



Medical Education Program Policy

Policy Name:	Faculty 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:	1/9/2017
Responsible Executive:	Director of Assessment & Evaluation	Date Last Revised:	13 December 2016		
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 director of assessment & evaluation shall collect faculty teaching evaluation data and report the results 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. 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 charged with addressing Learning Environment issues, and the associate dean for graduate medical education.
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
4. **Definitions:**
 - Faculty Teaching Evaluation data shall consist only of data found on forms identified as teaching evaluations. Course evaluation data will not be routinely summarized and reported for individuals.

Policies are subject to revision. Refer to the Office of Medical Education website or contact the Office of Medical Education to ensure that you are working with the current version.



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- 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 have the following requirements.
 - c) 5 faculty teaching evaluations to be completed at the end of each unit in SPM.
 - d) 2 college mentor teaching evaluations to be completed at the end of each semester.
 - e) 2 teaching evaluations for the Clerkship Preparation course (self-directed learning and ACLS).
 - ii) MS 3 students will be required to complete a minimum of 4 clerkship faculty/resident teaching evaluations per clerkship. Students will choose which faculty and/or residents to evaluate.
 - iii) M4 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.
 - iv) All students will have the option to complete additional faculty teaching evaluations. v) Students who do not complete teaching evaluations on time will receive negative professionalism report from the OME.
 - f) Eligible faculty

6. Preclinical courses

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

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2) Reporting

- a) All teaching evaluation reports for individuals will include unedited comments. Any aggregate teaching evaluation results for departments or other groups of individuals will not include comments
- b) Faculty shall receive at least an annual report aggregating their teaching evaluation results for the year.
 - i) Reports shall be for a calendar year and shall be sent by 15 February so that they are available for annual faculty reviews.
 - ii) Reports shall be distributed to the faculty, the faculty's department chairperson, the course director(s), and the relevant assistant dean for medical education.
- c) Residents shall receive at least an annual report aggregating teaching evaluations for the year.
 - i) Reports shall be for 12 months and shall be sent by 1 May.
 - ii) Reports shall be distributed to the resident, the resident's program director, the course director(s), and the relevant assistant dean for medical education.
- d) The OME shall review teaching evaluations and identify those which suggest possible learning environment issues. Copies of these evaluations shall be forwarded to the associate dean for student affairs with copies to the associate dean for medical education and the relevant assistant dean for medical education.
- e) Additionally, teaching evaluation reports shall be available on an ad hoc basis to Dean and the associate deans for Medical Education and Student Affairs.

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