

## Evaluator Checklist for Clinical Excellence Candidates

**Purpose:** to assist with identifying appropriate internal/external evaluators for faculty promotion candidates

**1. Potential evaluators HAVE:**

- Familiarity with candidate's work, including first-hand knowledge of the candidate's clinical work or leadership
- Demonstrable evidence of the impact of the candidate's clinical excellence

**2. Potential evaluators MAY be:**

- Colleagues from OSUWMC or NCH
- Colleagues from another local health center
- Collaborators from outside the candidate's department
- Former trainees of the candidate (only as germane to the basis for promotion request)
- From non-academic institutions
- Below the rank to which the candidate aspires (on a limited basis, not highly recommended)

**3. Create List per the above:**

- Candidate may provide names (1-2 is recommended)
- P&T Chair, Division Director, Department Chair may provide names
- A minimum of 10 names is suggested
- Ask the candidate to vet the list to identify potential conflicts
- Ideally, if you are going up for Professor you should have at least one letters from external evaluators to show your national reputation.

**4. Send Letters (*department/coordinator responsibility*):**

- Attach dossier (not CV) for context
- Include attachments germane to basis of promotion request, e.g. description of innovation, clinical outcomes, statistical evidence
- Set reasonable deadline for return receipt (6 weeks recommended)
- Requests may be sent via email
- Non-responses and those unable to reply must be recorded as non-responding on appropriate P&T form
- Allow time to solicit additional letters, if necessary

**5. Follow-up (*department/coordinator responsibility*):**

- Send email reminder 1-2 weeks prior to the deadline
- Letters must be on letterhead with signature, PDF and fax acceptable
- Minimum of 3 required
- Eligible faculty voting meeting may not occur until minimum number received
- Letters received after the voting meeting may not be included in packet
- Use responding evaluator form to briefly describe how the evaluator is positioned to evaluate