PRiSM
Performance **R**eviews **i**n the **S**chool of **M**edicine

Objectives

1. Merge the 3 SOM faculty evaluation systems into one unified faculty evaluation system (DOMINO, FIDO, and Family Medicine DOMINO).
2. Develop a flexible, role based, client customizable, modern web application that allows for various question sets and workflows to be assigned per role.
3. Integrate the Faculty Information Management System (FIMS, or the Faculty Affairs HR system) into the Faculty Evaluation System (PRiSM).

Rationale

- Minimize data duplication and increase data integrity by integrating with additional systems.
- Reduce frustration with the current systems.
- Mitigate data loss due to having one long form with multiple save points and system timeouts.

Review Cycle

- **Planning***: December

- **Start Review***: January

- **Review Submitted/Primary Reviewer Receives Review:** February-March

- **Final Reviewer Receives Review:** March-April

- **Review Completion Deadline:** May 1st (*Performance Rating Submitted to Human Resources)*

Planning

The planning phase should result in a schedule of approximate dates for each division/section to start and finish the review process. Prior to starting a review, faculty may need assistance in determining who their primary reviewer and/or mentor are for this review period, although they will be imported.

Review Process

a. Faculty starts their review in PRiSM.
b. Faculty meets with their Mentor (if applicable). Mentor provides comments in review (if applicable).
c. Faculty submits their Review.
d. Faculty meets with their Primary Reviewer.
e. Primary Reviewer provides comments and a performance rating for the faculty member in PRiSM.
f. Second Reviewer provides comments (if applicable)
g. Final Reviewer provides comments and either accepts or rejects the Primary Reviewer's assessment of the faculty member.

FIDO to PRiSM Changes

Key Changes

1) **User Management:** User management is now handled by the Faculty Affairs "**F**aculty **I**nformation **M**anagement **S**ystem" (FIMS). Faculty appointment data will now be based upon user data entered by Faculty Affairs via information included on Faculty Recommendation Forms (FRFs). This will minimize

data duplication and increase data integrity. This also alleviates the need for administrative staff to add/manage users inside PRiSM.

2) **University Login:** To access the system just use your UC Denver university login and password. This will reduce the number of passwords that you need to remember. Additionally, it centralizes login management, security, and password reset with the OIT group.

3) **Auto-Save:** Your data is auto saved every 20 seconds. This was implemented to make sure that no data is lost in the new system.

4) **Reviewer Naming:**
   - *Primary Reviewer (required):* Higher Level Reviewer (HLR) has been renamed to Primary Reviewer to bring clarity to who provides the main review for a faculty member. This Primary Reviewer is responsible for assigning the faculty member's *performance rating*.
   - *Second Reviewer (optional):* Division/Section Head has been renamed to Second Reviewer. This allows the flexibility of adding an ad-hoc reviewer.
   - *Final Reviewer (required and automatically assigned):* The Final Reviewer designation stays the same and is the *Department Chair*.

5) **Mentor:** Mentors are mandatory only for MDs and PhDs in the following ranks: *Assistant Professor, Assistant Research Professor, Instructor, Research Instructor, Sr. Instructor, Sr. Research Instructor*. The mentor can be any person with a valid email address, which allows for a mentor to be inside or outside the University. A mentor can be emailed a link to a review. They will have the option to comment on the review before the review is submitted to the Primary Reviewer.

6) **Chair to Dean Review Workflow**: Department Chairs will now be reviewed in PRiSM on an annual basis by the Dean. Department Chairs are required to answer specific questions related to their department's progress, funding etc. and will have the option to participate in the standard PRiSM review (i.e., Clinical Work, Research, Teaching and Mentoring, etc.).

Support and Labs

Open Labs will be held weekly to provide hands on support during the performance review cycle. Sessions are scheduled for **Tuesdays from 10:00am – 11:00am** in the **Health Sciences Library Teaching Lab 1**. Ongoing support will be available by contacting SOMSupport@ucdenver.edu.

Contacts

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