

# Welcome to PRiSM

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## Dear Faculty Member,

Welcome to a new version of PRiSM. We have made significant changes, in an effort to make PRiSM easier to use for both annual performance reviews and for preparing promotion portfolios. PRiSM now includes two main sections: the first is a simplified set of questions that focus specifically on your activities and accomplishments in the current calendar year; the second section is more "optional;" it is designed to help you prepare narratives for later inclusion in your promotion or tenure dossier.

- **Summary of Accomplishments (Performance Evaluation)**

This new section appears at the beginning of PRiSM. It provides a place for submitting a succinct, bulleted list of your accomplishments during 2016 in each academic area (teaching, clinical work or service, research or scholarship and outreach and advocacy). There is also a place to comment on ongoing challenges and mentoring or resource needs. Since this new performance review section is new, no information will be pre-populated from last year; however, the bulleted lists will pre-populate in future years.

- **Additional Supporting Documents**

In this section, you can upload teaching evaluations or other relevant documents. If your department maintains "dashboards" or other tools that summarize your work throughout the year, you can add those documents in this section.

- **Additional Sections**

The sections for grant funding, publications, honors & awards, one- and five-year plans, etc., now appear in this Performance Evaluation section.

- **Dossier Preparation**

We have revised the remaining sections of PRiSM, where you previously provided details about your teaching, mentoring, clinical work, program development, research and scholarship. Here, you can prepare draft narratives for your teaching, clinical, scholarship and service portfolios. This section will be available year-round for editing and can be copy and pasted into other documents. All of last year's information will pre-populate these fields, as in prior years. The Dossier Preparation section includes links to relevant documents, including the Dossier Building Guide. Also, the teaching and clinical sections include the recommended formats for preparing promotion narratives. Completing this section is not required for your annual faculty performance evaluation.

## Attestations

As a reminder, at the end of your evaluation you will be required to review and agree to four attestations before submitting your evaluation. We are including the attestations below so that you can review them ahead of time and obtain further information about them, if needed.

1. **UPI Member Practice Agreement** - I understand that, as a member of University Physicians, Inc. (UPI), I am required to sign a Member Practice Agreement (MPA). I have signed the MPA appropriate for my faculty type, if I am required to do so, and I will comply with all of my obligations under the MPA, including the requirement (if I am a Full Member of UPI) that I assign all my medical-legal and

consulting income (excepting certain one-time academic honoraria specifically excluded by the School of Medicine) to UPI. [Click here](#) to view information regarding Member Practice Agreements.

2. **Annual Disclosure of Conflicts-of-Interests** – I have reviewed and understand my obligations under the University of Colorado Conflict of Interest Policy. I understand that under that policy I am required to complete an annual Conflict-of-Interest Disclosure, and that I must update this disclosure within 30 days of any change in my financial ties, conflicts or outside interests. [Click here](#) to view information regarding the Conflict of Interest Policy and Conflict of Interest Disclosure.
3. **Speaker's Bureau Prohibition** - I have read and understand my obligations under the School of Medicine Industry Conflicts-of-Interest policy. I understand that the School of Medicine Industry Conflicts-of-Interest policy prohibits faculty members from participating on promotional speaker's bureaus, except in limited circumstances. All contracts for paid speaking engagements must be approved by UPI and the Industry Talk Approval Committee established by the Faculty Senate. [Click here](#) to view information regarding the Industry Talk Approval Committee and approval of industry-paid speaking engagements.
4. **Faculty Promise** - Located [here](#).