

# DEPARTMENT OF ANESTHESIOLOGY

VANDERBILT  UNIVERSITY

MEDICAL CENTER

Compassionate | Creative | Committed | Collaborative

## Why are AAA Forms pre-populated with information from the Faculty Portal and Turnout?

To reduce the time faculty must spend completing the form, the Department's Office of Faculty Affairs pre-populates each faculty member's AAA Form with data available from other sources. For example, we ask and VUMC IT to populate the forms with data from the SOM Faculty Portal. We also use Turnout (the Departmental calendar of AAA approved teaching activities) to populate lectures you've given to Departmental learners. However, these pre-populated data may not be accurate or complete – please review all the pre-populated information carefully and correct as needed. Add any missing activities or information.

Use of the SOM Faculty Portal ensures your data are kept long term and can be reused for other purposes such as generating a draft CV for the promotion process. However, use of the Faculty Portal is not required as you can enter all of information into the AAA Form manually.

The Department is now requiring all formal/scheduled internal (Dept) teaching activities to be documented in Turnout. The Office of Faculty Affairs is using this as the primary source of information of approved lectures on the AAA Form. Turnout will be used to pre-populate lectures that occur before April 30th of that academic year and to verify lectures that you add to your form, specifically ones that occur after (May 1 – June 30) the pre-population period. Check with your Division AA or rotation director(s) to make sure that all your teaching is in Turnout. If scheduled sessions you taught are not in Turnout, then your Division AA or rotation director(s) can correct this.