



## ***Standards for timely release and use of teacher evaluation scores and feedback***

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***Approved by:*** MD Program Curriculum Committee

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***Date of last amendment:*** 11 November 2016

***Date of next scheduled review:*** 11 November 2020

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### **Timely release of teacher evaluation scores and feedback**

The MD Program places great value on the commitment of the many teachers who contribute to the education of our students. In recognition of their efforts, Teaching Effectiveness Scores (TES) and other formal feedback will be made available to teachers within three months of the end of the course (in Foundations) and within three months of the end of the academic year (in Clerkship). The MD Program will facilitate the provision of each teacher's TES results to the relevant University Department Chair(s).

Teacher evaluation data will, however, only be released when three evaluations have been received for a given teacher in order to protect the anonymity of the students who provided the feedback.

Courses that run for a prolonged period of time (particularly the entire length of the academic year) and courses with multiple rotations are encouraged to share interim or informal feedback earlier when this can be done without compromising student anonymity.

Failure to meet the three-month deadline will be brought to the attention of the Foundations Director or Clerkship Director as appropriate, and if necessary the Vice Dean, MD Program and/or the relevant Department Chair.

### **Restrictions regarding the use of teacher evaluations scores and feedback**

Teaching Effectiveness Scores and other evaluation feedback about individual teachers must not be disclosed to those outside of the MD Program, nor to individuals within the MD Program, who do not have the authority to access that data. The only exceptions are when the disclosure is required by official MD Program business, by University policy, or by law.

Letters of reference or external award nominations written by MD Program leaders for teachers must not contain Teaching Effectiveness Scores or student comments retrieved from evaluation forms without the specific consent of the teacher.

Individuals aware of inappropriate disclosure of teacher evaluation information outside of the MD Program should inform the Vice Dean, MD Program as soon as possible.