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

FACULTY PEER EVALUATION POLICY

POLICY: # 319.7b

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:

The purpose of this Peer Evaluation Policy is to promote continuous faculty development, enhance the quality of teaching, and ensure alignment with the school's mission and goals. Peer evaluations will be conducted to provide constructive feedback on teaching effectiveness, professionalism, and contributions to the academic community, consistent with LCME standards (e.g., Element 3.3: Diversity/Pipeline Programs and Partnerships, Element 4.4: Feedback to Faculty, and Element 4.5: Faculty Professional Development).

II. POLICY STATEMENT:

Charles R. Drew University of Medicine and Science (CDU) College of Medicine (COM) MD Program requires peer reviews on faculty who teach and assess students according to the following frequency:

- Pre-clerkship Faculty: One peer review annually
- Clinical Faculty: A minimum of one peer evaluation every three years

III. POLICY:

The department chair is responsible for ensuring that peer evaluations are conducted as scheduled and that any necessary improvements to teaching are documented and addressed in subsequent evaluations.

Pre-Evaluation
- Selection of Evaluators: The faculty member under review (hereinafter "the reviewee") will select potential peer reviewers or the department chair or course director will suggest reviewers, who will be approved by the department chair or course director/co-course director. Reviewers must be senior faculty with expertise in the same or a related field. The department chair may also act as the peer-reviewer if requested by the reviewee or if other requested reviewers are unavailable.
- Materials Submission: The reviewee must provide a syllabus, teaching materials, course objectives, and any relevant student feedback (including aggregated course evaluations from previous semesters) to the peer reviewer.

Observation
- In-Person or Virtual Observation: Reviewers will observe the reviewee teaching a full class session. For online courses, access will be granted to course materials, discussions, and interactions within the online learning environment.
- Evaluation: The evaluation will be completed on Qualtrics and will focus on:
  - Course observed (name and number)
  - Description of teaching methods and student engagement
  - Constructive feedback on teaching performance
  - Strengths of the reviewee's teaching strategies
  - Suggestions for improvement
  - Evidence of the reviewee's responsiveness to prior evaluations (if applicable)

Confidentiality and Documentation
- Peer evaluation reports are confidential and will be stored in the faculty member's personnel file, accessible only to those involved in promotion or administrative reviews.
- Reviewees may respond in writing to the peer review if they wish to provide additional context or clarification.

IV. APPLICABILITY:

This policy applies to all pre-clerkship course directors and clinical faculty engaged in teaching medical students. Peer evaluations will be used for appointments & promotions, and general faculty development.

V. DEFINITIONS:

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

- Element 3.3: Ensures that faculty are prepared to teach a diverse student body, providing ongoing professional development and feedback to improve the inclusiveness and effectiveness of teaching methods.
- Element 4.4: This process serves as a formal mechanism for providing regular feedback to faculty on their teaching effectiveness.
- Element 4.5: Promotes faculty development by offering opportunities for peer learning and improving teaching strategies.

VIII. POLICY HISTORY:

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