

EVALUATION OF FACULTY

Regular evaluation of faculty is critical to maintaining and improving the quality and effectiveness of a GME or dental education program. At least annually, programs must evaluate their faculty's performance including assessment of faculty's clinical teaching ability, commitment to the educational program, clinical knowledge, professionalism, and participation in scholarly activities.

Program evaluation of faculty must include written, confidential evaluations by program's trainees. These confidential trainee evaluations of faculty must be completed at least annually and must incorporate GME Common Questions defined by the GME Office. Trainees should evaluate only those areas on which they have direct knowledge and information, e.g. perceptions of faculty clinical teaching abilities, commitment to the educational program, clinical knowledge and professionalism.

Trainees must be free to provide open, honest feedback on the Program Director and faculty without fear of adverse consequences. Programs will utilize the NCH-approved electronic evaluation system (E-Value) to distribute, collect and maintain confidential faculty evaluations unless prior-approved by the DIO. Program Directors will work with the GME Office to assure that the electronic evaluation system meets the following requirements:

- 1. Faculty has no access evaluations from individual trainees. Faculty may receive only summary data--aggregated numerical ratings and narrative comments from which identifying information has been removed (e.g. name of evaluator, date of rotation)
- 2. Program Director has access to all evaluations of faculty except those of himself/herself. Program Director access to evaluations of himself/herself is limited to aggregated summaries
- 3. The Section Chief, if not the Program Director, has access to all evaluations of faculty. If the Section Chief also serves as Program Director, access to evaluations of himself/herself is limited to aggregate summaries
- 4. The Designated Institutional Official (DIO) and GME Office have access to all evaluations of faculty

The DIO and Program Director will establish low score thresholds for trainee evaluation of faculty and Program Director.

- <u>Low scores of faculty</u>: Program Director, DIO and GME Office will be immediately notified if a trainee evaluates a faculty member below threshold on any measure. The Program Director will discuss concerns with the trainee and follow up with the faculty and Section Chief, as needed.
- <u>Low scores of Program Director</u>: The DIO and GME Office will be immediately notified if a trainee evaluates the Program Director below threshold on any measure. The DIO or designee discuss concerns with the trainee and follow up with Program Director and Section Chief, as needed.

Trainees also may provide immediate, written (On the Fly) feedback, outside the regular evaluation cycle, on the Program Director and/or any faculty member via On the Fly evaluations or other formats.

- On the Fly Evaluation of faculty: Program Director, DIO and GME Office will be immediately notified if a trainee submits a significant adverse On the Fly Evaluation on a faculty member. The Program Director will discuss concerns with the trainee and follow up with the faculty and Section Chief, as needed.
- On the Fly Evaluation of Program Director: The DIO and GME Office will be immediately notified if a trainee submits a significant adverse On the Fly Evaluation on the Program Director. The

DIO or designee will discuss concerns with the trainee and follow up with Program Director and Section Chief, as needed.

Programs should assure that trainees and faculty are informed of the process for faculty evaluations, including who completes evaluations, when they are to be completed, how trainee confidentiality is maintained and how low score notices are addressed. Programs should have a process to assure that evaluations are completed in a timely manner, results are analyzed and utilized for program improvement and, at least annually, faculty receive feedback on their evaluations.

A faculty member who has concerns with the results of the trainees' evaluations should discuss the concerns with the Program Director. If the faculty's concerns remain unresolved, the issues should be discussed with the NCH DIO and Section Chief. Failure to resolve the issues at this level will forwarded to the Chief Medical Officer. The Chief Medical Officer has final decision making authority.

Approved by GMEC: 6/21/00, 12/20/00, 02/28/2007, 04/18/2007, 7/1/2011