbatical, FIAP, or retirement in the next 2 years. Your plans should be discussed with your Division Chief at the time of your review meeting.
- Enter other information that you would like to convey that is not captured in this report.

Once you have completed all sections and a green checkmark appears on each category, Click on “Review”. This will bring up a summary of your report. Following your review, Click on “Submit”. Once you submit, your Division Chief will be notified. He/she will complete their portion of the assessment and a meeting will be scheduled to discuss your academic activities over the past year and your academic plan for this year.

Thank you so much for your time!