



Faculty of Health Sciences

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## MEMORANDUM

**TO:** Clinical Department Heads  
cc: Clinical Administrators

**FROM:** Staffing Office, Queen's Health Sciences

**DATE:** November 4, 2021

**SUBJECT:** 2021 Annual Reporting for Clinical Faculty

The structure of the Clinical Annual Reporting Process has **three main components:**

**Part 1:** Annual Report of Activity (Education, Research, Clinical, Service)  
**Part 2:** Role Description provided by the Department Head  
**Part 3:** Annual Goal Setting and Performance Dialogue

The Purpose of this MEMO is to advise you that the deadline for **Part 1: The Annual Report of Activity and Part 2: Role Definitions & Expectations (provided by the Department Head)** will be **Monday, February 28, 2022.**

**Part 3** of the Annual Report process will be due to the Faculty Office by **June 30, 2022.**

### Annual Report of Activity – Online Component

**Each Faculty Member must complete the Annual Report of Activity and submit online to their Department Head by February 28, 2022.**

**In addition, a copy of the current Role Description is to be provided by the Department to the Staffing Office by February 28, 2022.**

All the components of the Annual Report of Activity have been incorporated into a web-based reporting tool called the Annual Report Tool (ART) and integrated into the School of Medicine's Online Learning Management System (Elentra). **Clinical Faculty must use the Annual Report Tool in Elentra to complete Part 1: Annual Report of Activity.**

The Annual Report Tool is located at <https://elentra.healthsci.queensu.ca/annualreport>. This link can be copied and pasted into your web-browser. Faculty will need their university NETID and password **OR** their Elentra ID and password to access the annual reporting tool. All faculty should read the [ART Quick Guide](#) prior to completing the annual report to ensure activity reported is entered appropriately.

**IMPORTANT:** *When Faculty members have completed their reporting they must indicate so by selecting YES at the end of the page in the Activity Profile Section. Please see the ART Quick Guide for detailed instructions.*

The activity data provided are captured into a common database. Aggregate data may be generated at the request of Department Heads to assess departmental activity.

Questions about **Annual Reports for Clinical Faculty** as well as **updated/current copies of Faculty Member Role Descriptions** are to be directed to your Departmental Staffing Representative:

**Crystal Tripple**, Staffing Officer  
[ct82@queensu.ca](mailto:ct82@queensu.ca)

**Tammy Wintle**, Staffing Officer  
[wintlet@queensu.ca](mailto:wintlet@queensu.ca)

**Taylor Bentley**, Staffing Assistant  
[taylor.bentley@queensu.ca](mailto:taylor.bentley@queensu.ca)

### **Annual Goal Setting and Performance Dialogue**

In 2019-2020, a revised performance dialogue process was piloted. The enclosed **Annual Goal Setting and Performance Dialogue** process document has been developed based on the feedback received through the pilot.

For the June 30, 2022, deadline, we ask that you use the enclosed **Annual Goal Setting and Performance Dialogue** process document. As you go through this process, your feedback, and suggestions for improvements would be most appreciated and may be directed to:

**Katie Roberts**, Senior Staffing Officer  
[katie.roberts@queensu.ca](mailto:katie.roberts@queensu.ca)

Sincerely,

Staffing Office  
Queen's Health Sciences  
Queen's University