**Evaluator Checklist for Clinical Excellence Candidates**

**Purpose:** to assist with identifying appropriate internal/external evaluators for faculty promotion candidates

1. **Potential evaluators HAVE:**
   * Familiarity with candidate’s work, including first-hand knowledge of the candidate’s clinical work or leadership
   * Demonstrable evidence of the impact of the candidate’s clinical excellence
2. **Potential evaluators MAY be:**
   * Colleagues from OSUWMC or NCH
   * Colleagues from another local health center
   * Collaborators from outside the candidate’s department
   * Former trainees of the candidate (only as germane to the basis for promotion request)
   * From non-academic institutions
   * Below the rank to which the candidate aspires (on a limited basis, not highly recommended)
3. **Create List per the above:**
   * Candidate may provide names (3 is recommended)
   * P&T Chair, Division Director, Department Chair may provide names
   * A minimum of 10 names is suggested
   * Ask the candidate to vet the list to identify potential conflicts
   * Ideally, if you are going up for Professor you should have at least two letters from external evaluators to show your national reputation.
4. **Send Letters (*department/coordinator responsibility*):**
   * Attach dossier (not CV) for context
   * Include attachments germane to basis of promotion request, e.g. description of innovation, clinical outcomes, statistical evidence
   * Set reasonable deadline for return receipt (6 weeks recommended)
   * Requests may be sent via email
   * Non-responses and those unable to reply must be recorded as non-responding on appropriate P&T form
   * Allow time to solicit additional letters, if necessary
5. **Follow-up (*department/coordinator responsibility*):**
   * Send email reminder 1-2 weeks prior to the deadline
   * Letters must be on letterhead with signature, PDF and fax acceptable
   * Minimum of 5 required
   * Eligible faculty voting meeting may not occur until minimum number received
   * Letters received after the voting meeting may not be included in packet
   * Use responding evaluator form to briefly describe how the evaluator is positioned to evaluate