

# Promotion Candidate Evaluations:

Evaluators contact submission, Office of Faculty Affairs review, and evaluation collection

**Purpose:** To outline how to use the Faculty Promotion Candidate Evaluation Submission REDCap from contact submission to review, collection, and distribution. Please note, this process refers to the internal and external evaluations required for candidates for promotion. Department Chair and Departmental Committees on Promotion and Tenure letters are not captured in this process and should be collected and provided independently of the Faculty Promotion Candidate Evaluation REDCap.

**Step One – Faculty or Faculty Representative |** Faculty promotion candidate shares potential evaluator information with the Office of Faculty Affairs (OFA). Users should provide the internal and external evaluator information in rank order of preference. The appropriate number of fields will automatically be provided based on the user’s selections in the “Candidate Information” section.

Candidate Information	
<b>Candidate's Name:</b> <small>* must provide value</small>	<input type="text"/>
<b>On which faculty track are you applying for appointment and/or promotion?</b> <small>* must provide value</small>	<input type="radio"/> Clinical Faculty Pathway <input type="radio"/> Academic Faculty Pathway   Non-tenure Track <input type="radio"/> Academic Faculty Pathway   Tenure Track <small>reset</small>
<b>To which rank are you requesting promotion?</b> <small>* must provide value</small>	<input type="radio"/> Associate Professor <input type="radio"/> Professor <input type="radio"/> Applying for tenure only, no rank change. <small>reset</small>
<b>Please select the department in which you have a primary appointment?</b> <small>* must provide value</small>	<input type="text" value="▼"/>
Internal Evaluator   #1	
<b>Name (First &amp; Last):</b>	<input type="text"/>
<b>Email:</b>	<input type="text"/>
<b>Degree:</b>	<input type="text"/>
<b>Institution:</b>	<input type="text"/>
<b>Rank or Title:</b>	<input type="text"/>
<b>Relationship to Candidate:</b>	<input type="text"/>

To ensure candidates meet the minimum number of required evaluations, they must submit additional potential evaluators. If all potential evaluators complete and submit an evaluation, OFA will add the minimum number of completed evaluations of the candidate’s promotion portfolio. **Therefore, it is imperative that candidates provide potential evaluator information in rank order of preference.**

The number of evaluators requested and required per rank is as follows:

Career Track	Rank of Proposed Promotion	Potential Evaluators Identified		Minimum Evaluations Required	
		Internal	External	Internal	External
Academic Pathway	Professor, tenured	5	8	3	5
	Award of tenure only	5	8	3	5
	Associate Professor with tenure	5	8	3	5
	Associate Professor, tenure-eligible	3	5	2	3
Clinical Pathway (non-tenure-eligible)	Professor or Clinical Professor	5	8	3	5
	Associate Professor or Clinical Associate Professor	3	5	2	3

Users will see the following message once they have completed and submitted the evaluator contact submission sheet:

[Close survey](#)

**Thank you for completing the Evaluator Contact Recommendation form. The Office of Faculty Affairs has been notified of your submission and will reach out to the contacts provided to request their evaluation.**

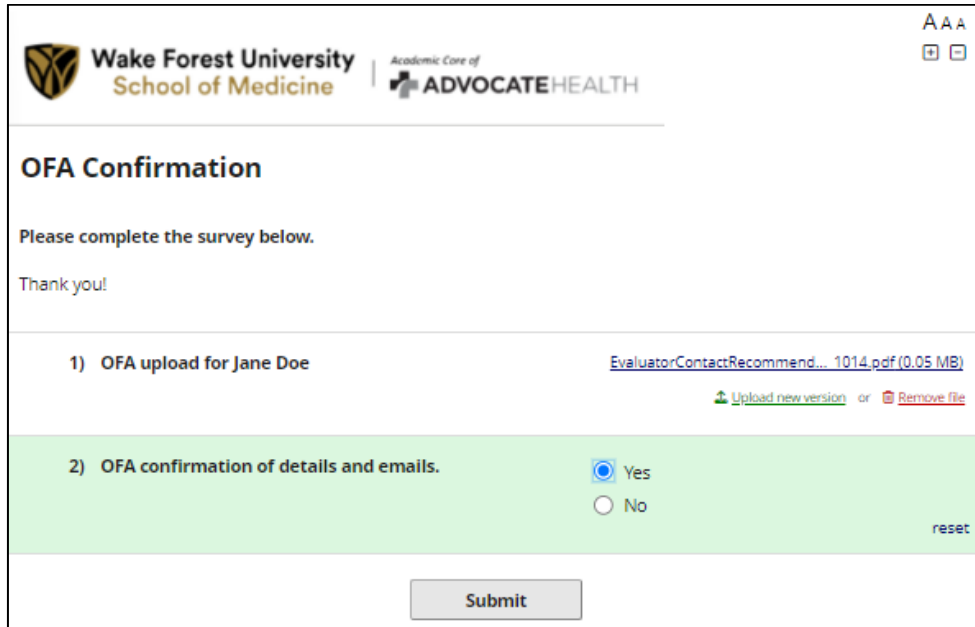
Please note, evaluations are confidential between each individual evaluator, the Office of Faculty Affairs, and, when applicable, the Promotion & Tenure Committee . It is the candidate's responsibility to identify appropriate evaluators, confirm their willingness to participate, and determine each evaluator's likelihood of providing a favorable evaluation. An evaluator can choose whether to share the details of their submission with a candidate directly. OFA will not confirm whether a potential evaluator submitted an evaluation or declined to participate. OFA will not share the details of any completed evaluations with the candidate at any point during the appointment or promotion process.

If you have any questions or concerns regarding your submission, please contact the Office of Faculty Affairs ([facultyaffairs@wakehealth.edu](mailto:facultyaffairs@wakehealth.edu)).

Thank you, and have a nice day.

**Step Two – OFA |** OFA receives the candidate’s evaluator information via an automated email from REDCap. OFA follows the link provided by REDcap to access and review the evaluators’ information, uploads the candidate’s CV via the same link, and dispatches the Candidate Evaluation Form to each evaluator by submitting the OFA portion of the survey via REDCap.

Ex. OFA View



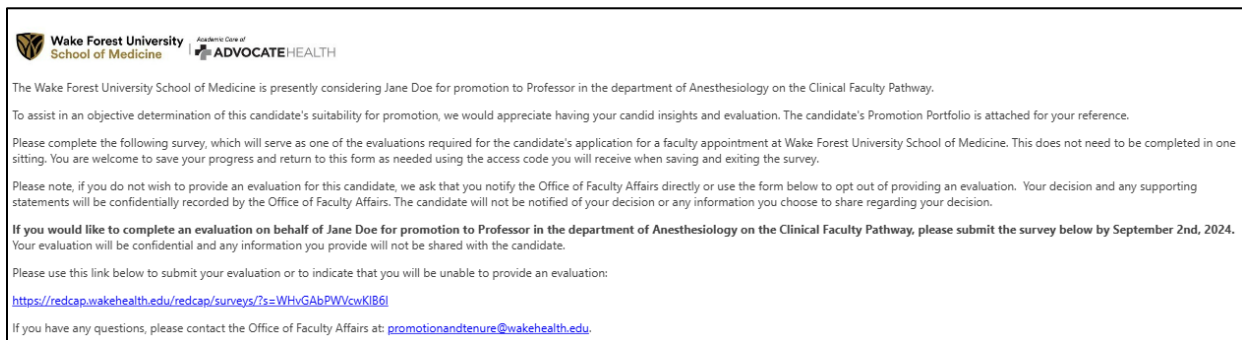
The screenshot shows the 'OFA Confirmation' survey interface. At the top, there are logos for Wake Forest University School of Medicine and Academic Core of ADVOCATEHEALTH. The main heading is 'OFA Confirmation'. Below it, the text reads 'Please complete the survey below.' and 'Thank you!'. The survey consists of two items:

- 1) OFA upload for Jane Doe: This item includes a link to 'EvaluatorContactRecommend... 1014.pdf (0.05 MB)' and options to 'Upload new version' or 'Remove file'.
- 2) OFA confirmation of details and emails: This item has two radio buttons, 'Yes' (which is selected) and 'No', and a 'reset' link.

At the bottom of the form is a 'Submit' button.

**Step Three – Evaluator |** Each potential evaluator receives a REDCap link from OFA explaining the request. They then complete the Faculty Promotion Candidate Evaluation Form in REDCap and submit their recommendations.

Ex. Email to Potential Evaluator:



The screenshot shows an email from Wake Forest University School of Medicine and Academic Core of ADVOCATEHEALTH. The email text is as follows:

The Wake Forest University School of Medicine is presently considering Jane Doe for promotion to Professor in the department of Anesthesiology on the Clinical Faculty Pathway.

To assist in an objective determination of this candidate's suitability for promotion, we would appreciate having your candid insights and evaluation. The candidate's Promotion Portfolio is attached for your reference.

Please complete the following survey, which will serve as one of the evaluations required for the candidate's application for a faculty appointment at Wake Forest University School of Medicine. This does not need to be completed in one sitting. You are welcome to save your progress and return to this form as needed using the access code you will receive when saving and exiting the survey.

Please note, if you do not wish to provide an evaluation for this candidate, we ask that you notify the Office of Faculty Affairs directly or use the form below to opt out of providing an evaluation. Your decision and any supporting statements will be confidentially recorded by the Office of Faculty Affairs. The candidate will not be notified of your decision or any information you choose to share regarding your decision.

**If you would like to complete an evaluation on behalf of Jane Doe for promotion to Professor in the department of Anesthesiology on the Clinical Faculty Pathway, please submit the survey below by September 2nd, 2024.** Your evaluation will be confidential and any information you provide will not be shared with the candidate.

Please use this link below to submit your evaluation or to indicate that you will be unable to provide an evaluation:

<https://redcap.wakehealth.edu/redcap/surveys/?s=WHvGAbPWVcwKIB6I>

If you have any questions, please contact the Office of Faculty Affairs at: [promotionandtenure@wakehealth.edu](mailto:promotionandtenure@wakehealth.edu).

**Step Four – OFA and P&T Committee |** OFA receives and downloads the completed evaluations to add to the candidate’s portfolio for review by the Promotion & Tenure committee.