

2019 ANNUAL FACULTY EVALUATION

Instructions for Faculty Members

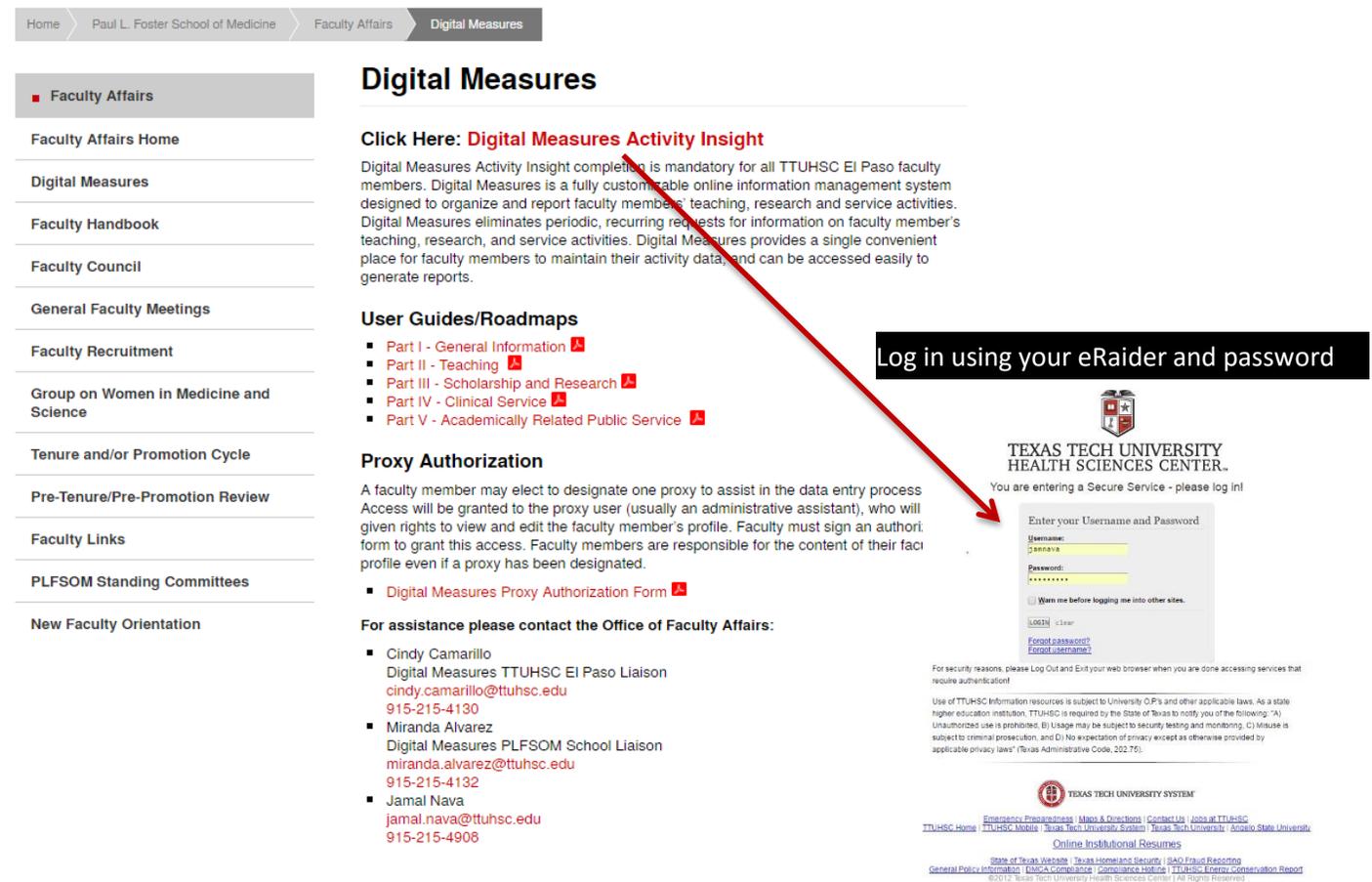
Annual faculty evaluations are conducted using a hybrid of the Digital Measures system and paper form. Both portions prepared by the faculty member will be generated through Digital Measures.

NEW: The Part II Annual Faculty Evaluation Form to be completed by the department chair/evaluator will be in paper format. This year this form will be generated only *after* Part I has been completed by the faculty member in Digital Measures.

Step 1: Update Your Digital Measures Profile

Please take this opportunity to complete your Digital Measures profile by logging in to the Digital Measures system using your eRaider username and password.

You may access the Digital Measures Activity Insight system and step-by-step faculty roadmap documents for assistance via <http://elpaso.ttuhsoc.edu/som/facultyaffairs/digitalmeasures.aspx>



Digital Measures

Click Here: Digital Measures Activity Insight

Digital Measures Activity Insight completion is mandatory for all TTUHSC El Paso faculty members. Digital Measures is a fully customizable online information management system designed to organize and report faculty members' teaching, research and service activities. Digital Measures eliminates periodic, recurring requests for information on faculty member's teaching, research, and service activities. Digital Measures provides a single convenient place for faculty members to maintain their activity data, and can be accessed easily to generate reports.

User Guides/Roadmaps

- Part I - General Information
- Part II - Teaching
- Part III - Scholarship and Research
- Part IV - Clinical Service
- Part V - Academically Related Public Service

Proxy Authorization

A faculty member may elect to designate one proxy to assist in the data entry process. Access will be granted to the proxy user (usually an administrative assistant), who will give rights to view and edit the faculty member's profile. Faculty must sign an authorization form to grant this access. Faculty members are responsible for the content of their faculty profile even if a proxy has been designated.

- Digital Measures Proxy Authorization Form

For assistance please contact the Office of Faculty Affairs:

- Cindy Camarillo
Digital Measures TTUHSC El Paso Liaison
cindy.camarillo@ttuhsc.edu
915-215-4130
- Miranda Alvarez
Digital Measures PLFSOM School Liaison
miranda.alvarez@ttuhsc.edu
915-215-4132
- Jamal Nava
jamal.nava@ttuhsc.edu
915-215-4908

Log in using your eRaider and password

Enter your Username and Password

Username:

Password:

Remember me before logging me into other sites.

[Forgot password?](#)
[Forgot username?](#)

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication.

Use of TTUHSC Information resources is subject to University O.P.'s and other applicable laws. As a state higher education institution, TTUHSC is required by the State of Texas to notify you of the following: (A) Unauthorized use is prohibited; (B) Usage may be subject to security testing and monitoring; (C) Misuse is subject to criminal prosecution; and (D) No expectation of privacy except as otherwise provided by applicable privacy laws (Texas Administrative Code, 202.75).

TEXAS TECH UNIVERSITY SYSTEM

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Once you have logged in to Digital Measures, select “Manage Activities.”

Update all of the fields 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 2018 and to SAVE all of your entries.

➤ **General Information**

- **Personal and Contact Information**
 - First Name, Last Name, Suffix
- **Administrative Data - Permanent Data**
 - Information has been pre-populated for this section. Please verify that Date of Hire is correct.
- **Administrative Data - Yearly Data**
 - Information has been pre-populated for this section. Please verify and if needed, update the 2018-2019 academic year information for Department, Faculty Rank, and Tenure Status.
- **Workload Information**
 - Teaching, Clinical Service (if applicable), Scholarship, Public Service
- **Faculty Goals**
 - Review the goals you have entered for 2018.
 - This should reflect the goals you completed during your last evaluation (in 2018) for the current year. Next, enter your **2019** faculty goals for the upcoming year.
 - Enter goals for 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**
- **Public Service**

Step 2: Generate your Annual Faculty Evaluation Form Part I & II.

Go to the Digital Measures Home Screen:

Click on the "Run Reports" tab

Search All Activities... Rapid Reports PasteBoard

[Review a guide](#) to manage your activities.

- General Information
 - Personal and Contact Information
 - Interests and Faculty Profile Information
 - Administrative Data - Permanent Data | Yearly Data
 - Education
 - Post Doctoral Education (Including Residencies and Fellowships)
 - Certifications/Recertifications
 - Licensures
 - Positions
 - Consulting
 - Awards and Honors
 - Faculty Development Activities Attended
 - Media Contributions
 - Professional Memberships
 - Workload Information
 - Mentor Service Information
 - Faculty Goals
 - Other Information Narrative
- Teaching
 - Scheduled Teaching
 - Non-Credit Instruction Taught
 - Education Administration
 - Directed Student Learning (e.g., theses, dissertations)
 - Mentoring and Advising
 - Innovations in Education
 - Extramural Educational Committees
- Scholarship/Research
 - Contracts, Grants and Sponsored Research
 - Intellectual Contributions
 - Biographical Sketch - NIH | NSF
 - Intellectual Property (e.g., copyrights, patents)
 - Presentations
 - Research Currently in Progress
 - Extramural Professional Service
 - Summary of Scholarly Activity
 - h Index
- Clinical Service
 - Clinical Practice
 - Hospital Appointments
 - Productivity
 - Clinical Service Contracts
 - Clinical Leadership
 - Clinical Innovation
- Academically-Related Public Service
 - Administrative Service
 - Public Service

Reports + Create a New Report

Select the report you would like to view or edit, or select to create a new report.

Name ^	Created By	Actions
Annual Faculty Evaluation	Digital Measures	🔒
Faculty Profile Report	Digital Measures	🔒
NIH Biographical Sketch	Digital Measures	🔒
NSF Biographical Sketch	Digital Measures	🔒
Proofing Report	Digital Measures	🔒
Research Compliance Summary	Digital Measures	🔒

Click on "Annual Faculty Evaluation Report"

1. Change the date range as follows:

Start Date: 01/01/2018

End Date: 1/01/2019

The screenshot shows the 'Run Annual Faculty Evaluation' interface. At the top, there are navigation tabs for 'Activities' and 'Reports'. Below the title, there is a 'Run Report' button. The 'Date Range' section contains two rows of date pickers: 'Start Date' (January 01 2018) and 'End Date' (January 01 2019). The 'File Format' section shows 'Microsoft Word (.doc)' selected. Below that, the 'Page Size' is set to 'Letter'. At the bottom, a download bar shows a file named '2016-01-14_...docx' with a download icon and a 'Show all downloads...' link.

Run Report

1 Date Range

Start Date January 01 2018

End Date January 01 2019

2 File Format

File Format Microsoft Word (.doc)

Changes made to the Microsoft Word document will not be reflected in the system.

Page Size Letter

2016-01-14_...docx

Show all downloads...

2. Click "Run Report"

3. A Word document will download. Open the Word document and save it to a folder on your computer or USB drive

Step 3: Complete Annual Faculty Evaluation Form Part I

You will need to manually enter some information to complete your Faculty Evaluation Form. The sections below, highlighted in yellow, indicate fields that need to be manually completed and will **not** be auto populated by Digital Measures data.



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

2019 ANNUAL FACULTY EVALUATION (PART I)

(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:	<input type="checkbox"/> Progressing as expected for future Promotion			<input type="checkbox"/> Not Progressing as expected for future Promotion			
	<input type="checkbox"/> Progressing as expected for future Tenure			<input type="checkbox"/> Not Progressing as expected for future Tenure			
Details							
Anticipated Date of Application for Promotion:						<input type="checkbox"/> N/A	
Anticipated Date of Application for Tenure:						<input type="checkbox"/> N/A	
Anticipated Date of Application for Post-Tenure:						<input type="checkbox"/> N/A	
Primary Responsibilities (As determined with Department Chair)* Check primary areas of responsibility and enter approximate parentage of time. *							
Teaching	30%	Clinical Service	40%	Scholarship	15%	Public Service	15%
Accomplishments in Teaching during the last year(s) or since last evaluation							
<input type="checkbox"/> Level 1		<input type="checkbox"/> Level 2		<input type="checkbox"/> Level 3			
Recognition		<input type="checkbox"/> Local		<input type="checkbox"/> Regional		<input type="checkbox"/> National/International	

Yellow fields indicate manual entry is required.

Scheduled Teaching

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

Extramural Educational Committees

1. 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

<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 3	
Recognition	<input type="checkbox"/> Local	<input type="checkbox"/> Regional	<input type="checkbox"/> National/International

Yellow fields indicate manual entry is required.

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

<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 3	
Recognition	<input type="checkbox"/> Local	<input type="checkbox"/> Regional	<input type="checkbox"/> National/International

Intellectual Contributions

Journal Article

1. Aung, K. (2018). In suspected OSA, home respiratory polygraphy was noninferior to polysomnography for reducing symptoms. *Annals of Internal Medicine*, 168(4), JC20. <http://dx.doi.org/10.7326/acpjc-2018-168-4-020>

Scholarships - Contracts, Grants and Sponsored Research

Intramural

1. Bartlet, J. C. (Co-Principal), Bartlet, J. C. (Co-Investigator), "Genomics Testing for Resistant Bacteria," \$100,000.00. (February 2018).

Presentations

1. Bartlet, J. C., The 39th Remington Winter Course in Infectious Diseases, "Current Management of Intra-Abdominal Infections," University of North Texas, Avon, Colorado. (February 15, 2018).

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

1. 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 evaluation

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

To attend the 2019 WIMS Professional Development Conference.

Enter any department-level administration positions held in 2018.

Accomplishments in Department Administration

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

Enter goals and 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.

<i>Faculty Signature</i>	<i>Date</i>
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NOTE: Changes made to the Microsoft Word document WILL NOT be reflected in the Digital Measures system.

1. Save your completed form, and print, sign, and date the last page of Part I.
2. 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.
- 3.

Step 4: Provide Annual Faculty Evaluation Form Part II to Dept. Chair/Evaluator

NEW: In order to access the Part II form for your department chair or evaluator, you will need to complete your Annual Faculty Evaluation Form Part I in Digital Measures. The Part II form will automatically generate and the pages will follow consecutively after your Part I form is run from Digital Measures. **DO NOT COMPLETE THE PART II FORM.** This form is for your department chair or evaluator to complete.

Take this form with you to your evaluation conference or email the word document pages to your evaluator ahead of time. This form will not be available until you have completed your Part I in Digital Measures. Your evaluation will not be considered completed without Part I and Part II.


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

2019 ANNUAL FACULTY EVALUATION FORM (PART II)
(To be completed by the department chair or evaluator)

Faculty Last Name: _____ Faculty First Name: _____
 Degree: _____ Department: _____

Track: Tenure Non-Tenure If Tenure Track, Tenure Status: Acquiring Tenured
 Date of Application for Promotion to Associate Professor / Professor / Tenure: _____ or NA

This faculty member elects to be placed on the Medical Educator Pathway or Clinical Educator Pathway
By checking this box, the chair attests that the faculty member meets the eligibility for the selected promotion pathway, if applicable.

Primary Responsibilities (As determined with Department Chair) Check primary area of responsibility and enter approximate percentage of time
 Teaching (___%) Clinical Service (___%) Scholarship (___%) Public Service (___%)

Teaching, Preceptor and Curricular Development
 Last year's Chair-Assigned Goals / Objectives:
 Exceeds Expectations Meets Expectations Needs Improvement
 General criteria for Promotion / Tenure:
 Exceeds Expectations Meets Expectations Needs Improvement
 Specific criteria for Promotion / Tenure:
 Exceeds Expectations Meets Expectations Needs Improvement
 Chair's Comments and Recommended Goals / Objectives for Next 12 Months:

Scholarship in Research, Medical Education and / or Patient Care
 (abstracts, presentations, manuscripts, electronic postings, innovation, collaboration, grant, contract, etc.)
 Last year's Chair-Assigned Goals / Objectives:
 Exceeds Expectations Meets Expectations Needs Improvement
 General criteria for Promotion / Tenure:
 Exceeds Expectations Meets Expectations Needs Improvement
 Specific criteria for Promotion / Tenure:
 Exceeds Expectations Meets Expectations Needs Improvement
 Chair's Comments and Recommended Goals / Objectives for Next 12 Months:

Clinical and Patient Care Activities
 (Current practice time, number and dept. per week, principle responsibilities)

Last year's Chair-Assigned Goals / Objectives:
 Exceeds Expectations Meets Expectations Needs Improvement
 General criteria for Promotion / Tenure:
 Exceeds Expectations Meets Expectations Needs Improvement
 Specific criteria for Promotion / Tenure:
 Exceeds Expectations Meets Expectations Needs Improvement
 Chair's Comments and Recommended Goals / Objectives for Next 12 Months:

Academically-Related Public Service
 (Department, School, TTU/MSU El Paso, Hospital, Community, State, National, International - include public ser)

Last year's Chair-Assigned Goals / Objectives:
 Exceeds Expectations Meets Expectations Needs Improvement
 General criteria for Promotion / Tenure:
 Exceeds Expectations Meets Expectations Needs Improvement
 Specific criteria for Promotion / Tenure:
 Exceeds Expectations Meets Expectations Needs Improvement
 Chair's Comments and Recommended Goals / Objectives for Next 12 Months:

Faculty Development, Continuing Education, Personal Development and Awards Received
 Last year's Chair-Assigned Goals / Objectives:
 Exceeds Expectations Meets Expectations Needs Improvement
 General criteria for Promotion / Tenure:
 Exceeds Expectations Meets Expectations Needs Improvement
 Specific criteria for Promotion / Tenure:
 Exceeds Expectations Meets Expectations Needs Improvement
 Chair's Comments and Recommended Goals / Objectives for Next 12 Months:

CITIZENSHIP

Characteristic	Does Not Meet Expectations	Meets Some Expectations	Meets All Expectations	Exceeds Expectations	Significantly Exceeds Expectations*
Obeys institutional department policies/procedures					
Respects others and their rights					
Serves others before himself/herself					
Accepts personal responsibility					
Contributes to the organization/community					

*Provide justification when Significantly Exceeds Expectations is selected.

PROFESSIONALISM

Characteristic	Does Not Meet Expectations	Meets Some Expectations	Meets All Expectations	Exceeds Expectations	Significantly Exceeds Expectations*
Effective communication with other employees and patients					
Conforms to the technical and ethical standards of his/her profession					
Accountability					
Willingness					
Honesty					

Links to Professionalism to assist in evaluations:
https://pass.tdhsc.edu/son/faculty/offices/documents/Declaration_of_Faculty_Professional_Responsibility.pdf

*Provide justification when Significantly Exceeds Expectations is selected.

OVERALL EVALUATION
 (Please check one box)

Does Not Meet Expectations	Meets Some Expectations	Meets All Expectations	Exceeds Expectations	Significantly Exceeds Expectations

Additional Comments Regarding Faculty Performance
 Use this section to document positive reinforcement and/or constructive feedback:

FACULTY DEVELOPMENT PLAN
 (Please check one box)

This is available to faculty members to assist in achievement of the assigned goals and objectives. A faculty development plan is available upon the request of chair and/or faculty member.
 Not Required Development Plan Requested Development Plan Declined

EVALUATION SIGNATURES

Faculty Signature _____ Date _____ Chair Signature _____ Date _____

Send a copy of this form, along with a copy of the faculty member's 2018 Annual Faculty Evaluation (Part I) to Mirsanda Alvarez, Office of Faculty Affairs, ASB Room 1111, MSC# 21006. Retain the originals in the department's file and provide a copy to faculty member.

RESOURCES FOR FACULTY

ROADMAPS

A detailed, step-by-step guide to data entry with screen prints and an explanation of required fields is available online for each section of Digital Measures:

- General Information
- Teaching
- Scholarship/Research
- Clinical Service
- Academically-related Public Service

Visit the Digital Measures page at <http://elpaso.ttuhs.edu/digitalmeasures>.

ANNUAL EVALUATION SUPPORT/DIGITAL MEASURES

If you have any questions, contact the Office of Faculty Affairs.

Annual Faculty Evaluations Support

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