

## Evaluation Completion Policy

### ***Our Values***

Students' evaluations play a vital and essential part of the continual improvement of NSU MD's medical education program and all aspects of NSU MD. Our students' feedback is critical to the medical profession and reflects the mutual obligation that teachers and learners have, to provide constructive commentary to each other as they seek to improve and enhance their performance. Consequently, all students are expected to actively participate in the college's comprehensive evaluation program. The Office of Medical Education (OME) collects and compiles evaluation data, which are analyzed by the Office of Educational Standards and Quality (OESQ) to provide anonymized reports and analysis to the appropriate curriculum committees. These committees, in conjunction with the OME, utilize the data to formulate and implement curriculum improvement and faculty development strategies. To attain valuable participation of every student in the evaluation process, the OME has established the following policy.

### ***Mandatory Completion***

**Students are expected to complete all assigned faculty teaching evaluations, final evaluation of blocks, courses, and clerkships, and evaluations of other aspects of the educational program as part of their professional responsibilities at NSU MD.** Evaluations that students must complete will be assigned at appropriate times throughout the curriculum, with a clearly designated timeframe for completion. Faculty and staff of NSU MD commit to assigning as few evaluations as possible to achieve the goal of ongoing curricular improvements and faculty development/evaluation. Should a student receive an evaluation for a non-mandatory session that they did not attend, the student is expected to complete a few questions on why they chose not to attend and what alternative resources they used to master the material covered in the session.

### ***Confidentiality of all Student Responses***

Confidentiality of student responses on all evaluations is guaranteed. The responses to evaluations are always compiled and anonymized prior to being reported. Should a one-on-one relationship with a faculty member, such as a clinical preceptor, preclude anonymity then evaluation data will not be shared until the grading process is complete. Should a student have any concerns or questions about the anonymity of an evaluation, he or she should speak to the course or clerkship director and/or the Assistant Dean for Educational Standards and Quality **before the deadline for submitting completed responses.**

### ***Quality of Student Responses***

Students are expected to complete all evaluations in a highly professional manner. All comments submitted in evaluations are shared verbatim with faculty, so we expect them to be high quality, meaningful, constructive, and free of personal slurs.

### ***Failure to Complete Assigned Evaluations***

Most evaluations use the format of electronic surveys with numerical ratings and space for narrative comments in the eMedley software. Student completion rates and timeliness of completion on all evaluations will be tracked. Students are encouraged to discuss any specific concerns with their Learning Community Mentor (LCM) or with the Office of Student Affairs **before the due date.** If a student

does not complete assigned peer feedback by the due date, the block/course/clerkship director and LCM will be informed. A student's diligence and responsibility in providing meaningful and timely evaluations in a highly professional manner is a component of several competencies, failure of which may result in referral to SPAC, an evaluation of professionalism as Satisfactory With Concern and/or Unsatisfactory. (Reminder: an Unsatisfactory grade in any competency will result in failure of the block, course, or clerkship.)