Instructions for completing 2018-2019 Faculty Annual Evaluation (Reviewer’s Portion)

Preliminary instructions:

- Log-in link and all supporting materials for Digital Measures are located on the VTCSOM Digital Measures webpage.
- If you do not know your username or password, please email digitalmeasures@vt.edu.
- Further information regarding the faculty annual review can be found on the VTCSOM Faculty Annual Review webpage.
- For further assistance, or to schedule a training session, please contact Nicholas Torre, VTCSOM Faculty Affairs Coordinator / Digital Measures Administrator, at nmtorre@vt.edu or 540-526-2564.
Log-in to Digital Measures
Go to [https://medicine.vtc.vt.edu/faculty-affairs/digital-measures.html](https://medicine.vtc.vt.edu/faculty-affairs/digital-measures.html) and select Digital Measures Login
Or go to [https://www.digitalmeasures.com/login/org-carilionclinic/faculty/authentication/showLogin.do](https://www.digitalmeasures.com/login/org-carilionclinic/faculty/authentication/showLogin.do)
Click in the box and type name of faculty you wish to review or select from the dropdown list.

Click continue.
Be sure you are managing data for the correct individual

Select Annual Academic Performance Review
Note: Reviewer should review items 1-6, and then complete items 7-11 below.

Be sure you are managing data for the correct individual.

You are currently managing data for Nick Torre.

Click 2018-2019
Items number 7 – 11 constitute the review portion of the faculty annual review process in Digital Measures (see instructions below).

<table>
<thead>
<tr>
<th>Reviewer</th>
<th>Review Date</th>
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<tbody>
<tr>
<td>Program Director</td>
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<tr>
<td>Department Chair</td>
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<tr>
<td>Section Chief</td>
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<tr>
<td>VTCSOM Dean</td>
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</tbody>
</table>

**Reviewer - Professional Conduct**
- The faculty member exhibits professional interactions with patients, students, residents, staff, and physicians:
  - Meets Expectations
  - Exceeds Expectations
  - Needs Improvement

**Reviewer - Clinical Performance**
- Clinical Performance Rating:
  - Meets Expectations
  - Exceeds Expectations
  - Needs Improvement
  - Not Applicable

**Reviewer - Summary Rating**
- The faculty member's teaching evaluations have been reviewed and the quality of teaching is reported to be:
  - Meets Expectations
  - Exceeds Expectations
  - Needs Improvement

**Reviewer Comments**
- Reviewer Comments

**11. Chair/Section Chief/Designee Signature**
- Date

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After completing steps 7-11, Scroll to the top of the page and select save

Thank you for your participation in the 2018-2019 faculty annual performance review!