

Please Attach A Current Vita

Faculty Member	Department
Faculty Rank	Date of Appointment to Rank
Academic Year	Date of Appointment to MSM Faculty

Please evaluate each salaried faculty member in your department. Provide a detailed narrative to justify your evaluation. Complete an assessment for the four general criteria (teaching, scholarship, administrative, clinical service and other), then provide an overall evaluation of the performance of each faculty member. Rank the faculty member's overall performance according to whether it was superior, excellent, good, fair or inadequate and provide a summary narrative to justify your rating.

CHAIRPERSON'S ANNUAL EVALUATION OF FACULTY

A. Teaching Criteria

1. Selection for outstanding teacher recognition by the faculty and/or students.
2. Innovation in substance and relevance, including current advances in course content.
3. Development of effective and innovative educational methodologies and materials.
4. Excellent evaluation of teaching performance by student surveys, chairperson evaluation, other faculty members within and outside the candidate's department, and other mechanisms.
5. Publication of acclaimed instructional material.
6. Innovative approaches to evaluate student performance.
7. Contribution to new curriculum development.
8. Ability to teach effectively at more than one level.
9. High demand as a speaker at professional meetings.
10. High acclaim for continuing education activities.
11. Responsibility for extracurricular student scholarly activities.
12. Exceptional participation in student counseling.
13. Special initiative in or development of new courses or significant revisions of existing courses, including preparation and use of materials.
14. Sponsorship/directorship of independent research of pre-doctoral students, post-doctoral fellows and residents.
15. Effectiveness in the professional development of students and trainees.
16. Organization of and responsibility for programs and courses.

NARRATIVE ASSESSMENT:

B. Scholarly Activity

1. Research and Publication
 - (a) Quality and number of publications: papers in quality refereed journals are given the greatest weight. This includes publication of clinical activities or collaborative efforts with other individuals in the laboratory. publication of case reports, and publication of new developments in clinical medicine. Publications must show evidence of independent research.

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- (b) Peer-reviewed extramural funding for research, including federal, industrial, and other sources.
- (c) Grant reviewer for state, national and international research organizations.
- (d) Invitation to present papers at major symposia and meetings, and active participation in workshops and research seminars.
- (e) Exceptional contribution to the research of others.
- (f) Election to prestigious, limited-membership research societies in the discipline.
- (g) Evaluation of the nominee's research as outstanding by recognized scientists at this institution and other institutions by assessing the significance, quality and originality of the nominee's research.
- (h) Innovations in modes of health care delivery.

2. Other Scholarly Contributions

- (a) Publication of monographs.
- (b) Publication of invited review articles or book chapters.
- (c) Editorship and/or service on the editorial board of major journals.
- (d) Reviewer of scientific publications.
- (e) Recognition from peers in the appropriate field such as fellowships, research awards, career development, publication awards, or clinical investigator awards.
- (f) Organizing and/or chairing of major symposia and/or editorship of published conference proceedings.
- (g) Publication in non-refereed but widely recognized professional journals.
- (h) Authorship of books.
- (i) Development or improvement of clinical procedures that facilitate patient care.
- j) Development of a medical or surgical management method that enhances diagnostic, therapeutic, or prognostic capabilities.
- (k) Development of new programs in patient care or patient education.

NARRATIVE ASSESSMENT:

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C. Service

1. Professional and Community Service

- (a) Leadership roles in national, regional or state professional organizations.
- (b) Service on major government commissions, task forces or boards.
- (c) Leadership role in national and/or international scientific societies or committees of foundations.
- (d) Service on medical school or department task forces and committees as chairperson.
- (e) Attraction of significant external development support and contributions to external development efforts.
- (f) Evidence of peer group recognition for exceptional service-related accomplishments.
- (g) Advisor to students or community organizations.
- (h) Effective leadership in administrative roles within the department, such as chairperson, division head, or director.
- (i) Significant contributions toward the development, operation, and improvement of the affiliated department in particular and medical school in general.
- (j) Consultant with commercial firms, subject to established consulting guidelines.

2. Clinical Service

- (a) Board certification and recertification.
- (b) Evidence of continued development of professional skills and acquisition of new medical knowledge, through participation in workshops, seminars, or other continuing education activities.
- (c) Ratings of clinical performance by other health professionals, such as nurses, resident physicians, and postdoctoral fellows.
- (d) Solicited opinions from prior residents and/or fellows within two years of their departure from the institution.
- (e) Recognition as an outstanding physician among faculty colleagues, and consulting physicians, as provided by letters, with particular emphasis on clinical skills, humanistic qualities, and communication skills.
- (f) Ratings of clinical performance by faculty colleagues who are collaborating directly in-patient care with the faculty member being evaluated, as well as those who are not collaborating directly in patient care with the clinical faculty member being evaluated.

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- (g) Donating clinical service to community organizations.
- (h) Opinions of referring physicians in practice.
- (i) Information documenting patient satisfaction.
- (j) Medical records evaluation.

NARRATIVE ASSESSMENT:

D. Other Factors

Motivation, initiative, adaptability, flexibility, cooperation, attitude, efficiency and courtesy while working with others.

NARRATIVE ASSESSMENT:

CHAIRPERSON'S ANNUAL EVALUATION OF FACULTY

I have discussed the above evaluation of my performance with _____
and I have been given a copy of the evaluation.

- ☐ I wish to prepare a rebuttal to go into the departmental file.
- ☐ I do not wish to prepare a rebuttal to go into the departmental file.

Faculty Member's Signature

Date

I have given the attached rebuttal to _____ on _____.
Department Chairperson Date

Faculty Member's Signature

Date

Rebuttal reviewed by

Department Chairperson

Date