

**THE SCHOOL OF VETERINARY MEDICINE
CLINICAL PROFICIENCY EVALUATION
HEALTH SCIENCES CLINICAL PROFESSOR AND
PROFESSOR OF CLINICAL ___ SERIES
PROCESS GUIDELINES**

In recognition of the increased clinical responsibilities, particularly the increased clinical effort assignment, of faculty in the Health Sciences (HS) Clinical Professor series (normally 90% effort) and Professor of Clinical___ series (normally 70% effort) to the School's clinical programs (Veterinary Medical Teaching Hospital, Veterinary Medicine Teaching and Research Center (Tulare), UC Veterinary Medical Center – San Diego, and any subsequent veterinary clinical centers dedicated to provision of animal health care), the School has adopted the following requirements for assessing clinical proficiency for career advancement.

Criteria for advancement of faculty heavily involved in veterinary healthcare are detailed in separate documents titled Academic Personnel Review Criteria for Faculty heavily involved in Veterinary Healthcare: HS Clinical Professor and Professor of Clinical___ series. This document specifically describes evaluation of clinical proficiency for faculty in these series engaged in provision of veterinary health care in one of the School's clinical centers.

A Clinical Proficiency Evaluation form (attached) will be used to seek information in five broad categories that identify the candidate's proficiency in, and commitment to, excellence in veterinary clinical practice and clinical teaching. Broad categories of evaluation are 1) competence, effectiveness, and creativity in clinical practice; 2) demonstrated leadership and commitment to clinical advancement; 3) demonstrated effectiveness and creativity in clinical teaching; 4) demonstrated community building, collegiality, and communication; and 5) impact on, and contribution to, the specialty or discipline.

Consistent with criteria outlined in APM 210- 1.d.1 for appointment and promotion; superior attainment in clinical proficiency, including documentation through peer evaluation of clinical proficiency, is an indispensable requirement for career advancement, and especially so for promotion or high level merit advancement. Insistence of this standard is essential to maintain the quality of the School of Veterinary Medicine as an institution dedicated to excellence in veterinary health care.

CLINICAL PROFESSOR SERIES:

Merit Evaluation:

1) The Clinical Proficiency Evaluation Form is to be completed by a minimum of six individuals selected by the VMTH director in consultation with the Service Chief and appropriate Associate Director. Evaluators are to be constituents that receive clinical services or interact directly (or through consultation) in the provision of patient care/clinical teaching with the candidate and who can provide information on all relevant sections in the competency form. Where possible, balance and diversity in the spectrum of possible evaluators (faculty, resident, staff, referring veterinarian, client) should be achieved.

2) The VMTH director should synthesize the evaluations and provide an analysis (not, a compilation of comments) of clinical competency in the VMTH letter. A list of solicited evaluators with their responsibility/relationship to the candidate identified should be forwarded to the Department together with all completed Clinical Proficiency Evaluation Forms. This information must accompany the VMTH letter together with resident and student teaching evaluations to the department, and are to be included in the merit dossier for departmental faculty, and FPC/Dean review.

3) Evaluations are confidential and must be redacted before disclosure to the candidate; however, identifying information will be available to all other reviewers.

4) In the case of an appeal of a merit decision, these solicited evaluations will remain as confidential documents that can be provided in redacted form (all identifying information removed) to the candidate.

Promotion/Merit Advancement to Step VI/Above Scale Evaluation:

1) The Clinical Proficiency Evaluation Form is to be completed by a minimum of six individuals following the practice described for merit evaluation.

2) The VMTH Directors letter and submission of materials to the Department for inclusion in the candidate's dossier will follow practices described under section 2 for merit evaluation.

3) Additionally, confidential letters of evaluation will be solicited by the department. Selection of evaluators will, in part, be based on a list of suitable nominees (minimum 5) provided by the candidate. Selection and solicitation of letters will be made by the department with input from the VMTH Director after consultation with the appropriate Associate Director and Service Chief. A minimum of five letters are to be solicited, with three individuals selected from the candidate's list and a minimum of two individuals selected by the department. Evaluators may be within the candidate's discipline or a discipline that closely interacts with the candidate. Nominated individuals may be current peers within the VMTH or those familiar with VMTH operations; ie, past residents, recent graduate practitioners whom have had professional interactions with the candidate. Letters of review should specifically address professional competence (including clinical proficiency and perceived regional/national/international stature) of the candidate.

4) All solicited evaluations (clinical proficiency evaluation forms, letters of evaluation) are confidential and must be redacted before disclosure to the candidate; however, identifying information will be available to all other reviewers.

5) In the case of an appeal of a promotion decision, all solicited evaluations will remain as confidential documents that can be provided in redacted form (all identifying information removed) to the candidate, consistent with practice for Professorial appointees.

PROFESSOR OF CLINICAL --- SERIES:

In recognition of the increased clinical effort assignment of faculty in this series and the associated emphasis on Professional Competence and Activity as the primary category of evaluation, solicited confidential evaluations of clinical proficiency are required for advancement in addition to evaluation of creative activity, teaching, and university and public service. The distinction between evaluation of clinical proficiency and extramural assessment of overall performance in other categories of evaluation is described.

Merit Evaluation:

1) The Clinical Proficiency Evaluation Form is to be completed by a minimum of six individuals selected by the VMTH director in consultation with the Service Chief and appropriate Associate Director. Evaluators are to be constituents that receive clinical services or interact directly (or through consultation) in the provision of patient care/clinical teaching with the candidate, who can provide information on all relevant sections in the competency form. Where possible, balance and diversity in the spectrum of possible evaluators (faculty, resident, staff, referring veterinarian, client) should be achieved.

2) The VMTH director should synthesize the evaluations and provide an analysis (not, a compilation of comments) of clinical competency in the VMTH letter. A list of solicited evaluators with their responsibility/relationship to the candidate identified should be forwarded to the Department together with all completed Clinical Proficiency Evaluation Forms. This information must accompany the VMTH letter together with resident and student teaching evaluations to the department, and are to be included in the merit dossier for departmental faculty, and FPC/Dean review.

3) Evaluations are confidential and must be redacted before disclosure to the candidate; however, identifying information will be available to all other reviewers.

4) In the case of an appeal of a merit decision, these solicited evaluations will remain as confidential documents that can be provided in redacted form (all identifying information removed) to the candidate.

Promotion /Merit Advancement to Step VI/Above Scale Evaluation:

1) The Clinical Proficiency Evaluation Form is to be completed by a minimum of 6 individuals following the practice described for merit evaluation.

2) The VMTH Directors letter and submission of materials to the Department for inclusion in the candidates dossier will follow practices described for merit evaluation.

3) Extramural letters will be solicited by the Department based on practices used for the Professor series. Evaluators will be asked to comment specifically on the importance and impact of scholarly contributions in addition to, teaching effectiveness, professional service contributions, perceived clinical competency, and regional/national/international stature.

4) All solicited evaluations (clinical proficiency evaluation forms, letters of evaluation) are confidential and must be redacted before disclosure to the candidate; however, identifying information will be available to all other reviewers, consistent with practices used for advancement in the Professor series.

5) In the case of an appeal of a promotion decision, all solicited evaluations will remain as confidential documents that can be provided in redacted form (all identifying information removed) to the candidate, consistent with practice for Professorial appointees.