PRiSM Faculty Evaluation System

Over the past year, the Office of Faculty Affairs and Information Technology project team have been developing a new online system for faculty performance evaluations. Called PRiSM (Performance Reviews in the School of Medicine), this new system will replace DOMINO, FIDO, and the Family Medicine version of DOMINO. PRiSM was launched January 2, 2014. Please read the summary below, which includes information about your login and how to use PRiSM. You will be able to access PRiSM via this link: https://som.ucdenver.edu. This link will take you to the SOM Portal, where you will be able to click on a link to PRiSM to begin your review and view previous evaluations. If you are a department chair or center or institute director, you will receive additional information in a follow-up email regarding your review process.

IMPORTANT INFORMATION ABOUT PRiSM

- **PRiSM** is a unified faculty evaluation system, which was developed by merging components of the three evaluation systems mentioned above into one modern web application.

- **LOGIN**: You can access PRiSM via this link: https://som.ucdenver.edu using your current UC Denver university login and password.

- **NEW REVIEW PERIOD**: The review period for faculty evaluations has changed from academic year to calendar year. Therefore, the review period that is beginning now will encompass the time period January 1, 2013, to December 31, 2013. This change was made to allow for evaluation of work that has already been completed. The deadline for completion of faculty evaluations is May 1, 2014.

- **INFORMATION FROM PREVIOUS REVIEWS**: Information that was contained in your reviews from previous years can be uploaded into your review this year; however, some of the data and free text fields have changed slightly; therefore, some information from your prior-year review may upload to a different field or section of PRiSM. It will be easy to cut and paste information within the system.

- **FACULTY APPOINTMENT INFORMATION**: Your faculty appointment information, including rank information, will now be updated automatically using information contained in the Faculty Information Management System (FIMS), which is a database maintained by the Office of Faculty Affairs. This will minimize data duplication and increase data integrity, while also alleviating the need for administrative staff to add or manage users inside of PRiSM. If your faculty appointment information in PRiSM is not correct, please contact Cheryl Welch in the Office of Faculty Affairs (Cheryl.welch@ucdenver.edu).

- **TEACHING EVALUATIONS**: Teaching evaluations from the Office of Undergraduate Medical Education (UME) will be automatically uploaded into your review in February 2014. You will also have the ability to upload additional teaching evaluations (for example, from residents or graduate students) into your review as needed.

- **OTHER ENHANCEMENTS**: PRiSM includes some additional features that should make your work easier. *Rich texting* is included, so you can easily underline or add bullets or bold text. And the sections where you will summarize your accomplishments in teaching, clinical work, research and scholarship and community service have been redesigned to match the language of the promotion matrix (making later dossier preparation easier). Near the end of the PRiSM document, you will have an opportunity to
upload other documents, such as letters from peers, mentees or grateful patients. And you can now automatically upload your publications directly from Pub Med.

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

· **ADDITIONAL INFORMATION**: For more information regarding the enhancements that have been made to PRiSM, click here.

We hope that you find PRiSM to be a more flexible, customizable review system, and we welcome any feedback or concerns at SOMSupport@ucdenver.edu as you use the system.