



Medical Education Program Policy

Policy Name:	Faculty and Resident Evaluation & Reporting				
Policy Domain:	Evaluation	Refers to LCME Element(s):	4.4 Feedback to faculty 8.5 Medical Student Feedback		
Approval Authority:	Curriculum and Educational Policy Committee (CEPC)	Adopted:	1/9/2017	Date Last Reviewed:	February 2023
Responsible Executive:	Associate Director of Assessment and Evaluation or their Designee	Date Last Revised:	February 2023		
Responsible Office:	Office of Medical Education	Contact:	Mirjana Babic, M.P.A. mbabic@ttuhsc.edu		

1. **Policy Statement:** All faculty teaching evaluations shall be collected centrally by the Office of Medical Education (OME). The Office of Medical Education maintains dashboards, where evaluation data will be updated on a quarterly basis, accessible to the faculty member, the faculty member's department chairperson, the course/clerkship director, the appropriate assistant dean(s) for medical education and the associate dean for medical education. This gives faculty and higher leadership timely access to evaluations at multiple time points in a semester, allowing them to identify strengths and weaknesses and make meaningful interventions if required. In the event that the faculty evaluation indicates a serious concern or a pattern of consistently negative feedback, the director will also provide a report to the associate dean of student affairs, who is in charge of addressing learning environment issues, and the associate dean for graduate medical education in scenarios where residents are involved.
2. **Reason for Policy:** In order to fulfill the educational mission, PLFSOM needs to understand student perceptions of a faculty or resident's teaching skill level.
3. **Who Should Read this Policy:**
 - Faculty with teaching responsibilities
 - Course & clerkship directors
 - Department chairpersons
 - Program directors
 - Office of Medical Education personnel
 - The associate deans for medical education and student affairs
 - Residents with teaching responsibilities
4. **Definitions:**
 - Faculty teaching evaluation data shall consist only of data found on forms identified as teaching

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evaluations. Course evaluation data will not be routinely summarized and reported for individuals.

- Clerkship directors shall include formally appointed assistant clerkship directors.

5. The Policy:

- a) The teaching evaluations data shall be collected using anonymous forms. The forms shall, however, capture course and academic term specific to the evaluation.
- b) Data Collection – for each course offered by PLFSOM, the Office of Medical Education will collect teaching evaluations using forms appropriate for the course format. In order to ensure adequate student participation to produce meaningful feedback, students will be required to submit evaluations as follows.
 - i) MS 1 & 2 students will be required to complete 4 faculty teaching evaluations at the end of each unit. Students have to choose the four faculty distributed between SPM, MSK, Spanish and SCI (1 faculty each from each course) with whom they have interacted with during this period.
 - ii) “N” college mentor as appropriate. N=number of college mentors for each college. (e.g., if a college has 2 mentors, n=2).
 - iii) MS 3 students will be required to complete evaluations as per table below:

	Mind & Medicine Block	OPSE F Block	
Internal Medicine	4	0	
Family Medicine	3	1	FM has a longitudinal piece in the OPSEF Block
Psychiatry	4	0	
Neurology	2	0	
Emergency Medicine	1	1	EM is across both semesters
Obstetrics-Gynecology	0	4	
Surgery	0	4	
Pediatrics	0	4	
Total	14	14	

- iv) MS 4 students will be required to complete a minimum of 1 clerkship faculty/resident teaching evaluation for each clerkship/course. Students will choose which faculty and/or residents to evaluate.
- v) All students will have the option to complete additional faculty teaching evaluations
- vi) Students who do not complete teaching evaluations on time will receive 1 professionalism card per unit/clerkship.

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6. Faculty Eligible to Receive Teaching Evaluations

- a) Pre-Clinical Courses
 - i) All faculty from the Department of Medical Education will receive teaching evaluations in any unit they teach.
 - ii) Clinical faculty teaching 5 or more hours will also be eligible to receive evaluations of their teaching skills.
- b) Clinical Courses
 - i) All faculty teaching during a clerkship block will be eligible for evaluations.
 - ii) All residents participating in student educational activities during a clerkship shall also be eligible, regardless of their level.
 - iii) Students will be asked, but not required to also evaluate faculty presenting formal didactic sessions.

7. Reporting

- a) All teaching evaluation reports, **when total number of responses are greater than 4, will** be accessible through the faculty evaluation dashboard and will include unedited comments.
- b) Reports shall be for a calendar year, and accessible through the faculty evaluation dashboard by February 15 so that they are available for annual faculty reviews.
- c) Reports will be available to the faculty, the faculty's department chairperson, the relevant assistant dean for medical education, and the associate dean for medical education.
- d) Residents' reports, **when total number of responses are greater than 4,** will be accessible through the faculty evaluation dashboard by May 1.
 - i) Reports are available to the resident, the resident's program director, the relevant assistant dean for medical education, and the associate dean for medical education.
- e) The OME shall review teaching evaluations and identify those which suggest possible learning environment issues. These evaluations will be accessible through the faculty evaluation dashboard and available to the associate dean for student affairs, the associate dean for medical education, the relevant assistant dean for medical education, and associate dean for graduate medical education.
- f) Additionally, teaching evaluation reports shall be available on an ad hoc basis to the dean and the associate deans for medical education and student affairs.