

## SELF-ASSESSMENT OUTLINE

### 1) Research and Scholarly activity

- Include specific research focus
- Funding—with special emphasis on federal funding and PI roles—this is the place to illustrate any pending grants that may not be tracked on the Biobib as well (especially important for promotions and 4<sup>th</sup> year appraisals!)
- Publications
  - i. Amount, type of publications
  - ii. Significance of journal in the field / impact factor
  - iii. Any influence the publications have had in their field, or other special notes
- Presentations, any special invitations to speak, significant venues, etc
- Research/scholarly activity related awards
- Please note that this section should **not** just be a simple copy/pasting or list of publications or presentations—tell us about the **significance** and **impact** of certain items!

### 2) Teaching

- Participation in courses—as director, guest speaker, lecturer, seminar participant, grand rounds speaker, etc
- Administrative work associated with teaching. This is where we get the understanding of the effort put in that might not be captured on the TED
- Any leadership roles associated with teaching
- Types of learners (postdocs? Medical students? Undergraduates?)
  - i. This is also where we can include students that may not be listed on the TED (such as international students who are not enrolled with UCSD)
- Mentorship activities (in the lab? With research projects? Etc)
- Address teaching evaluations—if there are some negative evals, make note and explain any changes made to improve for the future
- Any teaching awards or nominations

### 3) Service

- Describe service, let us know what the service level would be (ie, for the division, department, School of Medicine-wide, etc)
- This is where we can get the description of the time taken for certain committees
  - i. if there is only participation on a few committees, but they are very time-intensive, include that detail
- Professional activities—if involved in committees for professional groups, include that here! Can also include information like reviewing for journals, grant proposal reviewers, etc. But again, please do not simply copy and paste a list of activities—tell us about the **significance**

### 4) Clinical (not required for all series)

- Where clinical practice takes place, number of patients seen, procedures performed
- Any clinical leadership roles
- Projects (such as QI initiatives, etc) or other activities that have impacted the clinical realm (increasing patient safety, making changes or improvements to computer systems or workflows, etc)
- Any clinical practice related awards or nominations (Top Doc, etc)

### 5) Some general notes

- The rule of thumb is that self-assessments for career review actions (4<sup>th</sup> Year Appraisals, Promotions) should be around 3-5 pages and merits should be about 1-2 pages
- Career review self-assessments should cover the period since the last career review (for 4<sup>th</sup> Year Appraisals and promotions to the Associate rank, this would mean since appointment, and for those going to the full professor rank, we would want to cover the period at the Associate rank) with special emphasis on the last review period (since it has never been covered in a file before)
- Merit self-assessments should cover the period since the last review