

# 2022-2023 FACULTY ANNUAL REPORT: Qualtrics

## Instructions

- If you can, please use the Chrome or Firefox browsers
- To complete your Annual Report, click on the **'Take the Survey'** link in the email you received from Dean Bass at the <noreply@qemailserver.com> email address
- Be prepared to complete your annual report in one sitting. A sample form is attached below.
- If you need to return to your unsubmitted survey, click on the 'Take the Survey' link in your email to return to where you left off.
- Should you need to make changes **AFTER** you have submitted your annual report, contact [smhsfacaffairs@gwu.edu](mailto:smhsfacaffairs@gwu.edu) to be sent a unique retake link.
- On the Response Summary page, click on the **'Download PDF'** link in the top-right corner to download a copy of your annual report.
- After downloading to your computer, scroll down to the bottom of the page and click the forward arrow to submit your report.

# 2022-2023 FACULTY ANNUAL REPORT: Lyterati

## Instructions

- Please do NOT use Internet Explorer as your web browser as this web browser is not fully functional on the Lyterati website. We suggest using Chrome or Firefox.
- Login:
  - Lyterati Access: <https://gwu.lyteraticloud.com/login>
  - Username: GW NetID
  - Password: GW e-mail password
- Your NetID is the portion of your GW e-mail address that precedes the @ symbol.
- The Password is the same password you use for GW e-mail (not MFA or VA e-mail).
- If you cannot remember your password, instructions on resetting the password are at <https://identity.gwu.edu/>
- You may also ask your department's Faculty Affairs Coordinator for assistance.
- Click on **Annual Report** on the left and then **Current Annual Report** just below.
- Click on the green **Add New** button on the right side of the screen and click on the blue **Create** button.
- Click on **Attach File** to upload a copy of your completed annual report from Qualtrics. You can drag and drop the saved annual report form from your computer or click browse and navigate to where the file is saved.
- Click on **Upload** to save the file and follow the same process above to upload your current CV.
- When asked whether you have completed the **Preventing Harassment and Discrimination, the University's Title IX sexual harassment and discrimination training module**, please confirm so that you can proceed with submitting your report.
- Click on **Submit** to send the report to your division chief or department chair. Once submitted and your chair begins the review, you cannot make any changes to the report.

## Need Additional Help?

- You may access a host of resources (including FAQ and contact information) by clicking the icon of a house that is found at the top right of the page. Information on data confidentiality is also provided in this section.
- For problems using the system, contact the Office of the Provost at [lyterati@gwu.edu](mailto:lyterati@gwu.edu).
- For 24/7 assistance, contact the GW Help Desk at [ithelp@gwu.edu](mailto:ithelp@gwu.edu) or 202-994-4948.
- For questions about the Annual Report content, or the Qualtrics form, contact your department's Faculty Affairs Coordinator or Nadia Cureton in the Office of Faculty Affairs ([ncureton@gwu.edu](mailto:ncureton@gwu.edu) or 202-994-2032)
- For questions about the completion of the Annual Conflict of Interest Questionnaire, which will be completed in a separate system outside of Lyterati, contact the University Office of Compliance (202-994-3386 or [comply@gwu.edu](mailto:comply@gwu.edu)).

<b>Name of Faculty Member:</b>		
<b>Terminal Degree:</b>	<b>Year Obtained:</b>	<b>Institution:</b>
<b>Primary Department:</b>	<b>Division Chief:</b>	
<b>Rank:</b>	<b>Years in Rank:</b>	
<b>I have a Mentor:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Name(s) of Mentor(s):</b>		

**THE GEORGE WASHINGTON UNIVERSITY**  
School of Medicine & Health Sciences  
Annual Report for Faculty in the Clinical Departments  
**Reporting Period: January 1, 2022 through December 31, 2022**  
Deadline: **March 30, 2023**

**The Annual Faculty Activities Evaluation form must be completed by ALL Regular Full-Time faculty.** Regular appointments include faculty at the rank of instructor, assistant professor, associate professor, and professor. Faculty members whose appointments began on or after October 1, 2022, are not required to complete the report.

This form is intended to be used in addition to Lyterati. Once completed, faculty members will be required to download a PDF of the report and upload it along with an updated CV in the [GW SMHS approved format](#), to Lyterati.

**This form is intended to be used as follows:**

- (1) The Faculty Member is requested to complete the appropriate sections.
- (2) The Faculty Member should download a PDF copy of the completed form.
- (3) The Faculty Member should log in to [Lyterati](#) at <https://gwu.lyteraticloud.com/login> using their GWU credentials.

Those completing the form should feel free to specify other activities or factors considered significant. Particular emphasis should be given to elements unique to an individual department and how these elements relate to the criteria for performance in that department.

**Please fill out completely.**



**2. RESEARCH & SCHOLARLY ACTIVITY (include ONLY those occurring in the past calendar year)**

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- A. Publications (books, articles, chapters, reviews, abstracts, etc.)
- B. Regional or National Presentations
- C. Grants & Contracts Received (including the name of the granting agency and the amount of the award/contract.)
- D. Work in Progress (submitted or in-press abstracts and manuscripts and creative works in development, research support applied for, development of new teaching or research materials/methods.)

**Faculty Member's Self-Assessment:**

*If you wish, briefly comment on the extent to which you feel you accomplished your research plans as defined in the previous year. Include the challenges you have faced during this academic period, and the approach you took to address each challenge. Indicate what you, the department, or the institution could do to enhance your professional development in this academic area.*

**Goals and objectives for the future year as related to A, B, C and D above:**

### 3. CLINICAL SERVICE:

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A. Practice Goals and Assessment of the Past Year (re: patient volume and RVU's, no-shows, referral base, etc.)

**Faculty Member's Self-Assessment:**

If you wish, briefly comment on the extent to which you feel you met your clinical goals as defined last year. Include the challenges you have faced during this academic period, and the approach you took to address each challenge. Indicate what you, the department, or the institution could do to enhance your professional development in this academic area.

**Goals and objectives for the future year as related to A above:**

#### 4. HONORS AND AWARDS

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- A. Journal Editorial Reviews (list name of journal and dates of service):
  
  
  
  
  
  
  
  
  
  
- B. Selection to review panels & editorial boards, elections to professional society positions, organization of scholarly meetings):
  
  
  
  
  
  
  
  
  
  
- C. Invited/Keynote Speaker

**Faculty Member's Self-Assessment:**

If you wish, briefly comment on the extent to which you feel you met your service goals as defined last year. Include the challenges you have faced during this academic period, and the approach you took to address each challenge. Indicate what you, the department, or the institution could do to enhance your professional development in this academic area.

**Goals and objectives for the future year as related to related to A, B, C:**

## 5. ADMINISTRATIVE AND INSTITUTIONAL SERVICE ACTIVITIES

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- A. Committees (Internal & External):
  
  
  
  
  
  
  
  
  
  
- B. Standing Committee Chair or on Executive Council of the Committee:
  
  
  
  
  
  
  
  
  
  
- C. Professional Organizations (outside SMHS):
  
  
  
  
  
  
  
  
  
  
- D. Program/Clerkship/Course Director

### **Faculty Member's Self-Assessment:**

If you wish, briefly comment on the extent to which you feel you met your service goals as defined last year. Include the challenges you have faced during this academic period, and the approach you took to address each challenge. Indicate what you, the department, or the institution could do to enhance your professional development in this academic area.

**Goals and objectives for the future year as related to related to A, B, C, & D:**



## 6. PROFESSIONAL DEVELOPMENT

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**Please indicate** activities contributing to Personal Professional Development (e.g. participation in professional societies, professional certifications, CME credits, participation in institutional and departmental workshops, conferences, and training sessions.)

SAMPLE

Thank you for taking the time to complete your Annual Report. Don't forget to upload your downloaded report to [Lyterati](#).  
If you have any questions, contact the Office of Faculty Affairs at [smhsfacaaffairs@gwu.edu](mailto:smhsfacaaffairs@gwu.edu).

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