

**Career Conference and Performance Review (CCPR): Guidance for Faculty  
February 2024**

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The [Career Conference and Performance Review](#) (CCPR) is a professional development and performance review that is required for regular faculty members who hold a primary appointment in the department and shall be conducted using the online faculty evaluation form. The annual review shall be based on performance in the areas of service, teaching, and scholarship, and is intended to promote the discussion of performance and future goals between a faculty member and their supervisor.

For help with:

- *Your university login information, please call IT at 404-727-7777*
  - *Detailed Faculty Instructions for completing Part 1 are available here (includes screenshots): [Part 1 \(Faculty\) Instructions.pdf](#)*
  - *Other issues once you are logged into the system, please submit a request to [ccprsupport@emory.edu](mailto:ccprsupport@emory.edu)*
  - *Any other questions or problems, please contact [Bevin Pascual](#) for assistance.*
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**Preparing for Part 1 of the CCPR:**

**Update your CV:**

- You will need to provide an updated version of your CV in Part 1. Its best to update it to the latest template, if you have not done so already, to ensure that all aspects can be reviewed effectively during your meeting. Find the updated CV template [here](#).

**Recording Your Goals:**

- In this section, provide a self-assessment of the goals you set in your previous year's CCPR and list your goals for the coming year.
- If you are interested in discussing promotion, it is recommended that you review the SOM promotion guidelines, found [here](#) before your meeting.

**Before your meeting:**

- Review your CCPR goals again before the meeting.
  - Think about what resources you might need to achieve your goals for next year – i.e. further mentorship, assistance with professional development skills, networking, etc.
  - If you feel that you are ready for promotion, be prepared to discuss this with your supervisor.
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**CCPR Meeting:**

- Your evaluator—either your Division Director or their designee, will review your CCPR Part 1 and complete a written evaluation (Part 2) of your past performance and future goals.
- You will then meet with the evaluator to discuss your evaluation.

- The CCPR meeting is an opportunity for faculty to discuss their academic and professional development with their supervisor and discuss opportunities to achieve their goals. The CCPR is also an opportunity for supervisors to evaluate the performance and support the development of their faculty.

#### **After your CCPR Meeting:**

- The faculty member may provide comments on their evaluation in Part 3.
- The Department Chair (if they are not the evaluator) can provide an evaluation in Part 4.
- The form is submitted to the School of Medicine Office of Faculty Affairs, where it is included in the faculty member's permanent academic record.

#### **Steps to Completing your CCPR:**

1. Access the CCPR System here: [CCPR - Career Conference and Performance Review \(emory.edu\)](#)
  - *To login to the CCPR System, you must use your Emory University username and password.*
2. Click on the **"My CCPR Evaluation"** link, and complete Part 1

#### **Part 1**

Part 1 is filled out by the faculty member and includes uploading a current CV and filling out the Awards and Notable Achievements (optional), and the Goals, Action Plan, Items for Discussion sections of the report.

- Faculty assigns an 'evaluator' (**unless it has already been assigned by your Division Administrator**)
- The Proxy function in Part 1 allows one to designate someone in the School of Medicine to complete part of the form on his/her behalf. The designated proxy will access the form using his/her Emory University logon, not that of the faculty member. PLEASE DO NOT SHARE PASSWORDS!
- **Save Part 1 button** – Allows faculty to save the information that has been entered and come back to the evaluation later for further editing.
- **Submit Part 1 button** – Once the submit button has been selected, your review cannot be changed or edited, and your evaluator will be notified via email that your review is ready (for the evaluator section/Part 2) to be completed.
  - **Note:** *After the Part 1 submit button is selected, the "Next Year's Action Plan" section within Part 1, does remain editable so that the evaluator and/or the faculty member can add additional information in this section upon having their one-on-one meeting. Once Part 2 is submitted, the "Next Year's Action Plan" section finalizes and is no longer editable.*

If you wish to re-edit Part 1 after closure, please submit a request to [ccprsupport@emory.edu](mailto:ccprsupport@emory.edu).

**NOTE: The server will time out after 60 minutes of inactivity and you will lose data UNLESS you click SAVE before the 60-minute timeout. Clicking SAVE resets the timer to zero. If you get the warning, clicking OK does not execute a SAVE and does not reset the timer.**

#### **Part 2**

Part 2 is filled out by the evaluator (e.g., chair, division chief, section chief) after the annual meeting. In this section, the evaluator will also be able to type in their narrative summary or upload it as a pdf or word document.

- The **Save Part 2** button captures the information but allows it to be edited.
- The **Evaluator's Signature & Submit** button finalizes the Part 1 and Part 2 sections and allows no further changes. The faculty member will also be notified via email that Part 2 is completed and ready for review.

### **Part 3**

The faculty member should review Part 2, fill in Faculty Comments, and **MUST** click the **Faculty Signature & Submit** button to finalize Part 3. If no comments are added after two weeks Part 3 will close.

### **Part 4 (Optional)**

Part 4 is a field for optional comments by the Chair before final submission. Part 4 can be viewed by the faculty member, evaluator, and chair. After Part 4 is closed and two weeks have elapsed, the report is archived and can be viewed in a read-only format suitable for printing.