

**STATEMENT 5.0.14 – Release of Instructor Evaluation Data  
Undergraduate Medical Education**

<b>Approved by:</b>	<b>Based on Senate Regulations</b>
<b>Date of original approval:</b>	<b>June 2014</b>
<b>Date of last review:</b>	<b>NA</b>
<b>Date of next scheduled review:</b>	<b>NA</b>

**I. PURPOSE**

The Schulich School of Medicine & Dentistry's Undergraduate Medical Education program uses the Western University Course & Instructor form to evaluate the instruction of Basic Science teachers and the Clinical Faculty Evaluation Form to evaluate the instruction of clinician teachers. While the Undergraduate Medical Education program values timely release of feedback of instructor data, the program is bound to the regulations and dates set by the University Senate.

**II. STATEMENT**

- a. Answers to instructor evaluations will be used as feedback to the instructor and as a source of information considered in decisions regarding promotion and tenure. Individual responses remain anonymous and statistical summaries of these surveys will not be released to the instructor until final grades have been submitted to the Office of the Registrar.
  - i. Final grades require approval of the Progression & Awards Committee (Undergraduate Medical Education) before they are transmitted to the Office of the Registrar.
    1. Instructor Evaluation data will not be transmitted to Institutional Planning & Budgeting until the UME Office transmits grades to the Office of the Registrar after the final meeting of the Progression & Awards Committee for a given academic year.
- b. Instructor evaluation data is not released to Institutional Planning & Budgeting at the same time as other Western courses and the release of evaluation data by other faculties should not serve as a point of comparison.
  - i. Schulich Undergraduate Medical Education Courses ends later in the academic year than other courses at Western University.
  - ii. Instructor Evaluations are completed online using one45, and remain open for two weeks after the final day of class for any given course. The earliest Schulich instructor evaluation data could be transmitted to Institutional Planning & Budgeting is the middle of June, pending approval of grades by Progression & Awards.
  - iii. Instructor evaluation data is transmitted to Institutional Planning & Budgeting by Schulich Information Services using a tool that extracts the data into a binary code so that it can be read in PeopleSoft Higher Education by Western.
  - iv. Once the data is extracted by Schulich Information Services, the Office of Institutional Planning & Budgeting verifies the data in collaboration with the UME Evaluation, Data and Project Management division.
    1. Upon verification, printed copies are produced by the Office of Institutional Planning & Budgeting and supplied the UME Office for each instructor of the Western Evaluation form. The UME Office prints copies of the Clinical faculty evaluation form.
      - a. Printed forms are sent to instructors via campus mail.

- b.** A copy of the printed forms are sent to Department Chairs.
  - c.** A digital record of all course data is sent to Course Chairs.
  - d.** The Office of Institutional Planning & Budgeting, at their convenience, prepares an online database of the Western form (only) which is searchable on a secured website by anyone with Western login credentials.
- c.** Evaluation results may not, at any time, be provided by Schulich London or Windsor staff in advance of their release by Western.
- d.** Any attempt to provide evaluation results in advance of the official release by Western leaves the program vulnerable to an academic appeal, and will be considered an egregious act against the integrity of Schulich UME data resources.