Overview - ARO Tips Sheet

The Annual Report Online (ARO) has re-opened. Faculty members are requested to submit their completed ARO by mid-September. Faculty members must use the ARO to describe their activities from July 1 2016 to June 30 2017. The ARO is used by your Department Chair and the Faculty Evaluation Committee (FEC) to see how well your job description aligns with your reported activities, and is used in part for decisions regarding annual merit assignment. As such, it is critical that you provide comprehensive details of all your contributions.

Please note that teaching evaluations from MedSIS will not be available until early September, at which time they will be automatically uploaded to the faculty member’s annual report. Faculty members can still describe their UME teaching activities pending these evaluations, save the report and return to the review the evaluations in September. It is critical that faculty members review these evaluations before submitting their ARO.

With input from many faculty members, several improvements have been made to the Annual Report Online including:

1. Formative Assessment Activities:

Giving helpful feedback to learners is an important, and occasionally time consuming process of quality education activities. Examples may include a graduate student supervisor providing feedback on observed laboratory skills, or scientific writing; a clinical supervisor providing feedback to a UME or a PGME learner on their knowledge, skills or attitudes.

As such, “Formative Assessment Activities”, has been modified to include:
   a. Number of events between 5 – 15 minutes
   b. Number of events more than 15 minutes

A description field box follows allowing the faculty member to describe their formative assessment activity.

2. Quantitative Teaching Evaluation Scores:
Please check with your course/teaching coordinators for your teaching evaluations. It is each faculty member’s responsibility to include the teaching evaluation scores; if scores are not reported, the teaching contributions will not be assessed by FEC. If teaching evaluations are not available, please indicate why.
Currently, there is variability in the denomination of various teaching evaluations. To better assess teaching performance, a box has been added after the mean evaluation score to indicate the denominator of the evaluation – please add this.

3. A new drop down box has been added under research grants:
“Status for 2017”: new successful, new unsuccessful, ongoing, submitted-pending

4. Under Position Summary, Education is summarized with 3 subgroups:
   a. Classroom
   b. Workplace
   c. Educational Products (previously products of scholarship were being captured inaccurately within classroom activities).

Other help to complete the ARO is available through:
   1) The online ARO Directory: http://confluence.med.ualberta.ca/display/ARODOC/Directory
   2) Each section of the ARO has Quick Links
   3) Your Divisional Director and/or Department Chair may also be able to answer questions regarding where best to report your activities.

Two review sessions on how best to use the Annual Report Online will be available this summer:
   1. Monday, July 10, 12:00 – 13:00
   2. Thursday, July 27, 12:00 - 13:00

Sincerely,

Mia E. Lang
Associate Dean, Faculty Development