

## Clinical Excellence Survey

### Instructions for solicitation process:

Care should be taken to solicit responses from a broad mix of professional colleagues with training, experience, and exposure to the candidate's clinical work that allows informed commentary on clinical performance. This group will often include members of other divisions and departments.

Selection of colleagues for solicitation requires professional familiarity with the candidate's area of clinical expertise and insight into the nature of the candidate's clinical interactions with peers. Accordingly, colleagues should **NOT** be selected by administrative staff. Colleagues should be selected for solicitation by the Department Chair, a senior departmental leader designated by the Department Chair, or the Division Chief.+

At a minimum, evaluations should be solicited in the context of review for reappointment, promotion, or new appointments when the candidate has recently performed clinical duties at Stanford or an affiliated institution. Evaluations may be solicited more frequently (for example, in the context of annual reviews and counseling) according to departmental practice. In the judgment of the department and in the appropriate case, evaluations above the minimum specified below may be obtained.

The following types and numbers of evaluations should generally be obtained:

<i>Type</i>	<i>Professoriate (UTL, MCL, NTL), Clinician-Educators* &amp; Instructors*</i>
If internal referees are solicited for evaluation letters	Include form as part of letter solicitation
If clinical trainees are solicited for evaluation letters	Include form as part of letter solicitation
Health care providers who consult with, or refer patients to, the candidate	Obtain 3
If applicable, physician extenders (e.g., physician assistants or nurse practitioners) who work directly with the candidate	Obtain 1 or 2
Nurse managers, clinic managers, or similar senior clinical administrators	Obtain 1 to 3
Fully qualified physician colleagues not already solicited above. For reappointments and promotions, and for new appointments when the candidate has recently performed clinical duties at Stanford or an affiliated institution, these will normally be members of the candidate's department or related departments, and may include members of the following lines: UTL, NTL, MCL, Clinician-Educator, Clinician-Educator (Affiliated), Instructor	Obtain 4 to 6 (including fully qualified physician colleagues from the above categories)

+ If questions arise in a particular case, seek assistance from the Office of Academic Affairs before soliciting Clinical Excellence Survey forms.

\* For CEs and Instructors with appointment FTE less than 50%, divide the requirements in this table by two (half of the standard requirements listed here).