**Evaluator Checklist for Clinical Excellence Candidates**

**Purpose:** to assist with identifying appropriate internal/external evaluators for faculty promotion candidates. This faculty promotion is at an academic institution for their academic work and the letters need to come from colleagues who hold similar academic positions.

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 and collaborators from OSUWMC or NCH but must be outside the candidate’s departments
	* Colleagues from another local health center
	* From non-academic institutions (this should be on a limited basis)
	* Below the rank to which the candidate aspires (on a limited basis, not highly recommended)
3. **Create List per the above:**
	* 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
		+ Candidate may provide names (1-2at most). Reminder: No more than ½ can come from candidate. So if only three evaluations are received, than only one letter can be from the candidate’s list.
	* 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. Clinical Excellence narrative template, description of innovation, clinical outcomes, statistical evidence
	* Set reasonable deadline for return receipt (6 weeks recommended)
	* Requests are sent via email
	* 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 date & signature in PDF form
	* Minimum of 3 required
	* Eligible faculty voting meeting may not occur until minimum number received
	* Letters received after the department vote will not be used for the vote. If received prior to sending the packet to the College, include in section: III.A.4. Additional Letters Requested by the Candidate and Solicited by the TIU Head. It does not get included on the list of responding external evaluator - Form 114.
	* Use responding evaluator form to briefly describe how the evaluator is positioned to evaluate