Undergraduate Medical Education

Course and Faculty Evaluation Policy

Curricular Component: Policy #CC-18 v2
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1.0 Governance of Course and Faculty Evaluations

1.1 Course and Faculty evaluations will be directed by the Course and Faculty Review Committee (CFRC) which will develop and oversee all policies and procedures pertaining to course and faculty evaluation practices within the Undergraduate Medical Education program.

1.2 All policies and procedures developed by the CFRC will be approved by Curriculum Committee (CC) prior to adoption by Undergraduate Medical Education.

1.3 The CFRC will report to the CC to ensure that recommendations arising from reviews are addressed prior to the next scheduled review.

2.0 Confidentiality

2.1 In order to preserve the security, integrity and reliability of course and faculty evaluations data:

2.1.1 Data we be collected electronically and maintained in accordance with Queen's University policies relating to the security of electronic data (i.e. Electronic Information Security Policy).

2.2 Electronic evaluation data will only be reported in aggregate form with access to individual student responses restricted to:

2.2.1 IT (MEdTech) personnel and accessed only in the course of fulfilling the responsibilities of their position.

2.2.2 The Dean, Associate Dean or a delegate appointed in their absence and only in the event a comment is noted to indicate a potential for threat to the safety of the individual, a faculty member, student(s), staff or others.

3.0   General Principles

3.1   All course evaluations will be consistent with established parameters as developed by the CFRC and approved by the CC.

3.2   Course evaluations will be designed with the goal of the reporting of strengths, weaknesses and recommendations for change.

3.3   All faculty evaluations will be consistent with established parameters as developed by the CFRC and CC.

3.4   Faculty evaluation parameters will adhere to restrictions as set out in the most current collective agreement with Queen's University Faculty Association (QUFA).

4.0   Course Evaluations

4.1   All statements regarding preclerkship courses will apply to Clerkship Curricular Units unless otherwise noted.

4.2   Students will be encouraged to complete a standard course or rotation evaluation survey at the completion of each course or clerkship block.

4.2.1 In the event that preclerkship courses consist of major units, students may be asked to complete evaluations on each of the units. In the event the clerkship rotation consists of multiple locations or services, the required evaluations will be identified by location or service.

4.2.2 In the event unit evaluations are completed for a preclerkship course, students will not be required to complete a further full course evaluation.

4.2.3 The CFRC will establish and maintain a list of all preclerkship courses that will be evaluated in units.

4.2.4 Preclerkship course (unit) evaluations will be available for completion by students no later than midway through the course and will close no later than 2 weeks following the end of the course. For Clerkship, evaluations will be available at the start of the rotation or unit and will close no later than 2 weeks after the completion of the unit/rotation.

4.3 Course Directors will have access to quantitative and narrative data collected through the course (unit) evaluation survey for their course only.

4.3.1 Preclerkship Course Directors will have access to their course evaluation data at the closure of the student evaluation surveys and it will be distributed to them in a timely manner.

4.3.2 Clerkship Course Directors will have access to pooled evaluation data that consists of a minimum of four (4) blocks in order to ensure anonymity.

4.4 Year Directors, CC, and CFRC will have access to cumulative quantitative and narrative course data gathered through the use of the established course (unit) evaluation survey.

4.5 Every course will be reviewed by the CFRC annually using data from, but not limited to, Course and Faculty evaluation surveys, MEdTech system reports, Course Director surveys, etc.

4.5.1 The standard CFRC review of preclerkship courses will be completed no later than 8 weeks following the last class in the course. The standard review of Clerkship rotations, will be completed at least annually using the most recent 12 months of data.

4.5.2 Course Directors will be required to participate in the review process. This may include, but is not limited to, the completion of a survey.

4.5.3 In the event concerns are identified through the standard review process, a further In-Depth review will be conducted. This may include, but is not limited to, the completion of a Thematic Analysis of student comments and a meeting of the Course Director with a representative of the CFRC.

4.5.4 Recommendations resulting from the In-Depth Course review will be submitted to the Course Director and Year Director for review and comment prior to finalization at the CC.

4.5.5   It is the responsibility of the Year Director/Clerkship Director to ensure that recommendations from CFRC reports are addressed prior to the next course iteration.

5.0   Faculty Evaluations

5.1   All statements regarding preclerkship faculty evaluations will apply to Clerkship preceptor evaluations unless otherwise noted.

5.2   Students will be encouraged to complete a standard faculty evaluation survey for each faculty member with four (4) hours or more of student contact during a course.

5.2.1   The number of required clerkship preceptor (faculty and resident) evaluations to be completed per rotation/unit/service will be determined by the Clerkship Committee with input from the CFRC.

5.3   Students will be provided an opportunity to complete a faculty evaluation survey for any faculty member with three (3) or less hours of student contact during a course.

5.4   Faculty evaluation surveys for preclerkship will be available for completion by students no later than midway through the course and will close no later than 2 weeks following the end of the course. For Clerkship, faculty evaluations surveys will be available at the start of the rotation or unit, and will close no later than 2 weeks after the completion of the unit/rotation.

5.5   Access to evaluation data for QUFA faculty is governed by the Queen's University Faculty Association Agreement.

5.6   Access to non-QUFA faculty evaluation results related to preclerkship courses:

5.6.1   When there are 5 or more invited respondents:
- Cumulative quantitative and narrative evaluation data will be available directly to the faculty teacher once the survey is closed to students.

5.6.2   When there are 4 or less invited respondents:
- Cumulative quantitative and narrative evaluation data will be available directly to the faculty teacher when the total of completed evaluations is 4 or greater in any 2 consecutive years.

5.6.3   Non-QUFA Individual faculty data will be available to:
- Course Director
- Year Director
- Department Head
- CFRC members

5.7   For individual faculty evaluations of non-QUFA faculty in preclerkship and clerkship curricular courses, narrative data will be reviewed by the Associate Dean or delegate.

5.8   In clerkship, the individual faculty evaluations of non-QUFA faculty will be reviewed by the Clerkship Course Director.

5.8.1   Clerkship Course Director evaluations will be reviewed by the Clerkship Director.

5.8.2   Individual faculty preceptor evaluation data submitted by the graduating class will be available annually (in May), for review, regardless of the number of invited respondents.

5.8.3   The Clerkship Course Director will discuss results with the Regional Discipline lead in the event of concerns relating to regional faculty preceptors.

6.0   Policy Renewal and Approval

6.1   This document will be reviewed and updated at least annually by CFRC and the Curriculum Committee.