

Jacobs School of Medicine – Annual Faculty Review

The Annual Faculty Review (AFR) is a Jacobs School-wide evaluation process for ensuring faculty development, performance, and satisfaction in the work environment.

The UB Profile system (previously known as “eCV”) is the ‘home’ site in the AFR process and assists both faculty and department leadership in ensuring this process runs smoothly and efficiently.

Below is a summary of AFR access, the AFR process and a description of the responsibilities of the faculty and department leadership.

Faculty need to login to UB Profile and select ‘Annual Faculty Review’ from the dashboard:

<https://smbsweb.med.buffalo.edu/ubprofile/index.php>

Below is the address for the UB Profile HELP page:

<https://smbsweb.med.buffalo.edu/ubprofile/public/support.php>

AFR Process Summary:

1. Faculty member uses UB Profile system to populate AFR data for reporting year.
2. Faculty member generates an AFR report in Word format.
3. Faculty member emails AFR report file to Department Chair (or Division Chief).
4. Department notifies Office of Faculty Affairs with list of people who can access AFR S: folder.
5. Department Chair schedules a meeting to review the AFR report with faculty member. Chair’s comments and/or digital signatures should be added to the Word file.
6. Department Chair saves a PDF version of the AFR in their designated S: folder using a standard naming format. The Chair provides each faculty member with a signed copy of their AFR.
7. Dean and Department Chair have access to the AFRs for specific departments as needed.

Faculty Responsibilities:

1. Utilize UB Profile to populate all required data for an AFR report. ([Help me with this](#))
2. Utilize UB Profile to generate an AFR Report in Word for the review year. ([Help me with this](#))
3. Email AFR report (in Word format) to Department Chair/Division Chief.

Department Chair (or Division Chief) Responsibilities:

1. Request AFR reports for the year ending 20XX from each faculty member in the department.
2. Schedule a meeting with Department Chair and Faculty member to review AFR.
3. Following the meeting, the Chair adds comments, digital signature, date.
4. Convert AFR report to PDF and save the file in the assigned S: folder using the standard naming format. ([Help me with this](#))

Jacobs School Leadership / Dean Responsibilities:

1. Review AFR reports accessible on S: as needed.