**External Evaluator Checklist for Clinical Excellence Candidates**

**Purpose:** to assist with identifying appropriate 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 (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

4. **Send Letters:**
   - ☐ 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 (4-6 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:**
   - ☐ 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