2020 & 2021 ANNUAL FACULTY EVALUATIONS
(Review of Calendar Years 2019 and/ or 2020)

Instructions for Faculty Members

Due to the COVID-19 pandemic, the 2020 Annual Faculty Evaluations were postponed. The faculty member’s date of hire will determine if (s)he will be evaluated for one or two years.

Annual faculty evaluations are conducted using a hybrid of the Digital Measures system and manual Word Document entry. Part I will be generated through Digital Measures and prepared by the faculty member. Part II will be completed by the department chair or evaluator in Word. The Part II form will be generated only after Part I has been completed by the faculty member in Digital Measures.

EVALUATION ELIGIBILITY CRITERIA: Faculty members who have a hire date prior to September 1, 2020 are required to complete an Annual Faculty Evaluation. Digital Measures will populate information for the relevant calendar year(s) being reviewed on the evaluation form based on the date range the faculty member enters when running the report (see step 3 below).

STEP 1: Login to Digital Measures


STEP 2: Update Your Digital Measures Profile

Once you have logged in to Digital Measures, select “Manage Activities.” Update all of the fields listed below in your Digital Measures profile. All of the fields below are required in order to generate your Annual Faculty Evaluation Form. Make sure to enter all data for 2020 and/or 2021 and to SAVE all of your entries often.

- **GENERAL INFORMATION**
  - Personal And Contact Information
  - Administrative Data - Permanent Data
    - Information has been pre-populated for this section. Please verify that your Date of Hire is correct.
  - Administrative Data - Yearly Data
    - Information has been pre-populated for this section. Please verify and if needed, update the 2019-2020 and/or 2020-2021 academic year information for Department, Faculty Rank, and Tenure Status.
  - Workload Information
    - Teaching, Clinical Service (if applicable), Scholarship, and Public Service
  - 2021 Faculty Goals
    - Review the goals you have entered for calendar year 2019 and 2020 (if applicable). This should reflect the goals you completed during your last evaluation (in 2019) for the current year.
    - Enter your faculty goals for calendar year 2021. Enter goals for all applicable sections: teaching, scholarship, academically-related public service, clinical service, and continuing education/personal development.

- **TEACHING**
  - Scheduled Teaching

- **CLINICAL SERVICE** (if applicable)
  - Productivity
  - Clinical Leadership

- **SCHOLARSHIP**
  - Intellectual Contributions
STEP 3: Run Your Annual Evaluation Report

After filling out the required data in your Digital Measures profile, go to the Digital Measures Home Screen to generate your Evaluation Form:

1. Click on the “Reports” tab
2. Select the “Annual Faculty Evaluation” Report

IMPORTANT: Enter the correct date range when running your report.

CHANGE THE DATE RANGE AS FOLLOWS:
Note: End Date must be 1/1/21 to capture next year’s goals.

1a. Faculty hired prior to 9/1/2019
Enter Start Date: 01/01/2019 End Date: 01/01/2021

OR

1b. Faculty hired between 9/1/2019 and 8/31/2020
Enter Start Date: 01/01/2020 End Date: 01/01/2021

After clicking “Run Report,” your downloaded Evaluation Form will appear in the bottom portion of your browser window. Open the file by clicking on it and save it to your desired location on your computer, cloud storage, or USB.
STEP 4: Review and Complete Annual Faculty Evaluation Form Part I

Most fields on this form will be populated with information from your Digital Measures profile. However, you will still need to manually enter some information. The sections below, highlighted in yellow, indicate fields that need to be manually completed and will not be auto populated by Digital Measures. This includes your self-assessment in each area, results from your midpoint review, and anticipated dates of application for future promotion or tenure (see complete list of manual entry fields below).

### COMPLETING YOUR EVALUATION FORM

1. **MANUALLY ENTER** the sections highlighted in yellow - See list below:
   - Mentor Name
   - Mid-Point Review Date and Results (if applicable)
   - Anticipated Dates of Application for Promotion, Tenure, or Post-Tenure
   - Accomplishments in Teaching, Clinical Service, Scholarship, and Academically Related Public Service (Level 1, 2, or 3) and Recognition (Local, Regional or National/International)
   - Accomplishments in Department Administration- Enter any department level admin positions held in 2019 and/or 2020
   - Goals and Objectives for department-level administration for next 12 months
   - Signature and Date on last page

2. **SAVE** your completed form, sign, and date the last page of Part I.

3. **SUBMIT** a copy of your signed Part I form and blank Part II to your department chair prior to your evaluation conference by the deadline determined by your chair.

NOTE: Changes made on the Microsoft Word document WILL NOT be posted in the Digital Measures system. Remember to update your Digital Measures data as needed.
**STEP 5: Provide Annual Evaluation Form to Your Chair or Evaluator**

After you have completed *Part I* as described in Step 4, please provide all pages in your Annual Evaluation Form to your chair or supervisor who will complete your evaluation. You’ll note the Annual Faculty Evaluation Form generated through the Digital Measures report includes several pages for *Part II* of the form. Take this form with you to your evaluation conference or email the word document pages to your evaluator ahead of time, as directed by your department chair or evaluator. Your evaluation will not be considered completed without both *Part I* and *Part II*.

**DO NOT COMPLETE THE PART II FORM! Part II will be completed by your chair or evaluator.**

This is an example of the *Part II* form that is to be completed by your department chair/evaluator.

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**STEP 6: Evaluation Conference and Signed Evaluation Form**

Contact your Chair or evaluator to schedule an evaluation conference. This should take place after the evaluator has completed the *Part II* form.

A faculty member’s signature on *Part II* of the annual evaluation documents acknowledgement of receipt of the annual evaluation form and does not indicate agreement with the content of the evaluation.

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**Resources and Support for Faculty**

**DIGITAL MEASURES USER ROADMAPS**

A detailed, step-by-step guide to data entry with screen prints and an explanation of required fields for data entry is available at the following link: [https://elpaso.ttuhsc.edu/som/facultyaffairs/digitalmeasures.aspx](https://elpaso.ttuhsc.edu/som/facultyaffairs/digitalmeasures.aspx)

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**FOR QUESTIONS REGARDING ANNUAL FACULTY EVALUATIONS**

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