



Queen's
UNIVERSITY

MD Program

Course and Faculty Evaluation Policy

Curricular Component: Policy #CC-18 v3

Supersedes: Policy #CC-18 v2

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September 16, 2016 (original)

Effective Date: October 1, 2022

1.0 General Principles

- 1.1 Course evaluation tools will be designed with the goal of the reporting on strengths, weaknesses, and recommendations for change and improvement.
- 1.2 Only evaluation tools and processes approved by the Course and Faculty Review Committee ("CFRC") will be used for the evaluation of course and faculty.
- 1.3 The CFRC administers course and faculty surveys annually.
- 1.4 CFRC summary reports and recommendations are submitted to the Curriculum Committee.
- 1.5 Faculty evaluation data is published in aggregate form.
- 1.6 The threshold for faculty evaluation will be determined by the CFRC based on a percentage of contact hours in the course.
- 1.7 Evaluation of Queen's University Faculty Association (QUFA) members who teach in the MD Program are covered by the Queen's Survey of Student Experience of Teaching (QSSET) process. The CFRC does not have access to this data. When a course evaluation is administered through QSSET, the MD Program will conduct focus groups to gather course feedback, as approved by QSSET.

2.0 Data Management

- 2.1 All data collected by the CFRC will be gathered, managed and disseminated in accordance with Queen's University policies relating to the security of electronic data.
- 2.2. Aggregate course data is available to Course Directors, Year Directors, Curriculum Committee, and Program Evaluation Committee. Access to course survey data by others is at the discretion of the CFRC.
- 2.3 Aggregate faculty data managed by the CFRC is available to Course Directors, Year Directors, Curriculum Committee, and Program Evaluation Committee.
- 2.4 Individual faculty evaluation data managed by the CFRC is available to the individual faculty, Department Head and Associate Dean, MD Program.

2.4.1 The distribution and accessibility of the aggregated individual faculty survey data for clerkship preceptors will be delayed to preserve student privacy.

3.0 Policy Renewal and Approval

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