

# Creighton University School of Medicine

## Medical Program Policies

GUIDELINE: Faculty Access to Evaluation Guideline

GOVERNING BODY: Associate Dean for Medical Education

LCME ACCREDITATION STANDARD REFERENCE:

### **GUIDELINE**

The purpose of this guideline is to define the access and distribution of course, faculty, and resident evaluations.

### GUIDELINE

#### 1. Course Evaluations

Course evaluations can be accessed by the course director and their department chair, the component director, the Assistant and Associate Deans for Medical Education, the Senior Director for Program Assessment and Curriculum Development, the Program Evaluation Analyst, and the members of the Evaluation Committee and Educational Program Committee. Course evaluations will be distributed in the following ways:

- a. Course evaluations are sent to course director following the course.
- b. Course evaluation are accessible through MedHub.
- c. Course evaluations are distributed to the Evaluation Committee and Educational Program Committee when the course is reviewed annually.

#### 2. Faculty Evaluations

Faculty evaluations can be accessed by the faculty member and their department chair, the course director of the respective course and their department chair, the component director, the Assistant and Associate Deans for Medical Education, the Senior Director for Program Assessment and Curriculum Development, the Program Evaluation Analyst, and the members of the Evaluation Committee and Educational Program Committee. Faculty evaluations will be distributed in the following ways:

- a. Faculty evaluation are accessible through MedHub once a faculty has five completed evaluations in a given course.
- b. Faculty evaluations are sent to department chair prior to the evaluation period and at the end of the academic year.
- c. Faculty evaluations are distributed to the Evaluation Committee and Educational Program Committee when the course is reviewed annually.

#### 3. Resident Evaluations

Resident evaluations can be accessed by the program director of the residency program and their department chair, the course director of the respective course and their department chair, the component director, the Assistant and Associate Deans for Medical Education, the Senior Director for Program Assessment and Curriculum Development, the Program Evaluation Analyst, and the members of the Evaluation Committee and Educational Program Committee. Resident evaluations will be distributed in the following ways:

- a. Resident evaluations are sent to department chair at the end of the academic year and upon request.
- b. Resident evaluations are distributed to the Evaluation Committee and Educational Program Committee when the course is reviewed annually.

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Requests for evaluation outside the parameters of this guideline will be considered and decided by the Senior Director for Program Assessment and Curriculum Development and the Associate Dean for Medical Education.

### **SCOPE**

All faculty and resident teaching the Medical Education Program.

### **ADMINISTRATION AND INTERPRETATION**

The Office of Medical Education is responsible for the administration of this guideline. Please forward questions to the Associate Dean of Medical Education.