

Comprehensive Performance Evaluation

How to Prepare Your Application for Submission

- Limit your application to **200 pages or less**
- Include no less than three (3) but no more than six (6) resident/student evaluation forms (page 19)
- Include no more than three (3) evaluations of CME activities you have presented (page 19)
- **Save your final application as ONE single PDF file**
 - Do not submit multiple files (including Word docs, PowerPoints, additional PDFs, etc.)
 - Do not print and scan your application. File → Save As → Select PDF
 - Insert appendices documents and additional attachments by adding pages to the end of your PDF application. [*Click here for a tutorial.*](#)
- **Signature Page**
 - Do not electronically sign your application.
 - Print the signature page, initial, sign, and scan the page.
 - Insert the signature page it into your application PDF.
 - *If physical signatures are not possible, please contact the Office of Faculty Affairs for further instruction: 215-5912*
- **Submit your application by email to fservices@ttuhsc.edu by the deadline.**
 - If the file size is too large to email, contact the Office of Faculty Affairs.

**FOR QUESTIONS REGARDING YOUR APPLICATION, PLEASE CONTACT
THE OFFICE OF FACULTY AFFAIRS AT 915-215-4132 OR [FSERVICES@TTUHSC.EDU](mailto:fservices@ttuhsc.edu).**