



2018 ANNUAL FACULTY EVALUATION (Part I)

Instructions for Faculty Members

This year, annual faculty evaluations will be conducted using a hybrid of the Digital Measures system and paper form. The portion prepared by the faculty member will be generated through Digital Measures. The evaluation form to be completed by the chair and signed by the faculty member will be in paper format.

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>

- Faculty Affairs
- Faculty Affairs Home
- Digital Measures
- Faculty Handbook
- Faculty Council
- General Faculty Meetings
- Faculty Recruitment
- Group on Women in Medicine and Science
- Tenure and/or Promotion Cycle
- Pre-Tenure/Pre-Promotion Review
- Faculty Links
- PLFSOM Standing Committees
- New Faculty Orientation

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 author 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
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915-215-4908

Log in using your eRaider and password

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.

You are entering a Secure Service - please log in!

Enter your Username and Password

Username:

Password:

Warn me before logging me into other sites.

[LOG IN](#) [CLEAR](#)

[Forgot Username?](#) [Forgot Password?](#)

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, 202.76).

TEXAS TECH UNIVERSITY SYSTEM

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[Online Institutional Resumes](#)

[State of Texas Website](#) | [Texas Homeland Security](#) | [ISAO Fraud Reporting](#)
[General Policy Information](#) | [USCA Compliance](#) | [Compliance Notice](#) | [TTUHSC Energy Conservation Report](#)
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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 2017 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 2017-2018 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 2017.
 - This should reflect the goals you completed during your last evaluation (in 2017) for the current year. Next, enter your 2018 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**

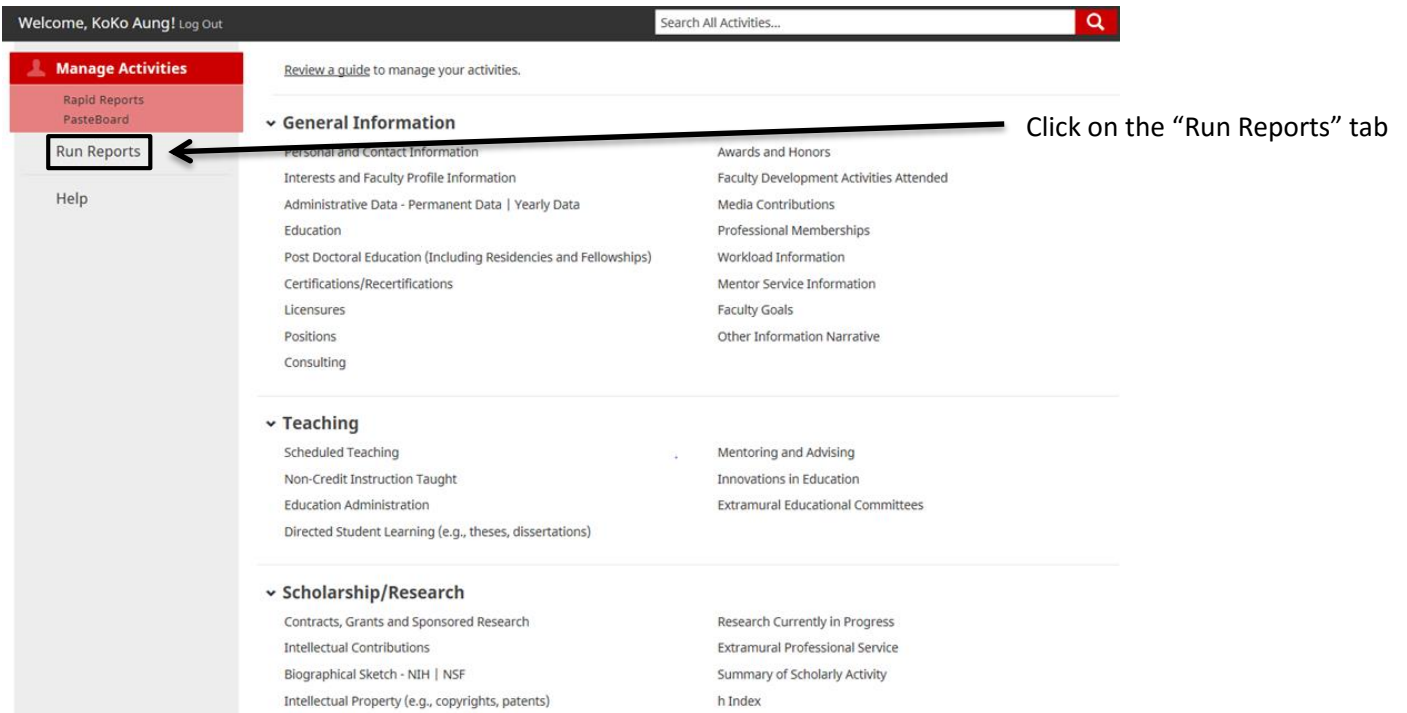
- **Intellectual Contributions**
- **Contracts, Grants and Sponsored Research**
- **Presentations**

➤ **Academically Related Public Service**

- **Administrative Service**
- **Public Service**

Step 2: Generate your Annual Faculty Evaluation Form

Go to the Digital Measures Home Screen:



Welcome, KoKo Aung! Log Out Search All Activities...

Manage Activities
Rapid Reports
PasteBoard
Run Reports
Help

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

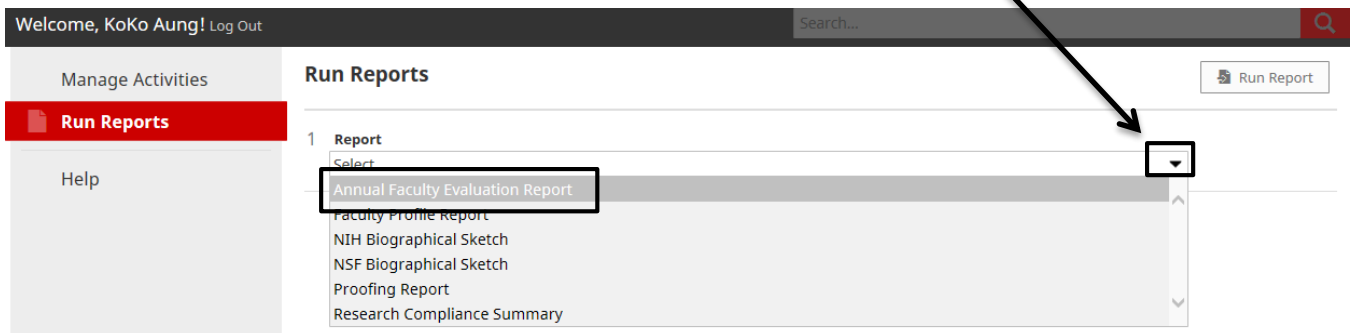
- Scheduled Teaching
- Non-Credit Instruction Taught
- Education Administration
- Directed Student Learning (e.g., theses, dissertations)
- Mentoring and Advising
- Innovations in Education
- Extramural Educational Committees

Scholarship/Research

- Contracts, Grants and Sponsored Research
- Intellectual Contributions
- Biographical Sketch - NIH | NSF
- Intellectual Property (e.g., copyrights, patents)
- Research Currently in Progress
- Extramural Professional Service
- Summary of Scholarly Activity
- h Index

Click on the "Run Reports" tab

Expand the drop-down menu and select "Annual Faculty Evaluation Report"



Welcome, KoKo Aung! Log Out Search...

Manage Activities
Run Reports
Help

Run Reports Run Report

1 Report
Select
Annual Faculty Evaluation Report
Faculty Profile Report
NIH Biographical Sketch
NSF Biographical Sketch
Proofing Report
Research Compliance Summary

1. Change the date range as follows:

Start Date: **01/01/2017**

End Date: **1/01/2018**


The screenshot shows a web application interface for 'Run Reports'. At the top, there is a navigation bar with 'Welcome, KoKo Aung! Log Out' and a search bar. Below this is a sidebar with 'Manage Activities', 'Run Reports' (highlighted in red), and 'Help'. The main content area is titled 'Run Reports' and contains a 'Run Report' button in the top right corner. The interface is divided into three sections: 1. Report: 'Annual Faculty Evaluation Report' with a link to 'Download this report's template'. 2. Date Range: A date picker showing 'Start Date' as Jan 01 2016 and 'End Date' as Dec 31 2016. 3. File Format: 'File Format' set to 'Microsoft Word (.doc)' and 'Page Size' set to 'Letter'. A note below states: 'Changes made to the Microsoft Word document will not be reflected in the system.' At the bottom, a download bar shows a file named '2016-01-14_...docx' and a 'Show all downloads...' link.

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

You will need to manually enter some information to complete your Faculty Evaluation Form. The sections highlighted in yellow below indicate which fields need to be manually completed.



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

2018 ANNUAL FACULTY EVALUATION (PART I)

(To be completed by the Faculty Member)

Name of Faculty Member: Bartlet, John C.

Date of Hire: July 1, 2001

Current Academic Rank:	Associate Professor	Department:	Internal Medicine	Track:	Non-Tenure Track
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Mentor Name: [Yellow Highlighted]

Mid-Point Review Date: [Yellow Highlighted]

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: [Yellow Highlighted] N/A

Anticipated Date of Application for Tenure: [Yellow Highlighted] N/A

Anticipated Date of Application for Post-Tenure: [Yellow Highlighted] 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%
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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.

Extramural Educational Committees

1. Vice-President, Search Committee, Assistant Dean for Health Sciences at UTEP, Regional. Volunteered, Pro Bono, Served Ex-Officio? No. (November 2017 - December 2017).

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

Become a Teaching Professor.

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).

Chair, Lubbock Heart Hospital, Pediatrics. (March 18, 2016 - May 25, 2017).
Clinical Leadership Test

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

Become Clinical Service Professor.

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

1. Bartlet, J. (2017). Robotically assisted minimally invasive mitral valve surgery. *Clinical privilege white paper*(223), 1-17.

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 2017).

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, 2017).

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

Become Scholarship Professor.

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

Become Public Service Professor.

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:

Become a Continuing Education and Personal Development Professor.
These are my goals.

Enter any department-level administration positions held in 2017.

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.

- Save your completed form, and print, sign and date the last page.
- Submit a copy of your signed form to your department chair prior to your evaluation conference by the deadline determined by your chair.

RESOURCES FOR FACULTY ASSISTANCE

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://el Paso.ttuhs c.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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