



Peer Evaluation Form for Pre-Tenure and/or Promotion Review

NAME OF CANDIDATE	
DEPARTMENT	DATE

PRE-PROMOTION REVIEW FOR:

Rank: Assistant Professor _____ Associate Professor _____ Professor _____

PRE-TENURE REVIEW:

Yes _____ No _____

OVERALL EVALUATION:

_____ The candidate is “on track” for tenure and/or promotion

_____ The candidate is “off track” but lacking in only one or two areas

_____ The candidate is “off track” and lacking in several areas

All candidates for pre-tenure and/or promotion review are evaluated in the following areas: Teaching; Scholarship; Clinical Service; and Academically-Related Public Service after carefully reviewing the candidate’s Pre-Tenure and/or Promotion Application and referring to the *Paul L. Foster SOM Guidelines for Faculty Appointment, Tenure and Promotion* or the department guidelines for tenure and/or promotion (if applicable).

Evaluator Name: (please print) _____

Signature: _____ Date: _____

GENERAL CRITERIA: Please document if the faculty member meets general criteria as specified in the *PLFSOM Guidelines for Faculty Appointment, Tenure, and Promotion* table listed below.

	GENERAL CRITERIA	MEETS GENERAL CRITERIA
Assistant Professor	Demonstrates initial competence in research, education or clinical service; board-certified in primary specialty, if applicable. If not board-certified, completion of a sub-specialty fellowship in U.S.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Associate Professor	Demonstrates increasing competence in research, education or clinical service; independence; leadership; creativity; emerging regional or national reputation. Five (5) years at the Assistant Professor level is recommended. Under exceptional circumstances, faculty may be considered for early promotion.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Professor	Clear evidence of leadership; makes lasting research or clinical or teaching contributions appropriate to the mission of the School; enhances prestige of School; established national reputation. Ten (10) years cumulative at Assistant/Associate Professor is recommended. Under exceptional circumstances, faculty may be considered for early promotion.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tenure	Demonstrate potential for making continuous valuable contributions to the academic missions of the School.	<input type="checkbox"/> Yes <input type="checkbox"/> No

SPECIFIC CRITERIA: Please use this table as a reference in documenting the candidate’s level of performance in meeting specific criteria as specified in the *PLFSOM Guidelines for Faculty Appointment, Tenure, and Promotion*. You will indicate if the candidate exceeds expectations, meets expectations, or needs improvement in the areas of teaching, clinical service, scholarship, and academically-related public service on the pages that follow.

	SPECIFIC CRITERIA
Assistant Professor	Level 1 in any of the primary areas of teaching, scholarship (including research pursuits), or clinical service
Associate Professor	Level 2 in primary area(s) of teaching, scholarship (including research pursuits), or clinical service; plus Level 1 in a different area, which may include academically -related public service
Professor	Level 3 in at least one area (teaching, scholarship (including research pursuits), or clinical service); plus Level 2 in one (1) area and Level 1 in one (1) area
Tenure	Level 3 in one area (teaching, scholarship (including research pursuits), or clinical service); or Level 2 in two (2) areas

I. ACCOMPLISHMENTS IN TEACHING

Reference: *Paul L. Foster School of Medicine, Texas Tech University Health Sciences Center at El Paso Guidelines for Faculty Appointment, Tenure and Promotion, Section C. Examples of Activities Demonstrating Accomplishments in Teaching (Page 3)*

The following guidelines should be considered when evaluating this candidate:

A. LEVEL 1 (local)

- Conduct medical and graduate student courses (lecture, laboratory, and small group)
- Prepare or design of education manuals, teaching visual aids for students & residents
- Teach and/or supervise resident, fellow (clinical/research)
- Conduct Grand Rounds, seminars
- Conduct, facilitate Journal Clubs, Workshops, Team-Based Learning (TBL)
- Receive satisfactory evaluations from learners

B. LEVEL 2 (local or regional)

- Prepare curriculum materials (new course, syllabus)
- Develop or direct postgraduate/continuing education course
- Develop innovative approaches to enhance learners learning experiences
- Develop/participate in the teaching of a graduate course
- Supervise or mentor graduate students for their major projects (thesis, research)
- Receive local teaching awards
- Invited lecturer at the state/regional level or other institutions of higher education

C. LEVEL 3 (regional or national)

- Develop a course, curriculum or educational software
- Supervise a training program which has a regional/national audience
- Invited to organize a symposium/plenary session at regional/national educational meeting
- Receive regional/national teaching awards
- Invited to be a visiting professor at another institution
- Write textbook

Check One (Refer to the Specific Criteria table on Page 3 of this form):

Exceeds Expectations Meets Expectations Needs Improvement

Please identify at least three (3) areas for recommended improvement and provide narrative constructive feedback:

II. ACCOMPLISHMENTS IN SCHOLARSHIP (Research and Other Scholarly Activities)

Reference: *Paul L. Foster School of Medicine, Texas Tech University Health Sciences Center at El Paso Guidelines for Faculty Appointment, Tenure and Promotion*, Section D. Examples of Activities Demonstrating Accomplishments in Scholarship (Research and other Scholarly Activity) (Page 4)

The following guidelines should be considered when evaluating this candidate:

A. LEVEL 1 (local)

- Publish abstracts & present result at national/international meetings
- Involve actively in scholarly activities
- Submit disclosure of inventions or file patents

B. LEVEL 2 (local or regional)

- Authorship in peer-reviewed papers; Co-author of review articles in peer-reviewed journals
- Participate in multi-center trials
- PI or Co-Investigator on peer-reviewed intramural grants
- Obtain extramural peer-reviewed grants/contracts
- Serve as ad hoc journal reviewer or member of review committee.
- Present peer-reviewed research at national professional meeting
- Have invention licensed, or patents issued

C. LEVEL 3 (regional or national)

- PI or co-investigator on extramural peer-reviewed grants or federally-sponsored studies
- First or senior author of published review articles in peer-reviewed journals
- Author of book chapters (Up-to-Date type of media)
- Serve as Editor or journal editorial board member
- Serve as Examiner for National Specialty Board
- Invited to organize or participate in a major national/international scientific meeting

Check One (Refer to the Specific Criteria table on Page 3 of this form):

Exceeds Expectations Meets Expectations Needs Improvement

Please identify at least three (3) areas for recommended improvement and provide narrative constructive feedback:

III. ACCOMPLISHMENTS IN CLINICAL SERVICE

Reference: *Paul L. Foster School of Medicine, Texas Tech University Health Sciences Center at El Paso Guidelines for Faculty Appointment, Tenure and Promotion, Section E. Examples of Activities Demonstrating Accomplishments in Clinical Service (Page 6)*

The following guidelines should be considered when evaluating this candidate:

A. LEVEL 1 (local)

- Demonstrate competence/excellence in clinical or professional service
- Considered a good clinician/professional by learners & peers
- Serve as consultant

B. LEVEL 2 (local or regional)

- Serve as consulting physician/professional at regional level
- Direct clinical or professional program
- Devise or implement a new medical method or procedure
- Publish documentation of intervention & outcome
- Officer in regional clinical/professional society

C. LEVEL 3 (regional or national)

- Established consultant
- Devise a new medical method or procedure
- Officer in national/international clinical/professional society
- Major contributions to specialty/sub-specialty board examination
- Make major clinical contributions appropriate to the mission of PLFSOM

Check One (Refer to the Specific Criteria table on Page 3 of this form):

Exceeds Expectations Meets Expectations Needs Improvement

Please identify at least three (3) areas for recommended improvement and provide narrative constructive feedback:

IV. ACCOMPLISHMENTS IN ACADEMICALLY-RELATED PUBLIC SERVICE

Reference: *Paul L. Foster School of Medicine, Texas Tech University Health Sciences Center at El Paso Guidelines for Faculty Appointment, Tenure and Promotion, Section F. Examples of Activities Demonstrating Accomplishments in Academically-Related Public Service (Page 7)*

The following guidelines should be considered when evaluating this candidate:

A. LEVEL 1 (local)

- Demonstrate skills in managing activities or programs
- Serve on committee
- Conduct tests, procedures or data handling to support clinical service

B. LEVEL 2 (local or regional)

- Develop, direct a major program/project
- Oversee and manage personnel & finances of a major project
- Serve as officer in state or regional professional society
- Serve as Program Director, Clerkship Director or other position related to the mission of the PLFSOM
- Serve as Assistant or Associate Dean, department Chair, Vice or Associate Chair
- Serve as section chief, director of a clinical area
- Chair a major committee of the PLFSOM, or a departmental faculty search committee
- Attract substantial gifts or endowments to the PLFSOM
- Serve as officer in regional/national professional society

Check One (Refer to the Specific Criteria table on Page 3 of this form):

Exceeds Expectations Meets Expectations Needs Improvement

Please identify at least three (3) areas for recommended improvement and provide narrative constructive feedback: