

# Department of Medicine Faculty Evaluations - Frequently Asked Questions & Tips

## FREQUENTLY ASKED QUESTIONS

**Question:** What email address will the evaluation be sent from?

**Answer:** Department of Medicine <invites@mailers.surveygizmo.com>

(Note: this is for informational purposes only. Please do not email this address.)

**Question:** What will I need to prepare for and begin my survey?

**Answer:** Your up-to-date CV and Teacher Evaluations, if applicable

**Question:** I lost the link to my evaluation. How can I get access?

**Answer:** Each evaluation link is unique. Your evaluation link can be retrieved by contacting either the Operations Supervisor to your division or contacting Melanie Piltzecker by email: [melanie.piltzecker@umassmed.edu](mailto:melanie.piltzecker@umassmed.edu).

**Question:** My demographic information and/or percent of effort is incorrect. How can I correct that?

**Answer:** This information has been prepopulated. Should this information be incorrect please correct using the box provided in your evaluation (see below).

If you believe your demographic data is incorrect, please explain here:

and/or

Is there any change in your current effort?

No Changes

**Question:** Do I have to complete all sections?

**Answer:** Yes. All 10 sections pictured below need to be completed before the self-evaluation portion of your Faculty Evaluation is ready for you to sign off on (see below).

Section	Status	Actions
Education and Mentoring *	Not Started	<a href="#">Answer</a>
Research, Creative and Scholarly Activities *	Not Started	<a href="#">Answer</a>
Professional Service *	Not Started	<a href="#">Answer</a>
Leadership *	Not Started	<a href="#">Answer</a>
Clinical Service *	Not Started	<a href="#">Answer</a>
Honors and Awards *	Not Started	<a href="#">Answer</a>
Diversity Efforts *	Not Started	<a href="#">Answer</a>
Professional Development *	Not Started	<a href="#">Answer</a>
Goals and Self Assessment *	Not Started	<a href="#">Answer</a>
CV	Not Started	<a href="#">Answer</a>

**TIPS:**

**1: Signature Page:** Before your evaluation is considered final, you will need to initial the signature page

INITIALS (Faculty)

Date

03/11/2019


and click “Sign and submit...” at the bottom.

Sign and submit self-assessment to supervisor/evaluator

**2. Uploading your CV and Teaching Evaluations:**

To upload your CV and Teaching Evaluations, you must click first on the “Answer” action button.

- Teaching Evaluations will be uploaded to Question 5 on Education and Mentoring Section.
- Your CV will be uploaded to the CV section.
- Your file must be a .pdf or Word document.

Section	Status	Actions
Education and Mentoring *	Not Started	Answer 
Research, Creative and Scholarly Activities *	Not Started	Answer
Professional Service *	Not Started	Answer
Leadership *	Not Started	Answer
Clinical Service *	Not Started	Answer
Honors and Awards *	Not Started	Answer
Diversity Efforts *	Not Started	Answer
Professional Development *	Not Started	Answer
Goals and Self Assessment *	Not Started	Answer
CV	Not Started	Answer 

**3. Remember to Save and Continue after completing each section!**