

Self Evaluation

Date: _____

First Name: _____

Last Name: _____

Tenure Track Yes ☐

No ☐

Faculty Rank: Associate Professor ☐

Professor ☐

Date of Appointment: _____ Deadline for Tenure Review _____

Overall Job Percent Effort

Clinical: _____ Other Service: _____ Scholarship: _____ Teaching: _____

Promotion to Associate Professor

The following are examples of satisfactory and excellent activities in each of the areas as outlined in the 2009 SOM P and T guidelines. It is not meant to be all inclusive. Please carefully review each item. If you have an activity please make a note as to how you have this. If a metric would be required to document (for example evaluation scores, number of wrvu's etc) please place this information in notes. For things like articles you do not need to list references (they will be on your CV) simply list number of articles. Some items may fit in two categories like service and teaching. For P and T review they can only be counted in one area. For this form please make sure that it appears in one of the areas.

Scholarship Satisfactory	
Independence from postgraduate or fellowship mentor	
Author on peer reviewed publication(s) of original research, editorial, review articles, case reports and other scholarly work	
Significant role in clinical trials (evaluated by the number of trials, number of patients enrolled, impact of the trial) with or without authorship	
Clinical collaboration with basic or clinical researchers on work that leads to new insights about clinical questions.	
Abstracts and presentations about new techniques or clinical advancements at local, regional, or national meetings	
Local and regional presentations about new teaching materials or techniques such as technical manuals, new course design, web based teaching , using new technology, and tools to assess learning	
Development of trainee oriented educational programs and clinical manuals	

Promotion to Associate Professor

Scholarship Excellent	
<i>Significant publication record as first or senior author in peer reviewed journals describing basic science, clinical, or educational research</i>	
Authorship on publications of the results of clinical trials	
Author of book or book chapters	
Collaboration in a funded multidisciplinary or multi institutional research group	
Evidence of external funding and scholarly productivity	
Ad hoc or regular reviewer for study sections or advisory panels	
Service to academic journals as a reviewer or member of editorial board	
Podium presentations at meetings of regional or national professional organizations	
Membership and service to scholarly organizations	
Regional awards and recognition for scholarship	
Participation in the development of and/or authorship of clinical guidelines or diagnostic criteria	

Promotion to Associate Professor

Scholarship Excellent	
Participation in collaborative public health or clinical initiatives through local or regional organizations with published outcomes	
Please describe any additional information about your scholarly work that sets you apart like the importance or innovation of your work.	
Teaching Satisfactory	
Participation in teaching and preparation of course materials in the SOM, University, VCUHS, community , or CME activity	
Satisfactory performance in medical and graduate student course lectures and other teaching in the SOM, health system, and community setting	
Satisfactory performance reviews from students, housestaff, fellows, and faculty colleagues.	

Promotion to Associate Professor

Leading review sessions, physical diagnosis sessions, or small group clinical learning sessions with at least satisfactory ratings for teaching	
Presentations at departmental seminars, grand rounds, clinical conferences, departmental teaching conferences	

Promotion to Associate Professor

Teaching Satisfactory	
Satisfactory research or clinical training of students or trainees including measures of impact on trainees – publication, job placement, etc.	
Providing satisfactory clinical supervision and training	
Satisfactory mentoring of students or trainees	
Participation in development of questions for national board or national certification examination	
Serving as a member of an education, curriculum , thesis, or admissions committee	
Overseeing and attending student and trainee seminars or journal clubs	
Teaching Excellent	
Publications about teaching including books and book chapters	
Development and assessment of new teaching methods that are recognized and/or adopted regionally or nationally	
Sustained excellent performance reviews for teaching, from students, housestaff, other trainees, and faculty colleagues	

Promotion to Associate Professor

Teaching Excellent	
Sustained excellent performance in laboratory or other research training of graduate students and trainees with documented excellent outcomes (publications, job placement, etc.)	
Sustained excellent performance as a course director for didactic courses, health system, SOM and CME courses	
Significant contributions to teaching at regional or national levels	
Leadership or course director for local or regional conference and CME events	
Recognition for teaching excellence by receiving departmental, SOM, or regional teaching awards.	
Receipt of external grants for education program improvement and innovation	
Obtaining a funded training grant	
Highly effective director of residency or fellowship training program	
Committee member of education or workforce and training committee for regional or national professional organizations	

Promotion to Associate Professor

Teaching Excellent	
Documented exceptional teaching skills as an attending physician at or as a preceptor for resident ambulatory clinics or corresponding clinical settings	
Outstanding contribution to developing, evaluating, and improving curriculum that is recognized regionally or nationally	
Member of organizing committee for regional or national meeting of professional groups	
Please describe any additional information about your teaching that is notable. Be sure to describe innovative approaches, awards, outcomes of your teaching.	
Service Satisfactory	
Member of University, School, Health System, department, or division committees and other administrative service	
Service to Profession and Discipline (Local, State, Regional)	
Consultation and Public Service	
Provides high quality clinical service	

Promotion to Associate Professor

Respected as a medical consultant	
Adherence to institutional performance standards	
Service Excellent	
General Significant contributions on University, SOM, VCUHS, MCVP or departmental committees	
Significant contributions to service to Profession and Discipline (State, Regional) such as member of <ul style="list-style-type: none"> • committee, of local, regional, or national professional organizations • data and safety monitoring board • grant review committee • study section 	
Member of key leadership committees that require a significant time commitment such as: SOM Admissions <ul style="list-style-type: none"> • IRB • MCVP board • IACUC 	
Regional recognition of Service	
Outstanding performance in professional pursuits that clearly makes one valuable to the SOM or health system	
Outstanding adm. accomplishments such as the development, implementation, evaluation or management of specialized or essential programs or initiatives that are recognized regionally	
Clinical Promoting excellent patient care through efforts to	

Promotion to Associate Professor

improve compliance with specialty specific outcome measures including regional or national patient safety goals, mortality rates, readmission rates, etc	
Implementation of practice improvement measures	
Innovation	
Significant contributions in the management of clinical services: medical director or in other important clinical or administrative role	
Implementation of practice improvement measures	
Innovation	
Significant contributions in the management of clinical services: medical director or in other important clinical or administrative role	
Development of a multidisciplinary program that offers a unique service and is recognized regionally	
Development of strong referral relationships with community physicians for unique, successful clinical programs	
Participation in the development of local, regional or national guidelines or quality improvement efforts	

Please describe any other important aspects of your service.

Is there any other information which you think is important for your P and T review committee to know?

Promotion to Associate Professor

What metrics can be obtained and what documents will you provide?

Metric Or Document	I will provide	Committee Can obtain	Other information (for instance where can the information be obtained)
Wrvus actual and expected			
Teaching evaluations for students and housestaff			
Teaching evaluations from other sources (like outside lectures)			
Teaching portfolio			
Web of science report			

Promotion to Associate Professor

References provide a list of references. They should include individuals who can speak to each of the areas and that are from inside and outside the institution. Also please include a minimum of three outside references in your area that are not directly associated with you.

[illegible]

Promotion to Associate Professor