

# DEPARTMENT OF ANESTHESIOLOGY

VANDERBILT  UNIVERSITY

MEDICAL CENTER

Compassionate | Creative | Committed | Collaborative

## AAA Form Information

The AAA Form is an excel spreadsheet with multiple tabs where information about different types of academic work can be entered on the left side of each workbook sheet. The right half of the sheets contain formulas that calculate scores based on the information entered - these are locked. There are blue and coral cells in each row. All of the blue cells in a row must have data entered in the correct format to ensure correct calculation of your points, which can be viewed on the right on each sheet.

The **first** tab in the AAA Form spreadsheet is the INSTRUCTIONS tab. The **second** tab is a SUMMARY of the points calculated from all of the individual tabs in the sheet. This tab is locked so that no issues with the formulas occur. The **third** tab is a listing of the INFORMATION we have about each faculty member, with a section that allows for corrections to that information to be made. The **next thirteen** tabs allow for different kinds of academic work to be entered into them in the following categories: internal TEACHING, LECTURES, MULTIMEDIA EDUCATIONAL MATERIALS, UNIQUE EDUCATIONAL PROJECTS, external PRESENTATIONS, ABSTRACTS AND POSTERS, CEBA and CCP PROTOCOLS, GRANTS SUBMITTED, GRANTS AWARDED, PUBLICATIONS, internal and external ACADEMIC SERVICE activities, and OTHER activities.

The AAA Program is updated annually. The AAA Form is then adjusted accordingly. We also make form updates to improve usability for faculty, the Office of Faculty Affairs, and for the reviewers who score the forms.