

Department of Pediatrics  
Faculty Evaluation Policy

The *Handbook of Operating Procedures* of The University of Texas Health Science Center at San Antonio (UTHSCSA) calls for the annual evaluation of the faculty of the UTHSCSA (*HOP Section 3.2.4.*). This annual evaluation is an integral part of the Department of Pediatrics' Faculty Development Program and is used to help measure the progress of each faculty member towards achieving their academic career goals. An important aspect of annual evaluation is to provide feedback to faculty members concerning their progress towards and readiness for promotion in academic rank and acquisition of tenure, if on the tenure track. The annual faculty evaluation form will include a statement indicating that a discussion of readiness for promotion and tenure has occurred. The evaluation process also assists the Department in building and maintaining a vibrant and diverse faculty to fulfill its teaching, service, and research missions.

I. WHO EVALUATES WHOM?

- Center Directors meet with their faculty who are appointed through the Department of Pediatrics and provide written evaluations to the Chairman of the Department of Pediatrics for review/concurrence and filing.
- Section Chiefs evaluate their faculty and provide the respective Division Chief written evaluations for review/concurrence.
- Division Chiefs evaluate division members and review section/center faculty evaluations. Written evaluations are forwarded to the Chairman of Department of Pediatrics for review/concurrence and filing.
- The Chairman evaluates Vice and Associate Chairmen, Division Chiefs, Residency Program Director, Clerkship Director, and faculty members not assigned to a specific division.

II. FACULTY EVALUATION FORM CONTENT:

**Section I – Major Responsibilities:** Each faculty member is to describe their assigned academic responsibilities during the past year and the level of excellence demonstrated in each of the three areas: teaching, research, and service (to the profession, university, and community). Any awards, honors, special recognitions, etc., received since their last evaluation should also be included in this section.

**Section II – Personal Statement:** Each faculty person should have a one page “individual career plan” which is subdivided into a 1-year (short-term) plan and a 5-year (long-term) plan. In these plans, each faculty member should describe his/her career goals, the means of achieving these goals, and any changes which may occur. The annual “**personal statement**” should briefly describe the faculty member’s focused and sustained activities in meeting their 1-year goals. If changes have occurred in the faculty member’s career plan, a description of these changes and the reasons for them should also be described.

**Section III – Mentoring:** *To be completed by Assistant Professors only. The faculty evaluation will not be considered complete unless the faculty member’s Individual Career Development Plan is attached.*

**Section IV – eCV:** Faculty members are to update their eCV annually and must attest to this on their evaluation form.

**Section V – Evaluation:** Evaluator 1) provides an assessment of the faculty member’s level of performance in the areas of academic teaching, research and service: *exceeds expectations, meets expectations, does not meet expectations (needs improvement), unsatisfactory*; 2) identifies the faculty member’s strengths and weaknesses in each area; and 3) provides goals/recommendations for changes in performance based on requirements for promotion, tenure, and appointment.

**Section VI – Additional Comments:** Evaluator provides additional comments in relation to Section V.

**Section VII – Promotion Discussion:** Evaluator has reviewed faculty member’s progress towards promotion in academic rank and provides an estimated timeline and suggested milestones.

**Section VIII – Tenure and non-tenure track review:** A) Under the HOP Policy 3.7.5, tenured faculty are to receive annual reviews in addition to a five-year comprehensive review by the Department’s Post-Tenure Evaluation Committee. The Annual Faculty Evaluation will serve as the annual post-tenure review. B) In accordance with HOP Policy 3.4.1., Individuals appointed full-time at the rank of Assistant Professor or above on either the tenured or non-tenure track are to be reviewed not less than 3 years nor more than 5 years from their initial date of appointment to determine the appropriateness of their initial track.

### III. PROCESS:

1. Chairman’s Office in April of each year:
  - a) requests from the Student Education Office summaries of student evaluations of each faculty member;
  - b) requests from the House Staff office summaries of resident evaluations of each faculty member;
  - c) prepares a list of faculty due tenure track review by respective Division Chiefs (those faculty within 30-60 months of their initial hire date and not previously reviewed for appropriateness of tenure track); and
  - d) distributes evaluation forms and the above information to the Center Directors, Division Chiefs, and Section Chiefs by the first of May.
2. Division Chiefs provide evaluation forms and departmental faculty evaluation policy to their respective faculty for completion of Sections I thru IV.
3. Evaluators are to meet with each faculty member to:
  - a) review documents provided by the Chairman’s Office, provide the faculty member with an assessment of their level of academic performance by identifying strengths and weaknesses and propose recommendations for changes in performance if applicable.
  - b) review specific short-term and long-term goals identified in previous evaluations if applicable;
  - c) review and update the faculty member’s short-term and long-term goals based on requirements for promotion and tenure; and
  - d) review appropriateness of faculty track with faculty members within 36-60 months of initial faculty appointment date.

5. Evaluators complete Sections V, VI, VII, and VIII, review evaluation with faculty member, and provide a written summary and/or a copy of the evaluation form to the faculty member. Evaluator and faculty member sign evaluation form.
8. Completed evaluations are submitted to the Chairman of the Department of Pediatrics by the end of June each year.

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