Statement on the timely review of student, course, and teacher evaluation data and other outcome measures

Approved by: Undergraduate Medical Education Curriculum Committee
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Curricular leads are defined as those individuals who have primary responsibility for organizing major elements of the program. They include all course directors, the Faculty Lead for Ethics and Professionalism, the Faculty Lead for the Manager Role, the Faculty Lead for the Collaborator Role, the Theme Coordinators for Pharmacology, and any other individuals in similar roles.

Curricular leads are responsible for reviewing all evaluation data and other available outcome measures on an ongoing basis. Other outcome measures include course and component grades, student-initiated survey or focus group data, external sources such as Canadian Graduation Questionnaire results and licensing examination results, etc.

The review of all such data must be both **timely** and **regular** for the following reasons:

> First, the timeliness of the review is imperative to ensure that concerning situations, including those pertaining to the professional behaviour of students or faculty, are investigated promptly.

> Second, but equally important, regular review serves to ensure that student experiences, student performance, student satisfaction, and teacher and site adherence to acceptable standards are comparable across all teaching sites, and to allow for prompt correction in the case of concerning trends. (See Standards for ensuring the comparability of student experiences across sites.)

Even where curricular leads choose to delegate primary review of evaluation data to administrative staff, the onus remains on the curricular leads to request and review a summary of the information regularly.

The Preclerkship and Clerkship Directors, the Director of UME Evaluations, and the Vice-Dean UME will monitor the resources available to comply with this policy and ensure that sufficient administrative and technical capacity is in place to support curricular leads in this regard.