

# Creighton University School of Medicine

## Medical Education Program Policies

POLICY: Redaction of Student Narrative Feedback in Evaluations

GOVERNING BODY: Evaluation Committee Sub-Committee of the Education Program Committee

APPROVAL DATE: 4/26/2022

REVISED DATE:

### PURPOSE

This policy identifies the process for redaction of student narrative feedback in evaluations that do not relate to the faculty's teaching performance or learning elements of the course.

### POLICY

The purpose of student narrative feedback in evaluations is to provide students an opportunity to reflect on the course and provide professional constructive feedback on faculty's teaching performance and learning elements of the course. Narrative comments that do not serve this intention may be removed from a course or faculty evaluation if they meet any of the following criteria:

- Harass, threaten, defame, or reveal prejudice against an individual faculty or group of faculty members
- Egregious and/or intentional misinformation
- Include threats of harm to self or others
- Attribute malicious motivation to the faculty based solely on speculation
- Are completely unrelated to teaching performance and learning elements of the course

If any of the above criteria are met the author may be identified to address the content of the submitted evaluation.

### DEFINITIONS

The School of Medicine Medical Education Program adheres to Creighton University's Non-Discrimination No. 2.1.25 Policy and Creighton University's Title IX Sexual Harassment No. 2.1.35 Policy. As defined in Creighton University's Non-Discrimination No. 2.1.5.25 Policy:

- **Protected Classes/Characteristics.** "Classes protected by law or policy include race, color, religion, sex, marital status, national origin, age, disability, citizenship, sexual orientation, gender identity, gender expression, veteran status, and any other groups protected by federal, state, or local statutes."

### PROCEDURE

1. Evaluations will be reviewed by staff within the Office of Accreditation and Quality Improvement prior to distribution. If a staff member believes a comment on an evaluation meets the criteria defined in the policy, they will submit a redaction request using the following link: [https://blueq.co1.qualtrics.com/jfe/form/SV\\_0v27lsleeG6HhLU](https://blueq.co1.qualtrics.com/jfe/form/SV_0v27lsleeG6HhLU)

# Creighton University School of Medicine

## Medical Education Program Policies

POLICY: Redaction of Student Narrative Feedback in Evaluations

GOVERNING BODY: Evaluation Committee Sub-Committee of the Education Program Committee

APPROVAL DATE: 4/26/2022

REVISED DATE:

2. Course and faculty evaluations are distributed by the Office of Medical Education. Upon review, if a faculty member believes a comment on their evaluation meets the criteria defined in the policy, they will submit a redaction request using the following link:  
[https://blueq.co1.qualtrics.com/jfe/form/SV\\_0v27IsleeG6HhLU](https://blueq.co1.qualtrics.com/jfe/form/SV_0v27IsleeG6HhLU)
3. Requests will be reviewed by the Evaluation Committee at the regular monthly meeting. The Associate Dean for Diversity and Inclusion will be invited to attend the meeting as necessary in order to provide consultation. The Evaluation Committee will determine if the request meets the criteria outlined in the policy.
4. The faculty member will be informed of the decision and approved redactions will be removed from the evaluations by the staff in the Office of Accreditation and Quality Improvement.

### SCOPE

All Medical Education Program faculty.

### ADMINISTRATION AND INTERPRETATION

The Evaluation Committee and the Office of Accreditation and Quality Improvement are responsible for the administration of this policy. Please forward questions to the Assistant Dean for Evaluation and Analytics.

### AMENDMENT

This policy may be amended by majority vote of the School of Medicine Medical Education Program Educational Program Committee.