

SENT ON BEHALF OF DR. JAMES CARR
Chair, Department of Radiology

Dear Colleague,

As a member of the faculty, your professional and career development is a priority to us. Performance review is critical to this pursuit, and provides the opportunity for faculty to summarize and reflect on their activities and accomplishments, and establish goals for the upcoming year.

The department utilizes the Feinberg Faculty Portal to facilitate performance review. The Feinberg Faculty Portal is designed to support faculty throughout their careers at Northwestern; advantages of this data repository include:

- Ensures faculty receive regular feedback on their professional development and progress towards promotion;
- Integrates performance review with other processes (e.g., faculty profile updates, CV/biosketch preparation, promotion packet development, accreditation reporting);
- Improves transparency of feedback, with past performance reviews archived and accessible over time; and
- Creates a more consistent performance review experience across the Department and the School.

The School's dedicated [webpage](#) provides detailed information on the performance review process. Specifically, it offers a one-page [Quick Reference for Completing Your Self-Evaluation](#) and a [Quick Reference on Data Entry](#). After logging into the Feinberg Faculty Portal, you are encouraged to open the **Announcements & Help** page and review the list of system enhancements so that you are aware of changes that may have occurred since you last used the system.

Please note the following important details:

- Full-time **and** part-time regular and research faculty hired before 1/1/24 are included in this year's performance review.
- Faculty are expected to submit their FY24 activities and self-evaluation in the Feinberg Faculty Portal by **June 1, 2024**, however, your division chief may request an earlier completion date at their discretion.
- Section leadership will schedule performance review meetings, and provide written feedback to section members, no later than **June 30, 2024**.
- The performance review period is for **July 2023-June 2024**; only activities that occurred during this period need to be recorded.

Tips to Make the Annual Review Process Easier and Beneficial for You:

- **Update your CV** - be sure to include ALL scholarly activities from **July 2023-June 2024**
- **Fill out the Feinberg Self Evaluation**; this can be done directly in [Interfolio](#), or copied and pasted from a Word document

- Important! [Interfolio](#) times out after 45 minutes and will not automatically save your work. So, if you'll need more time, consider typing the self-evaluation into this [Feinberg Self Evaluation word doc template](#) to avoid losing your work.
- This is a time for self-reflection, and can help you define your future career path and take charge of your own advancement. Consider thinking of this as a Career Development Plan (CDP).
- **Submit** your 2023-2024 activities AND your Feinberg Self Evaluation to the Feinberg Faculty Portal ([Interfolio](#)), either yourself or you can ask your admin to help submit.
- **Schedule your annual review meeting with your section leader.** This is your chance to get feedback, and you can use this meeting as an opportunity to give suggestions for improvements. Win-win for you, the section chief, the section, and department.
- See this slide deck with additional [tips on the annual review process](#).

Thank you for your contributions to the ongoing success and distinction of the Department of Radiology, and please contact Roksana Armatys or your Division Chief if you have questions during the performance review process.

Best regards,

James C. Carr, MD

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