



Charles R. Drew University of Medicine and Science
"A Private University with a Public Mission"

STUDENT ANONYMITY IN FACULTY & RESIDENT EVALUATIONS

POLICY: # 319.7a

Supersedes: N/A

Issuing Officer: Dean, College of Medicine
Responsible Office: Office of Medical Education
Effective Date: 12/3/24
Next Review Date: 12/3/27

I. PURPOSE:

This policy aims to protect the anonymity of medical students when they evaluate faculty members and residents in courses or clinical rotations with low enrollment (low N). It is designed to ensure that student feedback remains confidential, fostering a safe environment for providing honest and constructive evaluations. This policy complies with LCME standards, particularly Element 3.6 (Student Mistreatment), Element 4.4 (Feedback to Faculty), and Element 4.5 (Faculty Professional Development), to support continuous improvement in teaching while safeguarding student anonymity.

II. POLICY:

1. *Threshold for Student Anonymity:*
 - a. *In courses or rotations where the number of students evaluating a faculty member or resident is fewer than five, standard evaluation tools will not be used to protect anonymity.*
 - b. *Instead, evaluations will be conducted through aggregate feedback or alternative tools as approved by the administration to ensure anonymity.*
2. *Alternative Evaluation Methods:*
 - a. *Peer Evaluations: When student numbers are low, peer evaluations (faculty-to-faculty reviews) may be incorporated alongside or in place of student evaluations.*

- Office of Medical Education: Responsible for overseeing the implementation of this policy, including the development of alternative evaluation methods when needed.
- Department Chairs: Ensure compliance with this policy within their departments, including faculty and resident adherence to the evaluation process and the protection of student anonymity.
- Students: Expected to provide honest, constructive feedback while avoiding the inclusion of identifying information in their qualitative comments.

IV. APPLICABILITY:

This policy applies to all medical students, faculty members, residents, and administrative staff involved in the collection, processing, and use of student evaluations of faculty members in courses or clinical settings with low student enrollment (typically four or fewer students).

V. DEFINITIONS:

- Low N: A course or clinical rotation in which four or fewer students are enrolled, creating a higher risk of identifying individual evaluators.
- Anonymity: The protection of a student's identity when providing feedback, ensuring that faculty and residents cannot determine which student submitted specific evaluations.
- Educational Policy and Curriculum Committee (EPCC) is the committee charged to represent the faculty to oversee the medical education program as a whole and has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.

VI. RELATED POLICIES:

No related policies

VII. RELATED LINKS:

- *LCME Standards, Publications, & Notification [Forms](#)*

VIII. POLICY HISTORY:

Review Dates:	Change Description:
10/3/24	New policy reviewed by CDU Policy Committee – no conflict with university policies.
12/3/24	Reviewed by the Pre-Clerkship Subcommittee on 11/13/24 and the Clerkship Subcommittee on 11/20/24. Approved by the EPCC on 12/3/24.