**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 (3 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 two 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 5 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