

SECTION FOUR – INSTITUTIONAL RESPONSIBILITIES

POLICY NO: 4.1

SUBJECT: EVALUATION OF FACULTY, EDUCATIONAL EXPERIENCE AND OVERALL POSTGRADUATE PROGRAM

I. PURPOSE

To ensure that the Postgraduate Programs, the Teaching Staff and any other SPUH faculty members involved in the Postgraduate Programs are periodically evaluated.

II. RESPONSIBILITIES/REQUIREMENTS

A. Teaching Staff.

1. Appointment.

Except as otherwise required by any licensing or accrediting body with jurisdiction over SPUH's Postgraduate Programs, all (i) full-time, salaried members of the Medical Staff; and (ii) part-time or volunteer faculty who are deemed to have the capability of contributing to a Postgraduate Program by a Program Director, are members of the Teaching Staff. Other members of the Medical Staff may also serve on the Teaching Staff, where appropriate. Program Directors may provide input into the appointment of Teaching Staff.

2. Evaluation of Teaching Staff.

(a) Periodic Evaluations by House Staff.

Periodic evaluations of the Teaching Staff shall be performed by house staff on evaluation forms to be developed and periodically reviewed by the IGMEC. The evaluations should include an assessment of teaching ability, commitment to the educational program, and clinical knowledge and scholarly activities. These evaluations shall be reviewed by the Program Directors solely in order to assess the effectiveness of teaching. In addition, house staff evaluations shall be forwarded to the applicable Department Chair for use in annual reviews of Teaching Staff, as provided in section III. A. 2. (b) below.

(b) Annual Review of Teaching Staff

All members of the Teaching Staff shall undergo an annual performance review by their Department Chair which includes a review of teaching performance. The IGMEC shall take steps to ensure that house staff evaluations are used by the Department Chair to assess teaching performance. Program Directors may provide input into the evaluation of Teaching Staff.

B. Postgraduate Program Evaluation.

Each Postgraduate Program will have a program-specific policy outlining the requirements for the evaluation process of Teaching Staff, the

educational and training experience of house staff, and the educational effectiveness of the overall Postgraduate Program.

In general, each Postgraduate Program shall be evaluated at least annually, in a systematic manner. The (i) results of the evaluations, (ii) results of the internal evaluation of the Postgraduate Program (as described in Policy No. 4.4), (iii) most recent report of the IGMEC; and (iv) performance of any Postgraduate Program graduates on certification examinations, should be used to continually develop, enhance and improve the Postgraduate Program. In the event deficiencies are found in a Postgraduate Program, the Program Director and/or Department Chair shall, in coordination with the Associate Dean and a representative group of Postgraduate Program personnel, prepare an explicit plan of action, which should be approved by the IGMEC and documented in the meeting minutes.

Reviewed: 7/2007, 8/2010