

2020 & 2021 ANNUAL FACULTY EVALUATIONS

(Review of Calendar Years 2019 and/or 2020)

Instructions for Faculty Members

Due to the COVID-19 pandemic, the 2020 Annual Faculty Evaluations were postponed. The faculty member's date of hire will determine if (s)he will be evaluated for one or two years.

Annual faculty evaluations are conducted using a hybrid of the Digital Measures system and manual Word Document entry. *Part I* will be generated through Digital Measures and prepared by the faculty member. *Part II* will be completed by the department chair or evaluator in Word. *The Part II form will be generated only after Part I has been completed by the faculty member in Digital Measures*.

EVALUATION ELIGIBILITY CRITERIA: Faculty members who have a hire date <u>prior</u> to September 1, 2020 are required to complete an Annual Faculty Evaluation. Digital Measures will populate information for the relevant calendar year(s) being reviewed on the evaluation form based on the date range the faculty member enters when running the report (see step 3 below).

STEP 1: Login to Digital Measures

Log in to the Digital Measures system using your eRaider username and password. You can access the Digital Measures Activity Insight system and step-by-step faculty roadmap documents for assistance at: http://elpaso.ttuhsc.edu/som/facultyaffairs/digitalmeasures.aspx.

STEP 2: Update Your Digital Measures Profile

Once you have logged in to Digital Measures, select "Manage Activities." Update all of the fields listed below in your Digital Measures profile. All of the fields below are required in order to generate your Annual Faculty Evaluation Form. Make sure to enter all data for 2020 and/or 2021 and to SAVE all of your entries often.

GENERAL INFORMATION

- Personal And Contact Information
- Administrative Data Permanent Data
 - Information has been pre-populated for this section. Please verify that your Date of Hire is correct.
- Administrative Data Yearly Data
 - Information has been pre-populated for this section. Please verify and if needed, update the 2019-2020 and/or 2020-2021 academic year information for Department, Faculty Rank, and Tenure Status.
- Workload Information
 - Teaching, Clinical Service (if applicable), Scholarship, and Public Service
- 2021 Faculty Goals
 - Review the goals you have entered for calendar year 2019 and 2020 (if applicable). This should reflect the goals
 you completed during your last evaluation (in 2019) for the current year.
 - Enter your faculty goals for calendar year <u>2021</u>. Enter goals for all applicable sections: teaching, scholarship, academically-related public service, clinical service, and continuing education/personal development.

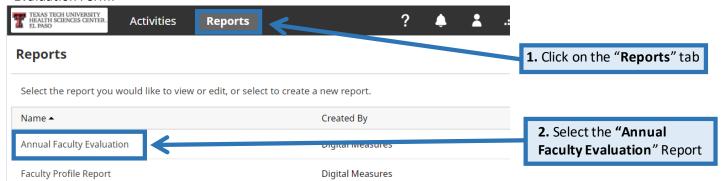
TEACHING

- Scheduled Teaching
- CLINICAL SERVICE (if applicable)
 - Productivity
 - Clinical Leadership
- SCHOLARSHIP
 - Intellectual Contributions

- Contracts, Grants and Sponsored Research
- Presentations
- ACADEMICALLY RELATED PUBLIC SERVICE
 - Administrative Service and Public Service

STEP 3: Run Your Annual Evaluation Report

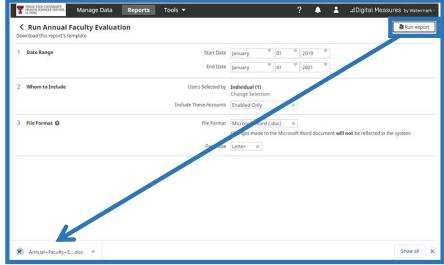
After filling out the required data in your Digital Measures profile, go to the Digital Measures Home Screen to generate your Evaluation Form:



IMPORTANT: Enter the correct date range when running your report.

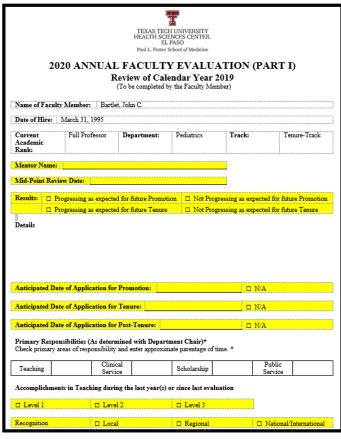


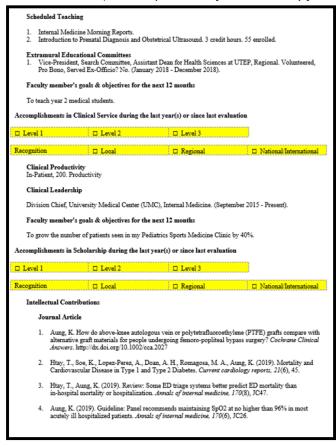
After clicking "Run Report," your downloaded Evaluation Form will appear in the bottom portion of your browser window. Open the file by clicking on it and save it to your desired location on your computer, cloud storage, or USB.



STEP 4: Review and Complete Annual Faculty Evaluation Form Part I

Most fields on this form will be populated with information from your Digital Measures profile. However, you will still need to manually enter some information. The sections below, highlighted in yellow, indicate fields that need to be manually completed and will not be auto populated by Digital Measures. This includes your self-assessment in each area, results from your midpoint review, and anticipated dates of application for future promotion or tenure (see complete list of manual entry fields below).





Faculty member's goals & objectives for the next 12 months To publish four articles that will be peer reviewed Accomplishments in Academically-Related Public Service during the last year(s) or since last evaluation □ Level l □ Level 2 ☐ Local ☐ Regional ☐ National/International Accomplishments in Academically-Related Public Service Administrative Service TTUHSC-SOM, SOM - Peer Review Committee. Committee Member. (January 2013 - Present). Public Service 1. El Paso Medical Society, El Paso, Texas. (March 2011 - Present). 2. Rio Grande Infectious Disease Foundation, El Paso, Texas. (August 2009 - Present). Faculty member's goals & objectives for the next 12 months Continue to serve in the Faculty Council as the Pediatric representative. Accomplishments in Continuing Education and Personal Development during the year(s) or since last Faculty member's goals & objectives for the next 12 months: To attend the 2019 WIMS Professional Development Conference. ☐ Please see attached supporting materials such as student evaluations, resident evaluations, course, curriculum, information is accurate and complete. I understand information populated from Digital Measures must be reviewed, verified, and corrected by me in my faculty profile in the Digital Measures system if errors are in

COMPLETING YOUR EVALUATION FORM

- 1. MANUALLY ENTER the sections highlighted in yellow- See list below:
 - o Mentor Name
 - Mid-Point Review Date and Results (if applicable)
 - Anticipated Dates of Application for Promotion, Tenure, or Post-Tenure
 - Accomplishments in Teaching, Clinical Service, Scholarship, and Academically Related Public Service (Level 1, 2, or 3) and Recognition (Local, Regional or National/International)
 - Accomplishments in Department Administration- Enter any department level admin positions held in 2019 and/or 2020
 - Goals and Objectives for department-level administration for next 12 months.
 - Signature and Date on last page
- 2. SAVE your completed form, sign, and date the last page of Part I.
- **3.** <u>SUBMIT</u> a copy of your signed *Part I* form and blank *Part II* to your department chair prior to your evaluation conference by the deadline determined by your chair.

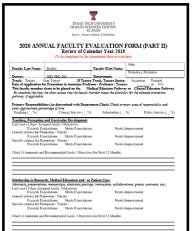
NOTE: Changes made on the Microsoft Word document <u>WILL NOT</u> be posted in the Digital Measures system. Remember to update your Digital

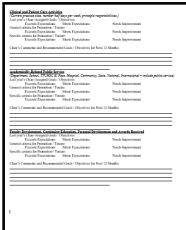
STEP 5: Provide Annual Evaluation Form to Your Chair or Evaluator

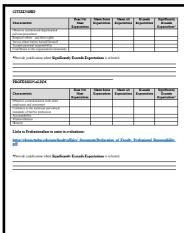
After you have completed *Part I* as described in Step 4, please provide all pages in your Annual Evaluation Form to your chair or supervisor who will complete your evaluation. You'll note the Annual Faculty Evaluation Form generated through the Digital Measures report includes several pages for *Part II* of the form. Take this form with you to your evaluation conference or email the word document pages to your evaluator ahead of time, as directed by your department chair or evaluator. Your evaluation will not be considered completed without both *Part I* and *Part II*.

DO NOT COMPLETE THE PART II FORM! Part II will be completed by your chair or evaluator.

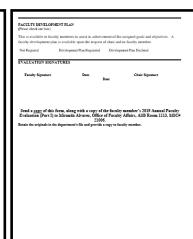
This is an example of the Part II form that is to be completed by your department chair/evaluator.







Administrator



STEP 6: Evaluation Conference and Signed Evaluation Form

Contact your Chair or evaluator to schedule an evaluation conference. This should take place after the evaluator has completed the *Part II* form.

A faculty member's signature on *Part II* of the annual evaluation documents acknowledgement of receipt of the annual evaluation form and does not indicate agreement with the content of the evaluation.

Resources and Support for Faculty

DIGITAL MEASURES USER ROADMAPS

A detailed, step-by-step guide to data entry with screen prints and an explanation of required fields for data entry is available at the following link: https://elpaso.ttuhsc.edu/som/facultyaffairs/digitalmeasures.aspx

FOR QUESTIONS REGARDING ANNUAL FACULTY EVALUATIONS

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