

# 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 **prior 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://el Paso.ttuhs.c.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 **2021**. 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:

**1. Click on the "Reports" tab**

**2. Select the "Annual Faculty Evaluation" Report**

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

### CHANGE THE DATE RANGE AS FOLLOWS:

Note: End Date must be 1/1/21 to capture next year's goals.

**1a. Faculty hired prior to 9/1/2019**

Enter Start Date: **01/01/2019** End Date: **01/01/2021**

**OR**

**1b. Faculty hired between 9/1/2019 and 8/31/2020**


Enter Start Date: **01/01/2020** End Date: **01/01/2021**

**2. Click "Run 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*).



**TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER  
EL PASO**  
Paul L. Foster School of Medicine

## 2020 ANNUAL FACULTY EVALUATION (PART I)

### Review of Calendar Year 2019

(To be completed by the Faculty Member)

Name of Faculty Member: Bartlet, John C.

Date of Hire: March 31, 1995

Current Academic Rank: Full Professor    Department: Pediatrics    Track:    Tenure-Track

Mentor Name: \_\_\_\_\_

Mid-Point Review Date: \_\_\_\_\_

Results:  Progressing as expected for future Promotion     Not Progressing as expected for future Promotion  
 Progressing as expected for future Tenure     Not Progressing as expected for future Tenure

Details

Anticipated Date of Application for Promotion: \_\_\_\_\_  N/A

Anticipated Date of Application for Tenure: \_\_\_\_\_  N/A

Anticipated Date of Application for Post-Tenure: \_\_\_\_\_  N/A

Primary Responsibilities (As determined with Department Chair)\*  
 Check primary areas of responsibility and enter approximate percentage of time. \*

|          |  |                  |  |             |  |                |  |
|----------|--|------------------|--|-------------|--|----------------|--|
| Teaching |  | Clinical Service |  | Scholarship |  | Public Service |  |
|----------|--|------------------|--|-------------|--|----------------|--|

Accomplishments in Teaching during the last year(s) or since last evaluation

Level 1     Level 2     Level 3

Recognition     Local     Regional     National/International

Scheduled Teaching

- Internal Medicine Morning Reports.
- Introduction to Prenatal Diagnosis and Obstetrical Ultrasound. 3 credit hours. 55 enrolled.

Extramural Educational Committees

- Vice-President, Search Committee, Assistant Dean for Health Sciences at UTEP, Regional, Volunteered, Pro Bono, Served Ex-Officio? No. (January 2018 - December 2018).

Faculty member's goals & objectives for the next 12 months

To teach year 2 medical students.

Accomplishments in Clinical Service during the last year(s) or since last evaluation

Level 1     Level 2     Level 3

Recognition     Local     Regional     National/International

Clinical Productivity  
 In-Patient, 200. Productivity

Clinical Leadership  
 Division Chief, University Medical Center (UMC), Internal Medicine. (September 2015 - Present).

Faculty member's goals & objectives for the next 12 months

To grow the number of patients seen in my Pediatrics Sports Medicine Clinic by 40%.

Accomplishments in Scholarship during the last year(s) or since last evaluation

Level 1     Level 2     Level 3

Recognition     Local     Regional     National/International

Intellectual Contributions

Journal Article

- Aung, K. How do above-knee autologous vein or polytetrafluoroethylene (PTFE) grafts compare with alternative graft materials for people undergoing femoro-popliteal bypass surgery? *Cochrane Clinical Answers*. <http://dx.doi.org/10.1002/cca.2027>
- Htay, T., Soe, K., Lopez-Perez, A., Doan, A. H., Romagoza, M. A., Aung, K. (2019). Mortality and Cardiovascular Disease in Type 1 and Type 2 Diabetes. *Current cardiology reports*, 21(6), 45.
- Htay, T., Aung, K. (2019). Review: Some ED triage systems better predict ED mortality than in-hospital mortality or hospitalization. *Annals of internal medicine*, 170(8), 1C47.
- Aung, K. (2019). Guideline: Panel recommends maintaining SpO2 at no higher than 96% in most acutely ill hospitalized patients. *Annals of internal medicine*, 170(6), 1C26.

Presentations

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 1     Level 2

Recognition     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

- El Paso Medical Society, El Paso, Texas. (March 2011 - Present).
- 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 evaluation

Faculty member's goals & objectives for the next 12 months:

To attend the 2019 WIMS Professional Development Conference.

Accomplishments in Department Administration

Faculty member's goals & objectives for the next 12 months:

Please see attached supporting materials such as student evaluations, resident evaluations, course, curriculum, awards, abstracts, publications or awarded grants.

I certify that I have reviewed the information contained in this report, and to the best of my knowledge, the 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 identified.

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

## COMPLETING YOUR EVALUATION FORM

- MANUALLY ENTER** the sections highlighted in yellow- See list below:
  - 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
- SAVE** your completed form, sign, and date the last page of *Part I*.
- SUBMIT** 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 WILL NOT 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.

The image displays four sample pages of the 2020 Annual Faculty Evaluation Form (Part II). The first page is the cover sheet with the TTUHSC logo and title. The second page is titled 'Clinical and Patient Care activities' and includes a table for 'Last year's Chair-Set Goals' and 'This year's Chair-Set Goals'. The third page is titled 'CITIZENSHIP' and includes a table for 'Last year's Chair-Set Goals' and 'This year's Chair-Set Goals'. The fourth page is titled 'FACULTY DEVELOPMENT PLAN' and includes a table for 'Last year's Chair-Set Goals' and 'This year's Chair-Set Goals'. Each page contains various tables for expectations and a space for chair comments.

# 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://el Paso.ttuhsu.edu/som/facultyaffairs/digitalmeasures.aspx>

### FOR QUESTIONS REGARDING ANNUAL FACULTY EVALUATIONS

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### FOR DIGITAL MEASURES SUPPORT

#### Ernesto Jimenez

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