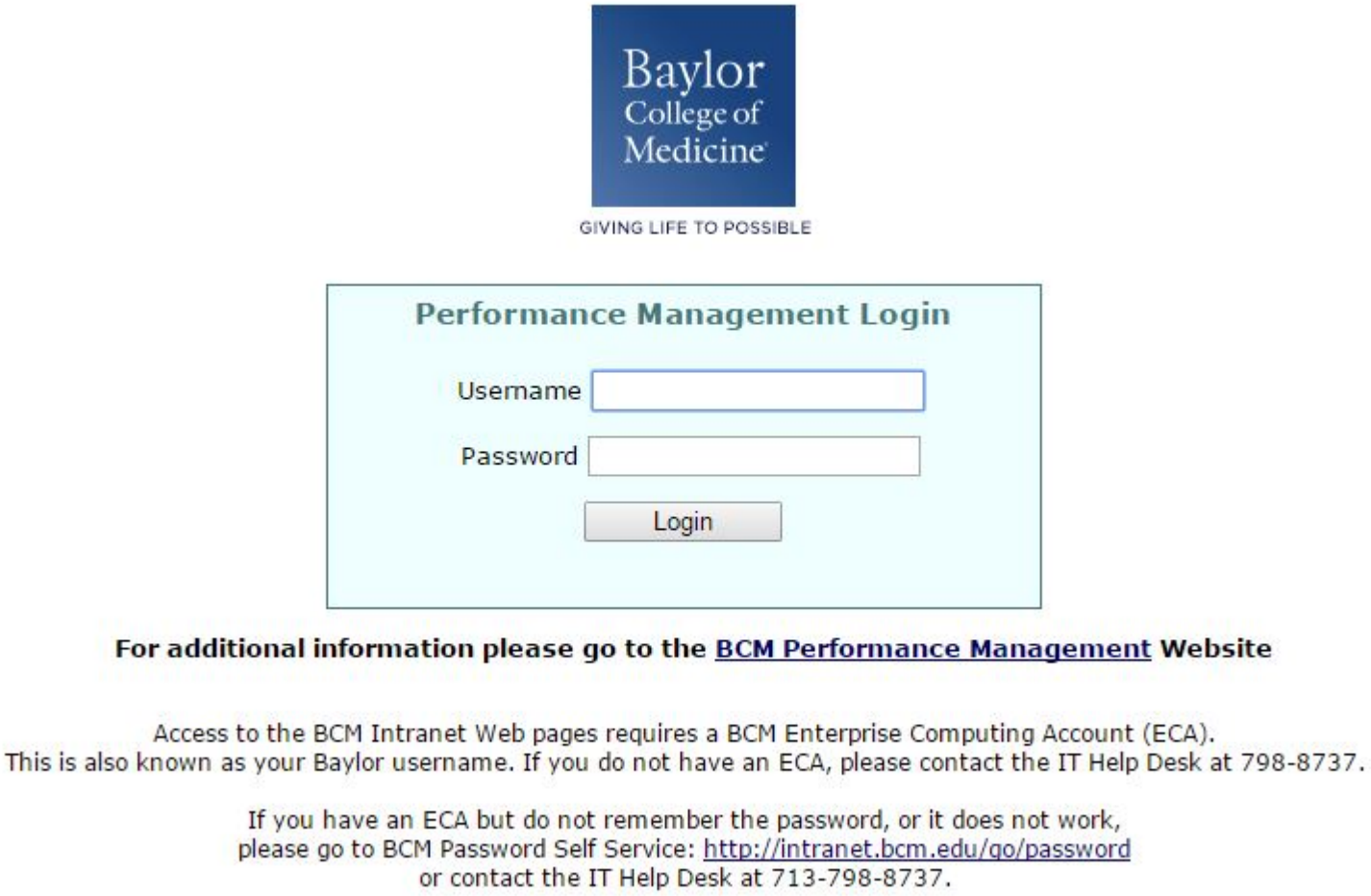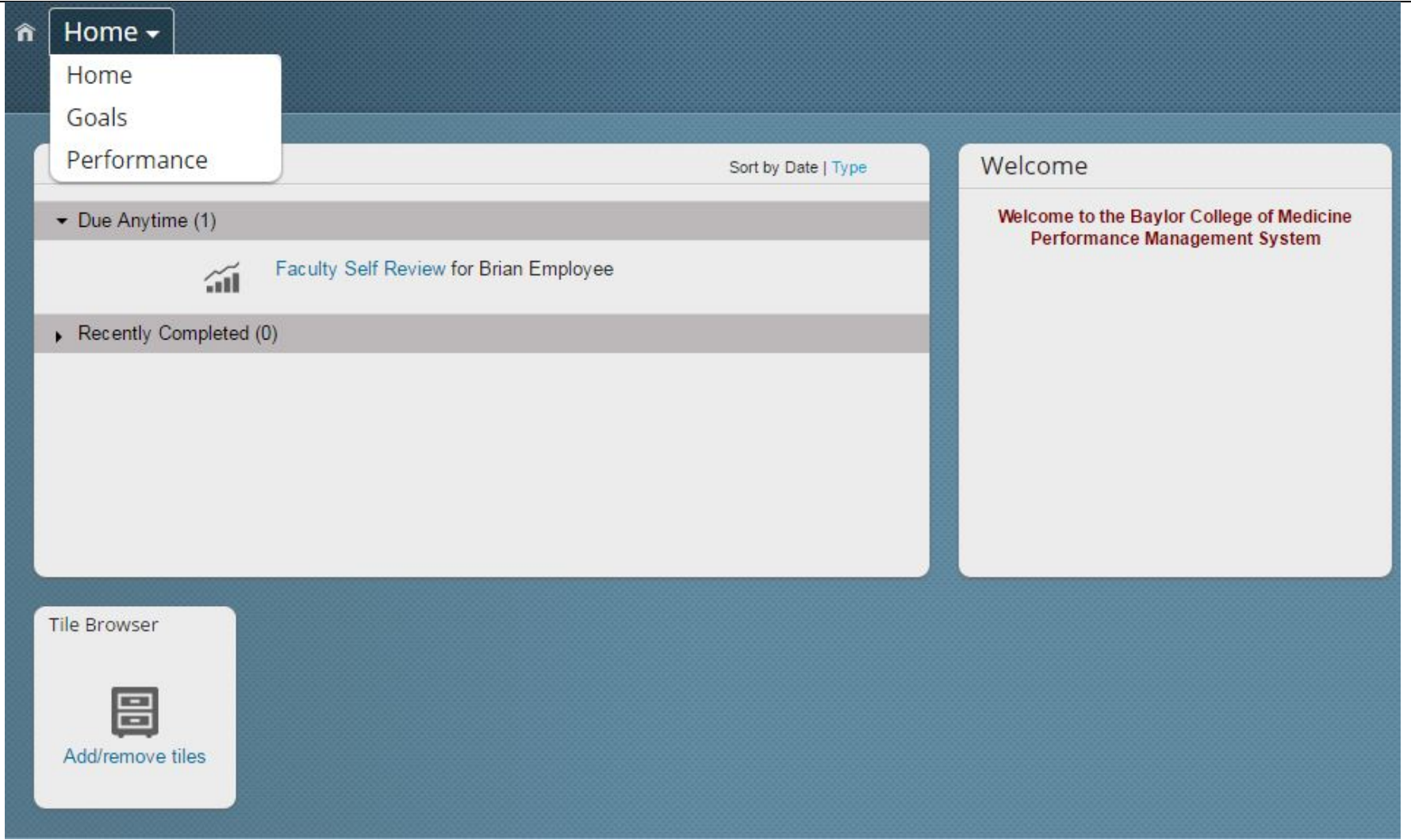|	Procedure	Screenshot
1	Click the link from the email to access the faculty performance assessment and planning tool.	
2	You will be routed to the login screen similar to the one shown here. • Your username (ECA) and password are the same credentials used to login to any of BCM's systems. • Click Login	**Baylor** College of Medicine GIVING LIFE TO POSSIBLE **Performance Management Login** Username [ ] Password [ ] [Login] **For additional information please go to the BCM Performance Management Website** Access to the BCM Intranet Web pages requires a BCM Enterprise Computing Account (ECA). This is also known as your Baylor username. If you do not have an ECA, please contact the IT Help Desk at 798-8737. If you have an ECA but do not remember the password, or it does not work, please go to BCM Password Self Service: http://intranet.bcm.edu/go/password or contact the IT Help Desk at 713-798-8737.

3	You will see a window that features tiles that contains information such as a to-do list or a link to helpful resources. General navigation, the home icon, is in the upper left. • Home: • Goals: • Performance: • The To-Do list features important tasks to be aware of and their due date	Home ▾ Home Goals Performance Sort by Date | Type ▾ Due Anytime (1) Faculty Self Review for Brian Employee ▸ Recently Completed (0) Welcome **Welcome to the Baylor College of Medicine Performance Management System** Tile Browser Add/remove tiles
4	To get started adding goals, you may make changes (additions, edits, subtractions) to your goals in the goals section. This can be accomplished using the Goals section under the upper left tab.	

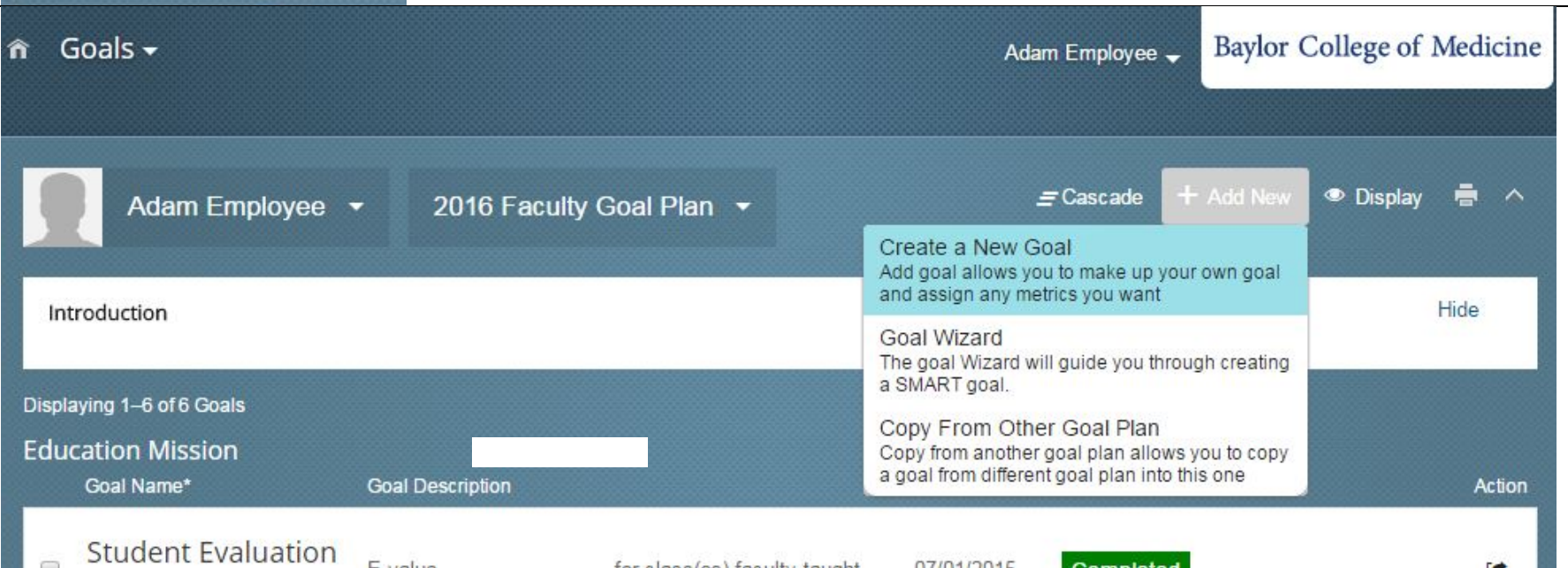| 5	To use the Goals section, select goals from dropdown. To add or make changes to your goals, please select the drop down You may see some goals already pre-populated or goals you entered. These goals have been supplied by your department chair. If you have questions about any pre-populated goals, please contact your administrator. You may also add goals that you have previously received from your department chair or supervisor as well as any goals you want to add. As a supervisor you may select the name drop down to look at, and edit, the goals of your direct reports.	

Adam Employee ▾   **2016 Faculty Goal Plan** ▾   ⇶ Cascade   ✚ Add New   👁 Display   🖨 ∧

Introduction   Hide

Displaying 1–6 of 6 Goals

Education Mission

Goal Name*	Goal Description	Start Date	Status	Action
☐ Student Evaluation of Faculty Edit	E-value rating by students for class(es) faculty taught.	07/01/2015	Completed	↗

Research Mission

Goal Name*	Goal Description	Start Date	Status	Action
☐ Research Scholarship through publications Edit	# of major publications/# of total publications. CV should be updated to reflect all publications	07/01/2015	Completed	↗
☐ Research Funding Edit	Maintain a direct spend rate of 80% on all extramural funding to support research.	07/01/2015	Not Started	↗

Clinical Mission

Goal Name*	Goal Description	Start Date	Status	Action
☐ wRVU Productivity Edit	wRVU productivitybased on AAMC benchmark for specialty at 65%tile and %cFTE	07/01/2015	Completed	↗
☐ Improve Patient Satisfaction Edit	Achieve and maintain an average Press Ganey Score in the 90th percentile for your specialty.	07/01/2015	Not Started	↗

6	Once in the goal plan, there is a drop down box to indicate which goal plan you are currently viewing. For 2016-2017 goals select the 2017 Faculty Goal Plan. For 2017-2018 goals select the 2018 Faculty Goal Plan.	2017 Faculty Goal Plan ⌄ 2018 Faculty Goal Plan 2016 Faculty Goal Plan 2017 Faculty Goal Plan Faculty Action Plan 2016 Staff Goal Plan
7	To create a new goal, click on the "+ Add New" button. The add goal button provides the following options: • Create a New Goal • Goal Wizard • Copy from Other Goal Plan	🏠 Goals ▾ Adam Employee ▾ Baylor College of Medicine Adam Employee ▾ 2016 Faculty Goal Plan ▾ ☰Cascade + Add New 👁 Display 🖨 ⌃ Create a New Goal Add goal allows you to make up your own goal and assign any metrics you want Introduction Hide Goal Wizard The goal Wizard will guide you through creating a SMART goal. Displaying 1–6 of 6 Goals Copy From Other Goal Plan Copy from another goal plan allows you to copy a goal from different goal plan into this one Education Mission Goal Name* Goal Description Action Student Evaluation E value for class(es) faculty taught 07/01/2015 Completed

| 8 | Selecting create a new goal allows entry of information for goal. The fields available are as follows:
 • Category
 • Goal Name
 • Goal Description
 • Target – Con. Exceeds
 • Target – Exceeds
 • Target – Succ. Meets
 • Target – Somewhat Below
 • Target – Below
 • Goal Actual
 • Status
 • Start Date
 • Due Date
 • Status Update

 Only the following fields are required:
 • Category
 • Goal Name
 • Target – Succ. Meets

 It is recommended that you provide as many fields as possible. | **Add Goal**

 Edit your goal below.

 Fields marked with * are required.

 Category: Education Mission

 spell check... legal scan...
 * Goal Name*:

 spell check... legal scan...
 Goal Description:

 Target - Con. Exceeds:
 Target - Exceeds:
 * Target - Succ. Meets:
 Target - Somewhat Below:
 Target - Below:

 spell check... legal scan...
 Goal Actual:

 Status: Not Started
 Start Date: 07/01/2015
 Due Date: 06/30/2016
 Status Update: ⊕ Add Status Update

 Cancel   Save Changes |

You may also copy a goal from an existing goal plan that already has goals. This will facilitate the creation of goals in subsequent years. To copy a goal select Add New and then Copy From Other Goal Plan.

Selecting Copy From Other Goal Plan brings up a list of existing goal plans.

Select the goal you would like to copy and click copy.

Step 2. Select Goal

Step 2 of 2. Select Goal

Education Mission

	Goal Name*	Goal Description	Start Date	Status
☑	Student Evaluation of Faculty	E-value rating by students for class(es) faculty taught.	07/01/2015	Completed

Research Mission

	Goal Name*	Goal Description	Start Date	Status
☐	Research Scholarship through publications	# of major publications/# of total publications. CV should be updated to reflect all publications	07/01/2015	Completed
☑	Research Funding	Maintain a direct spend rate of 80% on all extramural funding to support research.	07/01/2015	Not Started

Clinical Mission

	Goal Name*	Goal Description	Start Date	Status
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☐	Improve Patient Satisfaction	Achieve and maintain an average Press Ganey Score in the 90th percentile for your specialty.	07/01/2015	Not Started

Service & Citizenship Mission

	Goal Name*	Goal Description	Start Date	Status

Cancel   Back   Copy