

Appendices

Self-Appraisal criteria – clinical faculty

(provided as an overview; see faculty self-evaluation and DME's summative evaluation online forms for more details – see icons at end of this document):

DME and clerkship director to Confirm via checklist [online form]:	Discussion points:	Primary SMART component
Enter score from Student evaluations of teaching	Self-evaluation appraisal form received	All
	Interest in promotion: criteria and timeline towards meeting SGU promotion standards (if applicable)	Specific
	Current professional development needs	Relevant
	Referral to specific professional development opportunities (CMEs, online courses, SGU-developed resources)	Specific Relevant
	Established goals or improvements needed based on feedback (either from written end-of-clerkship evals or direct observations by DME or other competent faculty)	Measurable Relevant
Narrative comments by Assessor:	From end of core questionnaire: Numeric value(s)	Specific Measurable
	Discussed career goals: immediate and long-term	Time-based
	<ul style="list-style-type: none"> Specific discussion of any reported problems or concerns regarding academic performance via e.g., student/core evaluations Establishment of timeline for remediation 	All

Self- Appraisal criteria – Basic sciences faculty

As per currently used Performance Appraisal system.

A regular and documented assessment of faculty is a requirement of current accreditation standards.

DME Process Overview:

1. Faculty perform self-evaluation using online form
2. Print as PDF and send to DME and clerkship director
3. DME and clerkship director reviews self-evaluation sheets alongside student evaluations of the faculty member's teaching (from the end-of-core evaluation)
 - a. At once yearly meeting with faculty
4. DME completes online summative evaluation form
5. Submitted data for all evaluated faculty is submitted by DME and reviewed first by Dept Chair, and then by a designated administrator in the Office of the senior associate dean for clinical studies.
6. If areas for improvement or remediation were identified, set date for subsequent meeting.
7. Administrator from the Office of the senior associate dean for clinical studies will continue to monitor.

DME Action items:

1. Schedule meetings with all clinical faculty who meet the following criteria:
 - a. Minimum of 5 interaction student reports in the last year
 - b. Y

- c. Z
2. During the meeting:
 - a. Discuss the submitted faculty self-evaluation
 - b. Establish goals
 - c. Determine progress towards promotion (if applicable)
 - d. Review student assessments of teaching as per end-of-rotation evaluation
3. Submit the summative evaluation for each person using the online form (which addresses items relevant to a, b and c)
4. Reports are summarized administratively and sent to relevant department chairs
5. If areas for improvement or remediation are identified: schedule follow-up meeting in 6 months to discuss progress.

Online evaluation forms:

1. Clinical faculty: self-reflective:
 - <https://forms.office.com/r/UmDWKwcPJQ>
2. Summative evaluation of clinical faculty (by DMEs)
 - <https://forms.office.com/r/q1U8VYEtWH>