



Faculty of Medicine

Faculty Teaching Evaluation Policy

Office of Accountability:	Undergraduate Medical Education Office Postgraduate Medical Education Office
Office of Administrative Responsibility:	Program Evaluation Subcommittee
Approver:	Undergraduate Medical Studies Committee Postgraduate Medical Education Committee
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Definitions

Administrative Head	The supervisor of a faculty member, either a Discipline Chair, Division Head, Associate Dean, or the Vice-Dean, Medical Education and Faculty Affairs, Faculty of Medicine, Memorial University.
Block	A section of learning within a specific course in Phases 1-3 of the Doctor of Medicine (M.D.) program, normally four (4) weeks in duration.
Clinical Faculty	A physician in clinical practice with a full-time (tenure track; contractual) or part-time academic appointment with Memorial University.
Education Specialist	The administrative staff member responsible for overseeing program evaluation at the Faculty of Medicine, Memorial University.



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Learner	Individual registered in the Doctor of Medicine (M.D.) program or a Postgraduate Learner registered in a Postgraduate training program at Memorial University.
Non-Clinical Faculty	An individual with a full-time (tenure track; contractual) or part-time academic appointment with Memorial University who is not a physician in clinical practice.
Rotation	An interval of clinical training of a specific duration integrated into a training program. In this policy, the term Rotation is used to describe training experiences in UGME (Phase 4) and PGME.

Overview

The Faculty of Medicine (FoM) is committed to ensuring the appropriate, coherent, and coordinated delivery of the Doctor of Medicine (M.D.) program and Postgraduate Medical Education (PGME) training programs. Faculty teaching evaluation is an essential part of that commitment. This document provides an overview of program evaluation practices for faculty teaching in the M.D. program and PGME training programs.

Purpose

To outline how the FoM's requirements and processes regarding faculty teaching evaluation will be conducted in accordance with the following requirements:

- Committee on Accreditation of Canadian Medical Schools (CACMS) Element 8.5;
- Canadian Excellence in Residency Accreditation (CanERA) General Standards of Accreditation for Residency Programs Element 9.1; and,
- Student Rating of Courses and Instruction Administrative Policies and Procedures Section 1.2.2.

Faculty teaching evaluation is an anonymous and confidential process. As such, it cannot address individual instances of bullying, harassment, or intimidation. Learners who may be experiencing bullying, harassment, or intimidation are encouraged to access resources outlined in the Respectful Learning Environment for Medical Education policy and procedure.

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Scope

Clinical and Non-Clinical Faculty members teaching in the M.D. program and Postgraduate training programs at Memorial University of Newfoundland (Memorial).

Policy

1.0 General Provisions

- 1.1 Clinical and Non-Clinical Faculty members teaching in the M.D. program and postgraduate training programs will be evaluated.
- 1.2 Learner anonymity must be ensured throughout the evaluation process. Evaluations completed by fewer than three (3) Learners will not be sent to the faculty member.
- 1.3 The Education Specialist for the Program Evaluation Subcommittee (PESC) will manage faculty teaching evaluations.

2.0 Undergraduate Medical Education (UGME) Phase 1-3

- 2.1 Clinical Faculty are evaluated at the end of each Block during a Phase. Clinical Faculty teaching evaluations are administered by the Education Specialist for PESC under the authority of the Undergraduate Medical Studies (UGMS) committee.
- 2.2 Non-Clinical Faculty are evaluated at the end of each Block during a Phase. Non-Clinical Faculty teaching evaluations are administered by the Education Specialist for PESC under the authority of the UGMS committee.

3.0. UGME Phase 4

- 3.1. Clinical Faculty are evaluated on an ongoing basis during Phase 4 clinical Rotations.
- 3.2. Clinical Faculty teaching evaluation forms are released to the Learners by the Academic Program Assistants (APAs) in each clinical discipline. The collation and

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distribution of the results are managed by the Education Specialist for PESC under the authority of the UGMS committee.

4.0. PGME

- 4.1. Clinical Faculty are evaluated on an ongoing basis during Rotations. Clinical Faculty teaching evaluation forms are released by the training program. The collation and distribution of the results are managed by the Education Specialist for PESC under the authority of the PGME committee.

5.0. Low Performance Evaluation Results

- 5.1. A Clinical Faculty Low Performance evaluation result indicates that a teaching-related problem has been identified by a Phase 4 Learner or postgraduate Learner. Any single score of “1,” if narrative comments have been provided to support the score, constitutes Low Performance. At the discretion of the Chair of PESC, Low Performance may also be identified based on narrative comments alone.

Procedure

A.0 UGME Phase 1-3 Faculty Evaluation Reports

Individual faculty members and their Administrative Heads are sent teaching evaluation reports based on the steps below.

- A.1. At the end of each Block, the Education Specialist for PESC oversees the compilation of teaching evaluation results from Phase 1-3 Learners and the creation of separate reports for each individual faculty member.
- A.2. The Chair of PESC reviews the reports. If the Chair identifies comments that may be inappropriate, the Education Specialist oversees the editing or removal of those comments. Clearly inappropriate comments are expunged.
- A.3. After being reviewed by the Chair, the Education Specialist oversees the distribution of the reports to the faculty members and their appropriate

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Administrative Heads, provided the reports include three (3) or more evaluations.

- A.4. If major concerns have been identified in a faculty evaluation, the Administrative Head will be asked to have a special meeting with the faculty member to address the concerns and inform the Chair of PESC that the matter has been addressed.
- A.5. Individual faculty members or Administrative Heads may request reports at any time on an ad hoc basis by contacting the Education Specialist for PESC.
- A.6. In extenuating circumstances, an Administrative Head, following discussion with the faculty member, may request clearly inappropriate comments to be expunged with written justification.

B.0 UGME Phase 4 and PGME Clinical Faculty Evaluation Reports

Individual Clinical Faculty members and Administrative Heads are sent teaching evaluation reports based on the steps below.

- B.1. At least once annually, the Education Specialist for PESC oversees the compilation of teaching evaluation results from Phase 4 Learners and postgraduate Learners and the creation of separate reports for each individual Clinical Faculty member.
- B.2. The Education Specialist oversees the distribution of individual reports to the appropriate Administrative Heads, provided the reports include three (3) or more evaluations.
- B.3. The Administrative Heads review the reports within thirty (30) days, after which the Education Specialist oversees the dissemination of the reports to the individual Clinical Faculty members as well as any Administrative Heads who have postgraduate Learners taught by those Clinical Faculty members. Evaluations for Clinical Faculty members located in New Brunswick are also sent to the Assistant Dean, New Brunswick.
- B.4. Normally, the reports reflect evaluations received over the previous year. In cases where fewer than three (3) Phase 4 Learners and/or postgraduate Learners completed an evaluation, to protect Learner confidentiality, reports from previous years may be combined to generate a multi-year report.

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- B.5. Individual Clinical Faculty members and Administrative Heads may request reports at any time on an ad hoc basis by contacting the Education Specialist.
- B.6. In extenuating circumstances, an Administrative Head, following discussion with a Clinical Faculty member, may request clearly inappropriate comments to be expunged with written justification.

C.0 Low Performance Reports

C.1. Clinical Faculty Low Performance

To facilitate interventions related to recurring teaching-related problems identified by Learners, the following process has been developed.

- C.1.1. If a Clinical Faculty member receives a Low Performance evaluation result, the Education Specialist saves the report in the faculty member's file at the Office of Professional & Educational Development (OPED). To ensure student anonymity, individual Low Performance evaluation results are not distributed. The first and second Low Performance evaluation results are filed at OPED.
- C.1.2. If a Clinical Faculty member receives a third Low Performance report, normally within five (5) years, the Education Specialist sends the three reports to the Clinical Faculty member's Administrative Head, the Associate Dean, UGME, and the Associate Dean, PGME. Included in this notice is a request for the Administrative Head to address the issue with the Clinical Faculty member within thirty (30) days.
- C.1.3. The Administrative Head must inform the Associate Dean, UGME, and the Associate Dean, PGME, within two (2) weeks of meeting the Clinical Faculty member of the outcome of the discussions utilizing the format required by PESC. The Administrative Head must also inform the Chair of PESC that the matter has been addressed.
- C.1.4. If a Clinical Faculty member receives a fourth and fifth Low Performance evaluation result, the Education Specialist saves the reports in the faculty member's files at OPED.

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- C.1.5. If a Clinical Faculty member receives a sixth Low Performance evaluation result, the Education Specialist sends all six reports to the Clinical Faculty member's Administrative Head along with a request to establish a comprehensive plan for resolution of the concerns with the faculty member in consultation with the Associate Dean, UGME, and the Associate Dean, PGME, and the Dean's Office where appropriate. The written action plan should be established within thirty (30) days of notification of the fifth red flag with a planned follow up with the Clinical Faculty member, normally within six (6) months. The Administrative Head must provide a follow-up report to the Associate Dean, UGME, and the Associate Dean, PGME, within two (2) weeks of the outcome of the follow-up meeting. The Administrative Head must also inform the Chair of PESC that the matter has been addressed.
- C.1.6. If the Chair of PESC has not been informed that the matter has been addressed within this timeframe, the Education Specialist will send a first reminder to the Discipline Chair. If there has been no response within two weeks, the Associate Dean will be asked to resolve the matter.
- C.1.7. If a Clinical Faculty member receives a Low Performance evaluation result that is deemed by the Chair of PESC to be of significant concern, the Education Specialist sends the report to the attention of the Clinical Faculty member's Administrative Head, the Associate Dean, UGME and the Associate Dean, PGME. Included in this notice is a request for the Administrative Head to review the issue and address it with the Clinical Faculty member, where deemed appropriate. This report will be included in the Low Performance evaluation result tabulation as outlined above. Where possible, Learner anonymity will be protected, though it is recognized that the nature of the Low Performance may make it difficult to do so.