Objectives

• By the end of the presentation, you will:
  • Know the additions to the current ARO
  • Be able to complete the ARO more efficiently
NEW FOR THIS YEAR

• Highlights of the Year
• Optional entry
• Summarizes key accomplishments
**Personal Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr.</td>
<td>Mia Lang</td>
</tr>
<tr>
<td>0354895</td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td></td>
</tr>
<tr>
<td>1.00</td>
<td>1.00 member</td>
</tr>
<tr>
<td>Canadian citizen</td>
<td></td>
</tr>
</tbody>
</table>

**Highlights of the Year**

1. New FEC Standards were completed and approved by the Provost in November.
2. Oral presentation at International Faculty Development Conference.
3. Poster presentation at Association of Medical Education of Europe
4. Organized and led working groups to re-design the Annual Report Online, including extensive collaboration with the University of Calgary.
5. Teaching award from the Department of Pediatrics
6. Faculty development presentation to the visiting delegation from Jilin University
7. Remediation clinical preceptor for a senior resident; outcome was a successful result with the national certification exams

**Address Information**

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Address</th>
<th>Postal / Mail Stop Code</th>
<th>Phone 1</th>
<th>Phone 2</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Address</td>
<td>9736 94th Street EDMONTON AB</td>
<td>T6G 3V9</td>
<td>780.438.1993</td>
<td>780.904-9073</td>
<td>780.735.4071</td>
</tr>
<tr>
<td>Primary Affiliation Address</td>
<td>Off Campus - Royal Alexandra Hospital</td>
<td>380</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secondary Address</td>
<td>Royal Alexandra Hospital Child Health Ambulatory Clinic, 2nd Floor 10240 Kingsway EDMONTON AB</td>
<td>TSH 3V9</td>
<td>780.735.4605</td>
<td>780.735.4071</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:mia.lang@albertahealthservices.ca">mia.lang@albertahealthservices.ca</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NEW FOR THIS YEAR

• New “Other” field under Publications

• Under Type: “Original research journal article”: Under Journal/Other Venue of Dissemination is a new “Other”

• Allows manual entry for journals not captured by database
NEW FOR THIS YEAR

• Grant categories include research with alternate or no funding support
NEW FOR THIS YEAR

- Expanded section on Professionalism:
  - From 3 to 7 questions
  - More reflection on “professionalism” and “code of conduct”
  - Wellness
Annual Report Online (ARO) - Purpose

- **Accounting:**
  - Reporting period: July 1 – June 30
  - Mandatory as per Faculty Agreement (Article 7.10; Appendix D)

- **Aligning:**
  - With your position description

- **Promoting:**
  - FEC Guidelines
  - New FEC Standards:
    - approved by the Provost November 2017 (during the 2017 – 2018 reporting period)
    - used for merit starting in November 2019, based on July 1 2018 – June 30 2019 reporting period
ARO Journey

- Late winter/early spring: ARO open
- Sept: Submission deadline
  - Once submitted your ARO is reviewed by:
    - Divisional Director
    - Department Chair
    - Additional Dept Chair
    - All FEC members (November and January)
- December 1st: Deadline for Department Chairs to submit merit recommendations
- Dec 15: Dept Chairs receive ARO files to review
- Jan: Dept Chairs complete ARO file reviews
- Jan 21 – 25: FEC merit reviews, input on ARO process/content
- Late fall/winter: ARO closed for modifications
Tips For Best Completion

- Understand your position description
- Use Notes section to describe (impact)
- Ask for help:
  - Quick Links
  - Colleagues, Div Director, Dept Chair
  - Mentor
- Double-check input via “Reporting” section
- Use a template to record activities throughout the year
ARO TEMPLATE

Excel template developed by Joan Kravic and Debbie Smith, Division of Geriatric Medicine

Shared with FoMD faculty members via email in January 2018, with updated version July 5, 2018
STEP 1. Go To Position Summary

For each Domain:
- Note how Assigned Percent equates with Assigned Half Days
- Check alignment between Assigned Half Days vs Reported Half Days
- Check back regularly to see how reported activities impact Half Days
Step 2: Go to Reporting

Annual Report 2017

Dr. Lang, submit your report when you have completed entering all your activities for the 2017 reporting year.

Please contact your departmental Chair or ARO Admin for your deadline date. Your application must be completed and submitted by the departmental deadline.

If you submit your report and need to return to make changes, you must contact your departmental Chair or an ARO Admin.
Functionalities

- Generate an education dossier from annual report data
- Generate an education summary report from annual report data
- View individual reporting
# Education Dossier Vs Summary

## Educational Contribution Summary:

**Name:** Dr. Mia Lang  
**Rank:** Associate Professor  
**Educational component:** Total: 15%  
(Class: 5%  
WPB: 10%)

### Engagement and Performance

<table>
<thead>
<tr>
<th>Category</th>
<th>Item</th>
<th>Venue</th>
<th>Events</th>
<th>Eval</th>
<th>Peer Eval</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Teaching mastery</strong></td>
<td>Classroom Based</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Workplace Based (WPB)</strong></td>
<td>Ambulatory care</td>
<td>150.00</td>
<td>0.00</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In-patient ward</td>
<td>12.00</td>
<td>0.00</td>
<td>No or N/A</td>
</tr>
<tr>
<td></td>
<td><strong>Formative assessment &amp; feedback to learners</strong></td>
<td>Entered; Last Updated: April-17-2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Teaching outside of FOMD learners</strong></td>
<td>None recorded for this year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Mentoring /role modeling</strong></td>
<td>Formal / Informal / students / faculty</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Continuous Professional Learning</strong></td>
<td>CPL for Own development as educator/teacher</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Education awards</strong></td>
<td>Includes teaching, mentoring, role modeling</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Degrees

- **education / international / foundation or institute / Patil Teaching Innovation Award.**
- This was from the Association for Medical Education in Europe (AMEE), the premier international medical education conference, attended by thousands of medical educators around the globe.
STEP 3. Complete Personal Info, Especially, Faculty Agreement Compliance
STEP 4. Complete Participation, Contribution and Leadership Sections

- Educational Activities
- Research Studies and Grants
- Publications
- Presentations
- Products and Processes
- Peer-Review Activities
- Professionalism and Mentoring
- Administrative Activities
- Awards and Recognition
Educational Activities

• “Supervision and Supervisory Committees” = graduate students:
  • Role: supervisor vs supervisor committee member
• “Other Research Trainee Supervision” = summer students, residents, post-docs
• Use Notes field to describe contributions you made, awards trainees received
Research

- Activities could be included in:
  - Research Studies and Grants
  - Products and Processes
  - Publications: - automatic or manual entry
    - Scopus ID
    - PubMed
    - ORCiD

- Reviewing journals, grants, or teaching (role of editor, reviewer, chair) is under “Peer-Review Activities”. Use Notes field to describe contributions
Products And Processes

• 40 examples provided under “type”, e.g. Exam questions, PODcasts

• Any output that meets “scholarship” definition:
  • Objectives/hypothesis
  • Quality methodology
  • Disseminated
  • Peer-reviewed

• Summarized under “Education products” under Education in Position Summary
STEP 5. Before Submitting, Review Entries Via Reporting Section (View Pdf, Print For Your Files)
Only submit once certain all data fields are complete and accurate

Annual Report 2017

Dr. Lang, submit your report when you have completed entering all your activities for the 2017 reporting year.

Please contact your departmental Chair or ARO Admin for your deadline date. Your application must be completed and submitted by the departmental deadline.

If you submit your report and need to return to make changes, you must contact your departmental Chair or an ARO Admin.
SUMMARY

• Track your activities throughout the year – use ARO headings and/or template
• Provide teaching evaluation data, or qualifier why not available
• Submit on time
• Don’t pad/exaggerate/double-dip
• Help/Questions:
  • mlang@ualberta.ca
  • Divisional Director or Department Chair
QUESTIONS?
# Faculty Performance Summary

**Faculty Performance Summary (2013)**

<table>
<thead>
<tr>
<th>Position Composition (%)</th>
<th>Merit Increment Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical</td>
<td></td>
</tr>
<tr>
<td>Research</td>
<td></td>
</tr>
<tr>
<td>Classroom Teaching</td>
<td></td>
</tr>
<tr>
<td>Workplace Teaching</td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td></td>
</tr>
</tbody>
</table>

**Chair’s synopsis and recommendation(s)**

**Request for Peer Review:**

**Rationale for Merit Increase or Promotion**

- Classroom teaching
  - No Entries
  - Mean Evaluation Scores: -
- Workplace teaching
  - No Entries
  - Mean Evaluation Scores: -
- Graduate Students Supervision
  - Number of entries: 9
- Formative Assessment Activity
  - No Entries
- Teaching Methods & Strategy Development
  - No Entries
- Objectives and Curriculum Development
  - No Entries
- Research Studies and Grants
  - Number of entries: 10
- Publications
  - No Entries
- Presentations
  - No Entries
- Products and Processes of Scholarship
  - No Entries
- Peer Review Activities
  - No Entries
- Administrative and Other Service Activities
  - Number of entries: 18

Last Updated on: 2013-09-12 14:31
HALF DAYS

- Full-time = 1.0 = 446 half-days per year
- Represents 4 hours
Educational Activities

- Small Group = < 15 learners
- Large Group = 15 or more learners

- Formative activities: (Record # activities done)
  - Brief = 5 – 15 min
  - Longer = > 15min

- Summative activities

- Evaluation Data