<u>Learner Evaluation of Faculty Members in</u> <u>Teaching Settings</u>

Program Assistant/Program Director schedule approved faculty or preceptor evaluation forms to be distributed through Entrada

Teaching encounter between Learner and Faculty/Preceptor occurs

Faculty evaluation or Preceptor evaluation form distributed to Learner for completion within two weeks- reference Policy Evaluation of Faculty by Learners for steps re noncompliance

Evaluation completed by Learner and reviewed by the Confidential Intake Coordinator in the Vice Dean Academic Affairs Office

Evaluation has no comments by Learner that require further review

Evaluation released to aggregate report (does not reveal Learner's names to PA/PD/Faculty member or Department Head)

Confidential Intake coordinator runs the aggregate report by Faculty member annually for distribution to Department Head

Department Head or delegate includes Faculty feedback in teaching settings at annual review process- reference policies
Department Head Responsibilites and Career Development and Performance Feedback

Evaluation has comments by Learner that require further review

Evaluation comments reviewed by Vice Dean Academic Affairs.

Discussion with Learner to ensure they are comfortable with comments being addressed.

Vice Dean Academic Affairs to review comments with Department Head and/or Office of Professionalism as appropriate while maintaining learner confidentiality

Documentation in Faculty members file to be reviewed at annual review process. Evaluation released by Vice Dean Academic Affairs Office.