

# SoM P&T Faculty Packet Checklist

## ANNUAL CONTINUATION REVIEW



**Review** the [School of Medicine and University Promotion & Tenure Guidelines](#)



### Updated Curriculum Vitae (CV)

Upload to Digital Measures under:

*Supporting Documentation (CV, Report Narrative, Other)*

Faculty seeking promotion must utilize the required School of Medicine [CV format](#).



### Report Narrative

Upload to Digital Measures under:

*Supporting Documentation (CV, Report Narrative, Other)*

While submission of a Report Narrative is strongly encouraged for annual continuation reviews, it is required for faculty seeking promotion and/or tenure consideration.



### Copies of Teaching Evaluations

Teaching evaluations are best provided through eValue or SPOT/eSEI. A favored report for clinicians is the Clinical Educator Report or other reports that provide quantitative ratings.

[Examples of Teaching Evaluations](#)

Teaching evaluations should be uploaded into Digital Measures annually by the Department Administrator or designated DM administrator.

Failure to provide sufficient teaching evaluation documentation may result in the file being deemed incomplete for review.



### Publications, Research, and Intellectual Contributions

Ensure all applicable publications and scholarly activities are fully entered into the Publications, Research, and Intellectual Contributions screen within Digital Measures.

Publications included for promotional review should include uploaded PDFs or supporting documentation when applicable to ensure reviewer accessibility and proper report generation.

All publications must be non-predatory. WVU Libraries provides guidance regarding predatory publishing practices: <https://library.wvu.edu/about/open-access>



### Cumulative Faculty Productivity Report (FPR)

The Promotional Review FPR should reflect cumulative activity from the faculty start date or January 1 of the year of the last promotion through December 31 of the current review cycle.

Upload the completed report into:

*SUBMIT: Faculty Productivity Report*



### Complete Digital Measures Records

Faculty are responsible for ensuring all applicable activities, documentation, and supporting materials are entered into Digital Measures prior to review.



Only information entered into Digital Measures may be considered during the review process.