

## Tips for a Successful Annual Career Review

---

*Recognizing Brigham and Women's commitment to the professional and academic development of our faculty community, hospital leadership is committed to ensuring all benefits eligible BWH faculty receive an annual career review. This brochure is a resource to help make the annual review a meaningful and productive experience.*

### **What is a FAC-Review? Who receives a FAC-Review? Who gives a review?**

The Faculty Annual Career Review (FAC-Review) is an opportunity for BWH employed, benefits eligible physicians and scientists to have an annual in-person meeting to discuss clinical or research performance, academic and professional achievements, short and long-term goals, and additional support needed to achieve career goals. Upon date of hire, each faculty member is designated a reviewer, which can be a division/department chief, lab director, principal investigator, or senior faculty.

### **The Review is annual, but the conversation should not be.**

It is important to note that while the annual review represents many facets of faculty life and is a well-informed discussion, it is not the only time in a year performance or career questions and concerns can be addressed. It is strongly encouraged that an ongoing, two-way relationship be established between reviewer and faculty.

## Receiving a Faculty Annual Career Review

The Faculty Annual Career Review (FAC Review) is an opportunity to have an in-person meeting with your designated Reviewer to discuss your achievements, short and long-term career goals, the alignment of your goals to department goals, and the support you need to meet your goals.

Each annual review should:

- Occur in-person with a designated reviewer.
- Include a written reviewee self evaluation *and* reviewer feedback.
- Be tracked in PeopleSoft.

## Preparing for the Annual Review

Prior to your review there are a few things you can do to ensure the meeting is effective.

**Complete a Self Evaluation.** Each department has a customized review form (the forms for clinical and research faculty may be different as well). Your department administrator or annual review coordinator can provide you with a copy of your form if you don't have one. While the form varies, there should be a section of your review that asks you to consider your career goals, both short and long-term, and the support you need to meet your goals. ***This section of the form should be completed before the review so that your Reviewer can also prepare for the in-person meeting by reading your self evaluation.***

**Update your CV in the HMS format.** Your updated CV will capture your achievements for the year, which you should also discuss in your annual review. For instructions on the HMS format or help with your review please refer to the [HMS promotion criteria](#), [Harvard CV template](#) and CFDD [Demystifying Promotions Series](#).

**Make a list.** Prepare a list of the things you would like to discuss during the conference and select a few critical items to ensure they are discussed. Your Reviewer should also have a list of items to discuss. Your list may include:

- **Academic promotion readiness** - identify steps you have taken toward promotion and anticipated metrics to be met in order to be ready for promotion to the next rank.
- **Funding; grant productivity** - success of submissions, prepared proposals, funding history and expectations
- **Professional accomplishments** - new roles and responsibilities, mentoring relationships, scholarship, honors and awards,
- **Progress toward goals** - identify achievement of, and toward, previously established goals and plan for continued pursuits and future aspirations
- **Challenges** - challenges and obstacles you are experiencing, how you plan to address them and support that you may need
- **Career Plan** - Research, Clinical, Teaching, Administrative activities, expectations for career advancement and how to achieve it
- **Guidance, coaching, professionalism**

**Practice the conversation.** Plan your end of the conversation, anticipate difficult aspects of the conference, prepare to address any challenges you have experienced and how you plan to address them, identify growth opportunities, areas of interest and resources you may need to accomplish your goals.

## Following the Annual Review

After your review it is important to follow-up to ensure you meet your mutually agreed-upon annual career goals and make progress on your career development.

**Clarify expectations.** At the end of the in-person meeting verify mutual understanding of expectations and next steps. Both the reviewee and the reviewer should be accountable for follow-up.

**Develop a Career Development Plan.** Using the data and feedback from your annual review, create a professional and career development action plan and establish goals and milestones

**Maintain a progressive approach to your career development.**

Periodically review and update your professional and career development plan to ensure that you are on target with the goals you established. Initiate regular meetings with your mentors and supervisors to review your progress, identify gaps and establish revised goals. Remember, the FAC Review is annual, but the conversation should not be.

**Update your CV in the HMS Format.** Update your HMS CV with new grants, awards, scholarship and achievements so that it is always current. Review your CV for promotion-readiness and discuss with your mentor and/or Department Chair/Division Chief.

**Participate in professional and career development programs.**

The [Center for Faculty Development and Diversity, Harvard University](#), [Harvard Medical School](#), and the [Harvard Catalyst](#) offer professional and career development programs and resources including topics such as academic advancement, career development, public speaking, negotiations, conflict resolution, team building, leadership and mentoring.

## Websites

It is recommended you explore the websites for the full scope of programs and current program offerings.

Center for Faculty Development and Diversity <http://cfdd.brighamandwomens.org>

FAC Review

<http://cfdd.brighamandwomens.org/initiatives-and-resources/for-faculty/faculty-annual-career-reviews/>

Demystifying Promotions Series

<http://cfdd.brighamandwomens.org/events-and-programs/academic-advancement/demystifying-promotions-series/>

Harvard University <http://www.harvard.edu/>

Harvard Medical School <http://hms.harvard.edu/>

Promotions Criteria <http://facultypromotions.hms.harvard.edu/>

CV template <http://cv.hms.harvard.edu/>

Harvard Catalyst <http://catalyst.harvard.edu/>