



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

2016 Annual Faculty Evaluation Form 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 a paper-based form.

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 reference documents on this PLFSOM website <http://el Paso.ttuhsoc.edu/fostersom/facultyaffairs/DigitalMeasures.aspx>

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TTUHSC El Paso SEARCH

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
EL PASO

- Education
- Quick Links
- FACULTY AFFAIRS
 - Faculty Handbook
 - Faculty Governance
 - Faculty Recruitment
 - Digital Measures
 - New Faculty Orientation
September 2015
 - Faculty Affairs and Development

CLICK HERE FOR PATIENT CARE

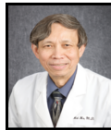
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Paul L. Foster School of Medicine > Faculty Affairs and Development >

Welcome to Digital Measures

[Link to access TTUHSC El Paso Digital Measures ActivityInsight](#)

A Message to Faculty from Dr. Hoi Ho



Faculty are the most valuable asset of any academic institution. Their contributions are essential not only for the career advancement but also for the organization to achieve. However, documenting and reporting accurately faculty productivity remains a cumbersome and inefficient task.

Digital Measures (DM) is a user-friendly, customizable web-based data management system for faculty to organize and generate reports on scholarly activities including teaching, clinical, and scientific presentations as well as clinical service and academically-related public. The completion of data entry into the Digital Measures is critically important for several reasons: the annual faculty evaluation, the pre-tenure/promotion, the tenure/promotion, ACGM for LCME and SACS accreditation. DM is a continuing process; and August 30th, 2014, the first phase of DM data entry (data from July 1st, 2012 to June 30th, 2013).

To minimize interruption of faculty work schedule, the Office of Faculty Affairs & Development has developed multiple tutorials, learning modules and roadmaps to assist faculty members and their staff in completing the Digital Measures. In addition, to enhance efficiency and accuracy of the data entry, we have automated tools to import data from other sources into the Digital Measures.

The Office of Faculty Affairs & Development has scheduled several workshops at each campus and supporting staff in populating the DM, and to answer questions related to the system specific to each faculty member. Even with the help of supporting staff, it's the faculty's responsibility to ensure the accuracy and completeness of the data.

The Office of Faculty Affairs & Development will provide technical support for the staff in completing the DM project. We are looking forward to working with all of you in this project. Please do not hesitate to contact us for questions or technical support.

Hoi Ho, M.D.

Associate Dean for Faculty Affairs and Development

TEXAS TECH UNIVERSITY

eRaider Sign-in Help

Username:

Password:

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

[Sign In](#)

Don't have an eRaider Account? [Sign Up](#)

[Activate Account](#)

Use of TTU information resources is subject to University O.P.'s and other applicable laws. As a state higher education institution, TTU 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) Usage is subject to criminal prosecution, and D) No expectation of privacy except as otherwise provided by applicable privacy laws. (Texas Administrative Code, 202.75)

STRIVE FOR HONOR
Academic Integrity... Quality Enhancement

Once you have logged in to Digital Measures, select "Manage Data".

You will need to update the following sections of your Digital Measures Profile in order to generate your Annual Faculty Evaluation Form:

GENERAL INFORMATION

- First Name, Last Name, Suffix
- Date of Hire
- Rank
- Department
- Track
- Workload: Teaching, Clinical Service, Scholarship, Public Service
- Faculty Goals
 - Review the goals you have entered for 2015.
 - This should reflect the goals you completed during your last evaluation (in 2015) for the current year. Next, enter your 2016 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

- Productivity
- Clinical Leadership

SCHOLARSHIP

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

ACADEMICALLY RELATED PUBLIC SERVICE

- Administrative Service
- Public Service

Make sure to enter all data for 2015 and SAVE all your entries.

Step 2: Generate your Annual Faculty Evaluation Form

Go to the PLFSOM Digital Measures Home Page and select Digital Measure Tools:

<http://el Paso.ttuhsoc.edu/fostersom/facultyaffairs/DigitalMeasures.aspx>

TTUHSC El Paso SEARCH

TEXAS TECH UNIVERSITY
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Education

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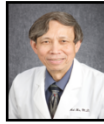
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FOR PATIENT CARE

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Welcome to Digital Measures

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A Message to Faculty from Dr. Hoi Ho



Faculty are the most valuable asset of any academic institution. Their contributions and accomplishments are essential not only for the career advancement but also for the organization to achieve its vision and mission. However, documenting and reporting accurately faculty productivity remains a cumbersome task laden with inaccuracy and inefficiency.

Digital Measures (DM) is a user-friendly, customizable web-based data management software designed to help the faculty to organize and generate report on scholarly activities including teaching, clinical productivity, publications, and scientific presentations as well as clinical service and academically-related public service.

The completion of data entry into the Digital Measures is critically important for several essential functions including the annual faculty evaluation, the pre-tenure-promotion, the tenure-promotion, ACGME reports, and the preparation for LCME and SACS accreditation. DM is a continuing process; and August 30th, 2014 is the deadline for completing the first phase of DM data entry (data from July 1st, 2012 to June 30th, 2013)

To minimize interruption of faculty work schedule, the Office of Faculty Affairs & Development has developed multiple tutorials, learning modules and roadmaps to assist faculty members and their assisting staff in completing the Digital Measures. In addition, to enhance efficiency and accuracy of the data entry, we have developed automated tools to import data from other sources into the Digital Measures.

The Office of Faculty Affairs & Development has scheduled several workshops at each department, to assist the faculty and supporting staff in populating the DM, and to answer questions related to the DM as well as those that are specific to each faculty member. Even with the help of supporting staff, it's the faculty responsibility to verify accuracy and completeness of the data.

The Office of Faculty Affairs & Development will provide technical support for the training of faculty and supporting staff in completing the DM project. We are looking forward to working with all of you in this important and exciting project. Please do not hesitate to contact us for questions or technical support.

Hoi Ho, M.D.

Associate Dean for Faculty Affairs and Development

Annual Faculty Evaluations Information Video: [CLICK HERE](#)

Annual Faculty Evaluations Instructions for Faculty: [CLICK HERE](#)

DIGITAL MEASURES TOOLS - [CLICK HERE](#)

****PLEASE NOTE: The "Generate Annual Faculty Evaluation Report" and the "Book Chapter Import" tools are only accessible through the Texas Tech University Health Sciences Center El Paso network. The tools can be accessed**

Next to "Digital Measures Tools" click on "CLICK HERE"

TTUHSC El Paso - Digital Measures Tools

Home Hello, Log Out

Please Select an Option

Book Chapters Import

Completeness Report **Generate Annual Faculty Evaluation Report**

TTUHSC ELP Faculty Affairs - ROADMAPS

TTUHSC El Paso

Click on the "Generate Annual Faculty Evaluation Report" button

****PLEASE NOTE: The "Generate Annual Faculty Evaluation Report" tool is only accessible through the Texas Tech University Health Sciences El Paso network. The tool can be accessed using a computer on the El Paso campus or any device(laptop, ipad, etc.) connected to TTUHSC El Paso wireless services. An active Digital Measures account is required and staff with proxy access will not be able to use the evaluation tool****

TTUHSC El Paso - Digital Measures Tools

Home Hello, miralvar! Log Out

Templates: Faculty Academic Profile_2C

Start Date: 01/01/2015 End Date: 01/31/2016 All Dates


TTUHSC El Paso

2016-02-23_....docx Show all downloads...

1. Select "Faculty Academic Profile_2016_Eval" from the drop down menu
2. The End Date and Start Date are defaulted to 1/1/2015 to 1/31/2016. You do not need to change these parameters
3. Click Generate Report
4. A word document file will download. Open the Word Document, then 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 in the Word Version of the report. The sections highlighted in yellow below will indicate which fields need to be manually completed in your Word file.


 TEXAS TECH UNIVERSITY
 HEALTH SCIENCES CENTER
 EL PASO

FACULTY ACADEMIC PROFILE
 2016 FACULTY EVALUATION
 (To be completed by the Faculty Member)

Name of Faculty Member: John C. Bardet, M.D.
 Date of Hire: July 2001

Current Academic Rank: Associate Professor Department: Internal Medicine Track: Tenure Track

Mentor Name: _____

Mid-Point Evaluation Date: _____ Result: N/A On Track Off Track

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 years(s) or since last evaluation

Level 1 Level 2 Level 3

Recognition: Local Regional National/International

Narrative

1. _____

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

Accomplishment in Clinical Service during the years(s) or since last evaluation

Level 1 Level 2 Level 3

Recognition: Local Regional National/International

Narrative

- Number of Patients per Year: _____

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

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

Accomplishment in Scholarship during the years(s) or since last evaluation

Level 1 Level 2 Level 3

Recognition: Local Regional National/International

Narrative

Scholarships - Contracts, Grants and Sponsored Research

1. _____

Presentations

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

Accomplishment in Academically-Related Public Service during the years(s) or since last evaluation

Level 1 Level 2

Recognition: Local Regional National/International

Narrative

Administrative Service

Public Service

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

Enter any Department Administrations positions held in 2015.

Enter in goals and objectives for the next 12 months.

***NOTE: Changes made to the Microsoft Word document WILL NOT be reflected in the Digital Measures system**

- **SAVE** your completed form in Microsoft Word.
- **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

ONLINE RESOURCES

- **Digital Measures Overview** 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, including General Information, Teaching, Scholarship/Research, Clinical Service and Academically Related Public Service sections.
- **Annual Faculty Evaluation Tutorial** An online video is available to guide you through the steps to generate your evaluation report.

Visit the Digital Measures page at <http://el Paso.ttuhs.edu/fostersom/facultyaffairs/DigitalMeasures.aspx>

DIGITAL MEASURES/ANNUAL EVALUATION SUPPORT

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

Annual Faculty Evaluations Support

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