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 (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

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

Questions? Please contact Heather Brod, Director of Faculty Affairs, heather.brod@osumc.edu; 685-1731