Annual Faculty Review 2023-2024

FREQUENTLY ASKED QUESTIONS

What period of time does this review cover?

Faculty members should include information regarding their activities for the period **July 1, 2023 - June 30, 2024**. For the section listing goals, faculty members are suggested to indicate goals for the upcoming academic year, July 1, 2023 – June 30, 2024

Do I have to complete the online review in one sitting?

No, there is a save feature, that will allow you to save information and return to complete the form at a later date by logging into the website again.

Can I complete these forms at home, or at another offsite location?

Yes, you will need to ensure that Duo Two-Factor Authentication is working properly to access ASMS (https://asms.weill.cornell.edu). Authentication via CWID will be required.

- o For more information on using Duo, please see: https://its.weill.cornell.edu/sites/default/files/guides/installing_duo.pdf.
- o On the ASMS landing page, you will see the Faculty Review Tool listed on the Navigation Dashboard.
- o Clicking the Faculty Review icon will bring you to the Annual Faculty Review welcome page.
- o Please be sure that your settings allow pop-ups.
- o If you are having trouble connecting to the Faculty Review website, please contact the ITS Service Desk at (212) 746-4878, or by email at support@med.cornell.edu. The operating hours of the ITS Service Desk are Monday through Friday 7AM to 7PM.

Can I use information from my current CV to complete this form?

This is an excellent way to complete this form accurately and quickly. If your CV is a Word document, you can copy and paste information from your CV into the online form. There are some areas where information is requested on a line-by-line basis. For example, when entering information about recent honors and awards, it would be helpful to copy and paste with one award per line.

Can I use information from this annual review form to update my CV?

Absolutely. When you finish entering information, you will be given the opportunity to review it for accuracy, as well as to save it as a Word document. You can then copy and paste the relevant areas into your existing CV.

If I have questions about how to complete this form, whom do I contact?

Help is available by emailing the Office of Faculty Development. The Faculty Development Review Associate is Jeanne Tejada (Research Program Manager, Faculty Development), who can be reached by email at WCMFacultyReview@med.cornell.edu.

How are meetings with my chair/designee arranged?

Once you have completed the online form and submitted it, your chair/designee will be notified. He/she will then set up a face-to-face or virtual meeting with you. All faculty members will be reviewed before August 23, 2024. Please complete the form as soon as possible to facilitate this process.

What happens after the face-to-face/virtual meeting occurs?

You will receive an email asking you to complete the last phase of this process. You will be asked to confirm that the meeting occurred. You will be asked whether you understand the process for promotion and your progress towards promotion. Both you and your chair/designee must confirm that the meeting occurred.

How do I give feedback regarding this process?

If you have specific questions about the web-based system, please contact the Office of Faculty Development directly at WCMFacultyReview@med.cornell.edu.