



QUILLEN COLLEGE *of* MEDICINE

EAST TENNESSEE STATE UNIVERSITY

Policy Name: **Evaluation Completion Requirements**

Policy Replaces a Previous Policy (this includes change in policy name): <input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No
If so, list name of previous policy (include policy number if different): Evaluation Completion Requirements ADMIN-0821-20 (policy changed from an administrative policy to an MSEC policy)
Policy Number (issued by the Office of Academic Affairs upon final approval): MSEC-0823-33
Policy Owner (Individual, Department, or Committee/Chair): College of Medicine Administration
Committees, Departments, or Individuals Responsible for Implementation: MSEC and College of Medicine Administration
Original Approval Date and Who Approved by: 8/25/2021 – Ivy Click, EdD / Assistant Dean for Curriculum / MSEC Chair
Effective Date(s): 8/25/2021; 8/15/2023; 5/23/2024
Revision Date(s) (include a brief description) and Who Approved by (made by Policy Owner and/or Policy Advisory Committee): 8/15/2023 (clarification of when students will receive final reminder to complete evaluations prior to link expiration) – MSEC
Administrative Edits (briefly describe) by Staff and/or the Policy Advisory Committee (PAC) and Date (these revisions do not require voting/approval by the policy owner):
Exemption(s) to Policy (date, by what committee or individual, and brief description):
LCME Required Policy: <input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No
If yes, please list the Element(s) Affiliated with this Policy (include Element number/name/statement): 8.4 Evaluation of Educational Program Outcomes A medical school collects and uses a variety of outcome data, including national norms of accomplishment, to demonstrate the extent to which medical students are achieving medical education program objectives and to enhance the quality of the medical education program as a whole. These data are collected during program enrollment and after program completion. 8.5 Medical Student Feedback In evaluating medical education program quality, a medical school has formal processes in place to collect and consider medical student evaluations of their courses, clerkships, and teachers, and other relevant information.

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All policies will be reviewed by the Policy Advisory Committee every three years unless an earlier review is identified.

Date of Review: 5/23/2024

Revisions Made: Yes/ No If yes, list revisions made:

1. Minor wording changes regarding confidentiality and quality of student responses.

Revisions Require Approval by Policy Owner: Yes/ No

Policy Statement:

All students of the Quillen College of Medicine play a vital and essential role in contributing to the continual improvement of the medical education program and all aspects of the College of Medicine. The responsibility to provide feedback is critical to the medical profession, and reflects the mutual obligation that teachers and learners have to provide constructive commentary to each other as they seek to improve and enhance their performance. Consequently, all students are expected to actively participate in the College's comprehensive evaluation program. The Office of Academic Affairs (OAA) collects and compiles all evaluation data, and then provides anonymized reports and analysis to the appropriate curriculum committees, namely the Medical Student Education Committee (MSEC). This committee, in conjunction with the OAA, utilize the data to formulate and implement curriculum improvement and faculty development strategies. In order to attain valuable participation of every student in the evaluation process, the OAA has established the following guidelines.

Purpose of Policy:

In order to continually improve the medical education program, constructive feedback must be provided by the students after the completion of each iteration of a course or clerkship.

This policy pertains to LCME requirements of Element 8.4 (Evaluation of Educational Program Outcomes) and Element 8.5 (Medical Student Feedback).

Scope of Policy (applies to):

This policy applies to all medical students in the undergraduate medical education program at Quillen College of Medicine.

Policy Activities:

Evaluation Completion

All program and teaching evaluations are mandatory; students are required to complete 100% of these curriculum evaluations as part of their professional responsibilities at the College of Medicine. Failure to do so may result in a professionalism violation and other disciplinary action by the College of Medicine. The evaluations include, but are not limited to, the following:

- Final Course, Clerkship and Rotation evaluations
- Faculty Evaluations
- Small Group Peer Assessment and Self-Assessment
- Evaluations of Assigned Small Group Facilitators and Preceptors

Evaluations that students must complete will be assigned at appropriate times throughout the curriculum, with a clearly designated timeframe for required completion. Faculty and staff of the College of Medicine commit to assigning as few evaluations as possible to achieve the goal of ongoing curricular improvements and faculty development/evaluation. Students receiving an evaluation for a course, clerkship, or rotation that they did not attend, or for faculty that they did not have in class or work with in the clinic are to contact the OAA for removal of the evaluation.

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Confidentiality of all Student Responses

Student responses to evaluations are confidential. The responses to evaluations are always compiled and anonymized prior to being reported. Should a one-on-one relationship with a faculty member, such as a clinical preceptor, preclude anonymity then evaluation data will not be shared until the grading process is complete. Should a student have any concerns or questions about the anonymity of an evaluation, he/she may speak to the course or clerkship director and/or the OAA.

Quality of Student Responses

Students are expected to complete all evaluations in a highly professional manner. All comments submitted in evaluations are shared verbatim with faculty, so they are expected to be high quality, meaningful, constructive, and free of personal attacks and slurs.

Failure to Complete Assigned Evaluations

Student completion rates and timeliness of completion on all evaluations will be tracked by the OAA. Students will receive a final reminder from the OAA approximately 48 hours prior to the evaluation link expiration date to complete evaluations. In the event that a student still has not completed the evaluation(s) after the due date and the evaluation link has expired, he or she will be referred to the Office of Student Affairs (OSA) for further disciplinary actions and professionalism violations, and the student's final course/clerkship/rotation grade may be negatively impacted.

Administrative Reviews/Approvals	Date Approved
<i>University Compliance (if applicable)</i>	
<i>Policy Advisory Committee (includes three-year reviews)</i>	9/14/2023; 5/23/2024
<i>Associate Dean for Accreditation Compliance (if applicable)</i>	
<i>Vice Dean for Academic Affairs</i>	9/14/2023; 5/23/2024

Policy Review and/or Revision Completed By (if applicable)	Date Policy Reviewed and/or Approved (if applies to that department, committee, or group)
<i>Office of the Dean</i>	
<i>Office of Academic Affairs</i>	8/25/2021; 8/16/2023; 10/5/2023; 5/31/2024
<i>Office of Student Affairs</i>	
<i>Department of Medical Education</i>	
<i>Medical Student Education Committee</i>	8/15/2023
<i>Student Promotions Committee</i>	
<i>Faculty Advisory Council</i>	
<i>Administrative Council</i>	
<i>M1/M2 Course Directors</i>	
<i>M3/M4 Clerkship/Course Directors</i>	
<i>Student Groups/Organizations (describe):</i>	
<i>Other (describe):</i>	

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Final Policy Emailed to:	Date of Email Notifications
<i>Medical Education Director for Posting on Educational Policies Website</i>	10/5/2023; 5/1/2024; 5/31/2024
<i>Policy Owner</i>	5/1/2024; 5/31/2024
<i>Admissions Office for Catalog (only new policies)</i>	10/5/2023