

UNC Eshelman School of Pharmacy

2011 Annual Faculty Activity Report & 2012 Career Planning Document

As part of the UNC Eshelman School of Pharmacy's Annual Faculty Merit and Impact Review Process, the School is launching a standardized template and process for conducting annual faculty reviews. The new form and process not only provide a standard means of documenting annual faculty activity, but will enable the School to collect important data for use during the annual review and, when needed, throughout the year. Final submission of this form will automatically export your data into a central spreadsheet for analysis and use by the School.

The development of this new process is consistent with our Strategic Plan, specifically Strategic Initiative VI: Our People: Objective 6.1, Develop leading practices and build on existing excellence in the recruitment and development of outstanding faculty. In the Strategic Plan, we state our desire to “standardize and improve the annual faculty review process” as well as “create a process whereby all faculty are guided by a career plan.”

All full-time faculty members are expected to complete this Annual Faculty Activity Report and a Career Planning Document. In addition, we ask that you update your curriculum vitae (CV), highlighting (in yellow or blue highlights) all activities for the 2011 calendar year. This information will be used by your department chair in your annual review. Please respond to each item that applies to your appointment. If an item does not apply to you, enter “not applicable.” Your responses on the Annual Faculty Activity Report should refer to activities that occurred in the 2011 calendar year.

Please email the following to your Chair or his/her administrative assistant no later than February 15, 2012

- Annual Faculty Activity Report and Career Planning Document
- Your Updated Curriculum Vitae, highlighting in yellow or blue all activities for 2011

Please recognize that this is an initial attempt to improve the annual review process. We will launch this new process this year, learn from the experience, and make improvements for future years. Your feedback throughout will be much appreciated.

Before you get started, please save this document on your computer.

Annual Faculty Activity Report

Please complete the following information about yourself and your faculty appointment:

Name:

Division:

Chemical Biology and Medicinal Chemistry

Molecular Pharmaceutics

Pharmaceutical Outcomes and Policy

Pharmacotherapy and Experimental Therapeutics

Pharmacy Practice and Experiential Education

Faculty Rank:

Professor

Associate Professor

Assistant Professor

Appointment Series:

Tenure Track

Clinical Track

Research Track

TEACHING

Didactic Courses

Please complete the table below for the courses you taught during the 2011 calendar year.

Course Number	Course Title <i>(abbreviations are sufficient)</i>	Credit Hours	Course Type	Program	Course Director	Semester	Enrollment	Number of lecture contact hours	Number of "other" teaching contact hours <i>(e.g., recitation/ small group facilitation, lab meetings, journal clubs)</i>	Number of non-teaching contact hours <i>(e.g., attending class, office hours, course/ lecture prep time)</i>	Total contact hours
Total (all courses)											

For courses co-directed or lectures given in 2011, briefly summarize findings from your course / instructor evaluation and be prepared to share your evaluations with your Division Chair:

Advising and Mentoring (names, titles and other details should appear in CV)

Total number of PharmD student advisees you were responsible for in 2011

Total number of PharmD student research projects or honors projects supervised in 2011 or NA

Total number of resident research projects supervised in 2011 or NA

Total number of Masters theses supervised in 2011 or NA

Total number of graduate students for whom you were the primary advisor/mentor in 2011 or NA

Total number of student dissertation committees that you served on in 2011 or NA

Total number of post-doctoral fellows for whom you are the primary advisor/mentor in 2011 or NA

Total number of visiting scientists for whom you were responsible in 2011 or NA

Total number of 4th year students precepted on clerkships in 2011 or NA

Total number of residents for whom you were the primary director/mentor in 2011 or NA

Total number of residents precepted in 2011 or NA

PUBLICATIONS (titles and other details should appear in CV)

Total number of peer-reviewed manuscripts published in 2011

Total number of peer-reviewed manuscripts published as first author in 2011

Total number of peer-reviewed manuscripts published as senior author in 2011

Total number of peer-reviewed book chapters or review articles published in 2011

Total number of peer-reviewed book chapters or review articles published as first or senior author in 2011

Total number of peer-reviewed manuscripts not yet published, but accepted and in press

Total number of non-peer-reviewed publications in 2011

Total number of peer-reviewed abstracts published/presented in 2011

Total number of manuscripts, book chapters, other articles that have been submitted and are under review

Manuscripts, Book Chapters, and Other Articles that have been submitted and are under review

Note: This information is typically not included on a CV, so is requested here. Published and accepted/in press manuscripts should appear on the CV, so are not necessary to list on this form. Space is provided for 10 entries; if you have more than 10, please briefly summarize those at the end of the table.

Title, Journal	Your Role

Title, Journal	Your Role

If more than 10, please comment on additional manuscripts, book chapters, and other articles that have been submitted and are under review:

PATENTS AND INVENTION DISCLOSURES (details should appear in CV)

Total number of patents issued in 2011	or	NA
Total number of patent applications in 2011	or	NA
Total number of invention disclosures in 2011	or	NA

INVITED PRESENTATIONS AND LECTURES (titles and other details should appear in CV)

Total number of invited presentations or lectures at professional meetings held in the US in 2011

Total number of invited presentations at professional meetings held at international locations in 2011

Total number of invited presentations or lectures at other universities in 2011

Total number of invited presentations or lectures at other venues in 2011

HONORS AND AWARDS (details should appear in CV)

Total number of honors and awards received in 2011

Have you been awarded fellow status in any professional association at any point in your career? YES NO

CERTIFICATIONS (certification titles, dates, and other details should appear in CV)

Are you certified by the Board of Pharmacy Specialties? YES NO NA

GRANTS AND CONTRACTS, AND OTHER RESEARCH PROJECTS (include all grants, contracts, and unfunded research projects for 2011)

Note: For the next three sections: (1) grants/contracts submitted and pending, (2) grants/contracts submitted and not funded, and (3) active research projects that are not funded, please complete the following fields. This information is typically not on all CVs, so is requested here.

Active grants that are funded should appear on the CV, so are not necessary to list on this form. For each of the three categories, space is provided for 10 entries; if you have more than 10, please briefly summarize the remaining grants/contracts.

1. Submitted in 2011 and Pending

Title	Funding Agency	Your Role	Your % Effort	Total Direct Costs

Title	Funding Agency	Your Role	Your % Effort	Total Direct Costs

If more than 10, please indicate total number of grants and contracts that have been submitted and are pending:

Comments about additional grants/contracts:

2. Submitted and Not Funded in 2011

Title	Funding Agency	Your Role	Your % Effort	Total Direct Costs	Score (enter NA if not applicable)	Percentile (enter NA if not applicable)

Title	Funding Agency	Your Role	Your % Effort	Total Direct Costs	Score (enter NA if not applicable)	Percentile (enter NA if not applicable)

If more than 10, please indicate total number of grants and contracts that have been submitted were not funded:

Comments about additional grants/contracts:

3. Current Research Projects That Are Not Funded

Title	Your Role	Your % Effort

Title	Your Role	Your % Effort

If more than 10, please indicate total number of current research projects that are not funded:

Comments about research projects:

SERVICE TO THE DIVISION, SCHOOL, UNIVERSITY, PROFESSION, OTHER

Please list any service to the Division, School, University, Profession, or Other that is not on your CV. If all service commitments are highlighted on your CV, you may skip this section.

OTHER

Please use the space below, if needed, to offer additional comments about activities or accomplishments during 2011 that have not been documented elsewhere in this document or are not on your CV.

CAREER PLANNING DOCUMENT

PERCENT EFFORT IN VARIOUS AREAS

Area of Focus	Estimated % Effort for 2011	Estimated % effort for 2012
Teaching		
Service		
Patient Care		
Research/Scholarship (Discovery, Application, Education)		
Administration		
Total		

FACULTY SALARY FUNDING SOURCES

Current Funding Sources

Note: This information can be found at: <https://ecrt.unc.edu/ecrt/initWelcome.action>. Once logged in, click the “Continue” button. You will see a circular diagram. Below the circular diagram click on “View My Effort.” Please list the % effort along with source of funding. This information should be useful to you and your chair in planning.

Percent Effort	Funding Source (account numbers are not necessary)

Percent Effort	Funding Source (account numbers are not necessary)

If you anticipate change(s) in your funding sources in 2012, please explain in the space below.

AREA OF SCHOLARSHIP

Please indicate your primary area of scholarship (with a 1) and, if a secondary focus applies, indicate this accordingly (with a 2). All areas of scholarship are described in greater detail in the School's appointment, reappointment, promotion, and tenure (ARPT) document:

<http://pharmacy.unc.edu/about-us/school-organization/office-of-the-dean/arpt.pdf>

DISCOVERY

EDUCATION

APPLICATION

FOR EACH OF THE RELEVANT AREAS OF FOCUS BELOW, PLEASE COMPLETE THE FOLLOWING TABLE.

AREA OF FOCUS	GREATEST ACCOMPLISHMENTS <i>State your greatest accomplishments in 2011 in each of the following areas (indicate not applicable, where appropriate).</i>	CHALLENGES <i>State any challenges you have encountered that you would like to address or areas where you would like to reduce your time commitment (provide explanations).</i>	FUTURE GOALS <i>State your goals for 2012 in each of the areas below (indicate not applicable, where appropriate).</i>
Teaching			
Service			
Patient Care			

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Research/Scholarship			
Administration			
Other			

COMMENTS AND GUIDANCE OBTAINED FROM CHAIR DURING THE REVIEW

Note: This section should be completed by the faculty member following the annual faculty-chair review meeting. The chair will have an opportunity to review and sign off on the entire document prior to final submission.

Teaching	
Service	
Patient Care	
Research/Scholarship	
Administration	
Other	

PLEASE LIST YOUR KEY LONG-TERM GOALS OVER THE NEXT 3-5 YEARS.

1.

2.

3.

4.

5.

FEEDBACK REGARDING LONG-TERM GOALS OBTAINED FROM CHAIR DURING REVIEW

Note: This section should be completed by the faculty member following the annual faculty-chair review meeting. The chair will have an opportunity to review and sign off on the entire document prior to final submission.

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STRATEGIC PLAN

Reflecting on your planned activities for the 2012 calendar year, briefly describe how your activities and goals align with the School’s strategic plan.

Strategic Initiative 1: Educational Renaissance	
Strategic Initiative 2: The Practice of Pharmacy	

Strategic Initiative 3: Research and Training Enterprise

Strategic Initiative 4: Global Engagement

Strategic Initiative 5: Institutional Environment and Business Operations

Strategic Initiative 6: Our People

Strategic Initiative 7: Strategic Planning, Assessment, and Quality Improvement

Please enter (in minutes) the total amount of time it took you to complete this document:

Please provide any comments or suggestions for improving the document. Your feedback will be helpful as we work to improve the document and process in future years.

Thank you for completing the Annual Faculty Activity Report and Career Planning Document.

At this time, please email the completed form to your Chair and/or Division administrative assistant.

IMPORTANT DEADLINES AND INSTRUCTIONS

- **By February 15, 2012:** Email completed form to division chair and/or administrative assistant.
- **By April 1, 2012:** Complete the annual faculty-chair review meeting.
- **By April 15, 2012:** Once the annual faculty-chair review meeting has taken place, please complete the following five steps:
 1. Revise and update this document, if necessary;
 2. Add feedback from your division chair to the respective tables in the career planning document;
 3. Send completed form to your division chair for final review and digital signature (Note: Once chair provides a digital signature no further revisions should be made to the document);
 4. Provide your digital signature (Note: You will be prompted to save the document before your signature is loaded into the box);
 5. Once signed, submit final document by clicking the “Submit Form” button below.

You will only provide a digital signature and “Submit Form” following your annual review meeting.

By signing this form, I confirm that the information provided in this report is accurate and complete.

Signatures:

Faculty Member

Division Chair