1. ENSURE THAT YOUR FEDS IS UPDATED:

Go to the my.med website to update your FEDS CV:

- Log on [http://my.med.upenn.edu](http://my.med.upenn.edu)
- Enter your PennKey and Password
- Click on Faculty Expertise Database (FEDS)
- Review and update each category in your CV

2. COMPLETE YOUR ASSESSMENT DOCUMENT:

Go to the Faculty Assessment form website:

- Log on [www.uphs.upenn.edu/facultyassessment](http://www.uphs.upenn.edu/facultyassessment)
- Click “Login” at the bottom of the page
- Enter your PennKey and Password
- Select your Track, Rank, and Gender
- Click “Start Assessment”

You will see a list of categories. Much of the information will be automatically populated from FEDS, but you should check that the information is up-to-date and correct. You must Click “Save and Continue”, when you have reviewed and/or completed each category. A green check mark will appear to the left of each category when completed.

**Click on “Mentor”**

- List your mentor(s) and the number of times you met during the reporting period.

**Click on “Research /Scholarly Accomplishments”**

- Record the percent effort supported by extramural funding.
- Ensure that 2014 and 2015 publications are recorded accurately from FEDS.
- Record the number of manuscripts submitted during FY15.
- Record the number of high impact papers published in FY15.
- Ensure that your current grant information is recorded accurately from FEDS.
- Record the number of grant proposals submitted during FY15.
- Ensure that editorial positions are recorded accurately from FEDS.
- Ensure that memberships are recorded accurately from FEDS.
- Check box as appropriate for membership in ASCI/AAP/IOM.
Click on “Lectures by Invitation”
  • Ensure that the lectures were correctly populated from FEDS.

Click on “Teaching Activities”
  • Ensure that your HAMSTER report is correct.
  • Record any teaching activities that are not captured in HAMSTER.

Click on “Administrative Activities”
  • Ensure that administrative appointments were correctly populated from FEDS. Note that these are pulled from FEDS Section – “Appointments – Penn Other Appointments”.

Click on “Honors, Awards, National/International Roles”
  • Ensure that honors, awards, and organizing roles are recorded accurately from FEDS.

Click on “Effort Allocation”
  • Review your FY15 effort allocation and clinical capacity.

Click on “Activity/Support Profile” ([Information for this section will be entered by your Division Administrator, accordingly])
  • Review all information

Click on “Accomplishments & Goals”
  • Review your goals from prior year.
  • Write a short summary of your accomplishments during FY15.
  • Write a short description of your goals for FY16.
  • Click accordingly if you intend to apply for Reduction in Duties, Sabbatical, FIAP, or retirement in the next 2 years.
  • Enter other information that you would like to convey that is not captured in this report.

Once you have completed all sections and a green checkmark appears on each category, Click on “Review”. This will bring up a summary of your report. Following your review, Click on “Submit”. Once you submit, your Division Chief will be notified. He/she will complete their portion of the assessment and a meeting will be scheduled to discuss your activities over the past year and your goals for this year.

Thank you so much for your time!