TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
Paul L. Foster School *of* Medicine

Peer Evaluation Form for Pre-Tenure and/or Promotion Review

NAME OF CANDIDATE	
DEPARTMENT	DATE

PRE-PROMOTION REVIEW FOR:

Rank: Assistant Professor _____ Associate Professor_____ Professor _____

PRE-TENURE REVIEW:

Yes_____ No_____

OVERALL EVALUATION:

_____The candidate is "on track" for tenure and/or promotion

_____The candidate is "off track" but lacking in only one or two areas

_____The candidate is "off track" and lacking in several areas

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All candidates for pre-tenure and/or promotion review are evaluated in the following areas: Teaching; Scholarship; Clinical Service; and Academically-Related Public Service after carefully reviewing the candidate's Pre-Tenure and/or Promotion Application and referring to the *Paul L. Foster SOM Guidelines for Faculty Appointment, Tenure and Promotion* or the department guidelines for tenure and/or promotion (if applicable).

Evaluator Name: (please print) _____

Signature: _____ Date: _____

GENERAL CRITERIA: Please document if the faculty member meets general criteria as specified in the *PLFSOM Guidelines for Faculty Appointment, Tenure, and Promotion* table listed below.

	GENERAL CRITERIA	MEETS GENERAL CRITERIA
Assistant Professor	Demonstrates initial competence in research, education or clinical service; board-certified in primary specialty, if applicable. If not board-certified, completion of a sub-specialty fellowship in U.S.	☐ Yes ☐ No
Associate Professor	Demonstrates increasing competence in research, education or clinical service; independence; leadership; creativity; emerging regional or national reputation. Five (5) years at the Assistant Professor level is recommended. Under exceptional circumstances, faculty may be considered for early promotion.	☐ Yes ☐ No
Professor	Clear evidence of leadership; makes lasting research or clinical or teaching contributions appropriate to the mission of the School; enhances prestige of School; established national reputation. Ten (10) years cumulative at Assistant/Associate Professor is recommended. Under exceptional circumstances, faculty may be considered for early promotion.	☐ Yes ☐ No
Tenure	Demonstrate potential for making continuous valuable contributions to the academic missions of the School.	☐ Yes ☐ No

SPECIFIC CRITERIA: Please use this table as a reference in documenting the candidate's level of performance in meeting specific criteria as specified in the *PLFSOM Guidelines for Faculty Appointment, Tenure, and Promotion.* You will indicate if the candidate exceeds expectations, meets expectations, or needs improvement in the areas of teaching, clinical service, scholarship, and academically-related public service on the pages that follow.

	SPECIFIC CRITERIA
Assistant Professor	Level 1 in any of the primary areas of teaching, scholarship (including research pursuits), or clinical service
Associate Professor	Level 2 in primary area(s) of teaching, scholarship (including research pursuits),or clinical service; plus Level 1 in a different area, which may include academically -related public service
Professor	Level 3 in at least one area (teaching, scholarship (including research pursuits), or clinical service); plus Level 2 in one (1) area and Level 1 in one (1) area
Tenure	Level 3 in one area (teaching, scholarship (including research pursuits), or clinical service); or Level 2 in two (2) areas

I. ACCOMPLISHMENTS IN TEACHING

Reference: *Paul L. Foster School of Medicine, Texas Tech University Health Sciences Center at El Paso Guidelines for Faculty Appointment, Tenure and Promotion*, Section C. Examples of Activities Demonstrating Accomplishments in Teaching (Page 3)

The following guidelines should be considered when evaluating this candidate:

A. LEVEL 1 (local)

- ☐ Conduct medical and graduate student courses (lecture, laboratory, and small group)
- ☐ Prepare or design of education manuals, teaching visual aids for students & residents
- ☐ Teach and/or supervise resident, fellow (clinical/research)
- ☐ Conduct Grand Rounds, seminars
- ☐ Conduct, facilitate Journal Clubs, Workshops, Team-Based Learning (TBL)
- ☐ Receive satisfactory evaluations from learners

B. LEVEL 2 (local or regional)

- ☐ Prepare curriculum materials (new course, syllabus)
- ☐ Develop or direct postgraduate/continuing education course
- ☐ Develop innovative approaches to enhance learners learning experiences
- ☐ Develop/participate in the teaching of a graduate course
- ☐ Supervise or mentor graduate students for their major projects (thesis, research)
- ☐ Receive local teaching awards
- ☐ Invited lecturer at the state/regional level or other institutions of higher education

C. LEVEL 3 (regional or national)

- ☐ Develop a course, curriculum or educational software
- ☐ Supervise a training program which has a regional/national audience
- ☐ Invited to organize a symposium/plenary session at regional/national educational meeting
- ☐ Receive regional/national teaching awards
- ☐ Invited to be a visiting professor at another institution
- ☐ Write textbook

Check One ***(Refer to the Specific Criteria table on Page 3 of this form)*:**

☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement

Please identify at least three (3) areas for recommended improvement and provide narrative constructive feedback:

II. <u>ACCOMPLISHMENTS IN SCHOLARSHIP</u> (Research and Other Scholarly Activities)

Reference: *Paul L. Foster School of Medicine, Texas Tech University Health Sciences Center at El Paso Guidelines for Faculty Appointment, Tenure and Promotion*, Section D. Examples of Activities Demonstrating Accomplishments in Scholarship (Research and other Scholarly Activity) (Page 4)

The following guidelines should be considered when evaluating this candidate:

A. LEVEL 1 (local)

- ☐ Publish abstracts & present result at national/international meetings
- ☐ Involve actively in scholarly activities
- ☐ Submit disclosure of inventions or file patents

B. LEVEL 2 (local or regional)

- ☐ Authorship in peer-reviewed papers; Co-author of review articles in peer-reviewed journals
- ☐ Participate in multi-center trials
- ☐ PI or Co-Investigator on peer-reviewed intramural grants
- ☐ Obtain extramural peer-reviewed grants/contracts
- ☐ Serve as ad hoc journal reviewer or member of review committee.
- ☐ Present peer-reviewed research at national professional meeting
- ☐ Have invention licensed, or patents issued

C. LEVEL 3 (regional or national)

- ☐ PI or co-investigator on extramural peer-reviewed grants or federally-sponsored studies
- ☐ First or senior author of published review articles in peer-reviewed journals
- ☐ Author of book chapters (Up-to-Date type of media)
- ☐ Serve as Editor or journal editorial board member
- ☐ Serve as Examiner for National Specialty Board
- ☐ Invited to organize or participate in a major national/international scientific meeting

<u>Check One</u> ***<u>(Refer to the Specific Criteria table on Page 3 of this form)</u>*****<u>:</u>**

☐ **Exceeds Expectations** ☐ **Meets Expectations** ☐ **Needs Improvement**

Please identify at least three (3) areas for recommended improvement and provide narrative constructive feedback:

III. ACCOMPLISHMENTS IN CLINICAL SERVICE

Reference: *Paul L. Foster School of Medicine, Texas Tech University Health Sciences Center at El Paso Guidelines for Faculty Appointment, Tenure and Promotion*, Section E. Examples of Activities Demonstrating Accomplishments in Clinical Service (Page 6)

The following guidelines should be considered when evaluating this candidate:

A. LEVEL 1 (local)

- ☐ Demonstrate competence/excellence in clinical or professional service
- ☐ Considered a good clinician/professional by learners & peers
- ☐ Serve as consultant

B. LEVEL 2 (local or regional)

- ☐ Serve as consulting physician/professional at regional level
- ☐ Direct clinical or professional program
- ☐ Devise or implement a new medical method or procedure
- ☐ Publish documentation of intervention & outcome
- ☐ Officer in regional clinical/professional society

C. LEVEL 3 (regional or national)

- ☐ Established consultant
- ☐ Devise a new medical method or procedure
- ☐ Officer in national/international clinical/professional society
- ☐ Major contributions to specialty/sub-specialty board examination
- ☐ Make major clinical contributions appropriate to the mission of PLFSOM

Check One ***(Refer to the Specific Criteria table on Page 3 of this form)*:**

☐ **Exceeds Expectations** ☐ **Meets Expectations** ☐ **Needs Improvement**

Please identify at least three (3) areas for recommended improvement and provide narrative constructive feedback:

IV. ACCOMPLISHMENTS IN ACADEMICALLY-RELATED PUBLIC SERVICE

Reference: *Paul L. Foster School of Medicine, Texas Tech University Health Sciences Center at El Paso Guidelines for Faculty Appointment, Tenure and Promotion*, Section F. Examples of Activities Demonstrating Accomplishments in Academically-Related Public Service (Page 7)

The following guidelines should be considered when evaluating this candidate:

A. LEVEL 1 (local)

- ☐ Demonstrate skills in managing activities or programs
- ☐ Serve on committee
- ☐ Conduct tests, procedures or data handling to support clinical service

B. LEVEL 2 (local or regional)

- ☐ Develop, direct a major program/project
- ☐ Oversee and manage personnel & finances of a major project
- ☐ Serve as officer in state or regional professional society
- ☐ Serve as Program Director, Clerkship Director or other position related to the mission of the PLFSOM
- ☐ Serve as Assistant or Associate Dean, department Chair, Vice or Associate Chair
- ☐ Serve as section chief, director of a clinical area
- ☐ Chair a major committee of the PLFSOM, or a departmental faculty search committee
- ☐ Attract substantial gifts or endowments to the PLFSOM
- ☐ Serve as officer in regional/national professional society

Check One ***(Refer to the Specific Criteria table on Page 3 of this form)*:**

☐ **Exceeds Expectations** ☐ **Meets Expectations** ☐ **Needs Improvement**

Please identify at least three (3) areas for recommended improvement and provide narrative constructive feedback: