

Instructions for Annual Evaluations

The format of this process is intended to be flexible. The guidelines below are to assist the faculty member in considering and reporting his or her accomplishments. Individuals may adapt this general approach as necessary to completely report their activities. However, faculty should use the headings/topics listed below.

Teaching, precepting and curricular development

Faculty members should indicate hours and types of teaching activities (for the past academic year). Types of activities to be considered include lectures (undergraduate, graduate, resident, and community), seminars, preceptorships, mentoring, discussion groups, small group sessions, etc. Those with heavy teaching or teaching administrative loads may wish to prepare an “hours summary” and prepare and maintain a “teaching portfolio.” Course/clerkship directors should also document any special teaching initiatives, development of innovative methods, interdepartmental collaboration in teaching, and so forth and should provide a succinct narrative summary describing their accomplishments. Clinical teachers will need to explicitly indicate total hours of attending/teaching as well as seminar/lecture/small group teaching. Post-doctoral and resident mentoring should be addressed. Invited lectures would be addressed here. Regular records of teaching activities (by nature of effort and time required) should be kept by each faculty member on a weekly or monthly basis to facilitate documentation. Awards and honors related to these areas should be included. Revenue related to educational efforts should be noted. For assistance in identifying teaching activities, see the Tenure & Promotion CV at <http://www.ttuhsu.edu/som/facultydevelopment/forms.aspx>, (Section on “Teaching”, beginning with page 5).

Scholarship in Research, Medical Education and/or Patient Care: *(abstracts, presentations, manuscripts, electronic postings, innovations, collaborations, grants, contracts, etc.)*

All publications, grants (including submitted, pending, approved but not funded, etc.), works in progress, collaborations, presentations, abstracts, innovations and developments should be reported. **Please use the formats as listed on the Activities Form and indicate Peer-Reviewed activity by placing an (*) in front of the work.** A brief statement of overall focus or impact of the scholarly activity is important. It is also important to indicate and describe inter-departmental collaborative efforts. Work initiated during the year, work in progress, work completed during the year, and work published/reported during the year should be identified. This can include state and national service on Site reviews and Study Sections, Journal review and editorial work, etc. Awards and honors related to these areas should be included. Peer-reviewed and other grants and revenue related to these efforts should be noted. For assistance in identifying scholarship, see the Tenure & Promotion CV at <http://www.ttuhsu.edu/som/facultydevelopment/forms.aspx>, (Section on “Scholarship”, beginning with page 8).

Clinical and patient care activities

Clinical contributions, current practice sites, number half days per week, principle responsibilities, special clinical services, special clinical initiatives and related areas should be addressed. Special contributions (as performing a needed but uncompensated clinical service) should be addressed here. Special honors, awards, and revenues should be noted. For assistance in identifying clinical/patient care activities, see the Tenure & Promotion CV at <http://www.ttuhsu.edu/som/facultydevelopment/forms.aspx>, (Section on “Clinical Service”, beginning with page 12).

Academically-Related Public Service

All committee and administrative service for the department, school, TTUHSC, hospital, community, state, national and international (include public service) should be reported. Special accomplishments as Chair or Director (etc) should be briefly described. Professional community service and volunteer work should also be reported here. Awards and honors related to these areas should be mentioned. Revenue related to these efforts should be noted. For assistance in identifying administrative or public service, see the Tenure & Promotion CV at <http://www.ttuhsu.edu/som/facultydevelopment/forms.aspx>, (Section on “Academically-Related Public Service”, beginning with page 14).

Faculty Development, continuing education, personal development and awards received

Participating in Faculty Development programs, continuing education, and other Faculty Development (a course to learn a new research or surgical technique, for instance) either internally or externally attended should be documented here. Honors, awards, and revenue related to this area should be noted. For assistance in identifying these activities, see the Tenure & Promotion CV at <http://www.ttuhsu.edu/som/facultydevelopment/forms.aspx>, (Sections on “Administrative Service and Public Service”, pages 14 and 15).