

Policy on Authoring of Medical Student Performance Evaluation

I. POLICY

Each medical student's Medical Student Performance Evaluation (MSPE) will be co-authored by their Advisory Dean and the Associate Dean for Student Affairs during the summer beginning the final academic year of medical school. The Advisory Dean and Associate Dean for Student Affairs have no role in summative assessments during medical school.

If a medical student does not want their assigned Advisory Dean to co-author their MSPE, the student must notify the Associate Dean for Student Affairs of their request for a different MSPE co-author by May 1 of the year in which the MSPE is to be written. To provide the student with someone who is experienced in authoring the MSPE, the Associate Dean for Student Affairs will assign a different Advisory Dean to co-author the student's letter. The student will be notified of the assignment and work with that Advisory Dean in the creation of the draft. If a medical student does not want the Associate Dean for Student Affairs to co-author their MSPE, the student must notify the Associate Dean for Student Affairs of their request for a different MSPE co-author by May 1 of the year in which the MSPE is to be written. The Associate Dean for Student Affairs will assign the Assistant Dean for Student Affairs to co-author the student's letter.

II. PURPOSE

Medical students should be provided with an option for having alternate individuals prepare their MSPE.

III. SCOPE

This policy applies to:

- Medical students
- Advisory Deans
- Associate Dean for Student Affairs

IV. POLICY AUTHOR(S)

- Office of Student Affairs

V. RELATED POLICIES AND PROCEDURES

None

VI. REFERENCES

LCME Element 11.1 Academic Advising: A medical school has an effective system of academic advising in place for medical students that integrates the efforts of faculty members, course and clerkship directors, and student affairs staff with its counseling and

tutorial services and ensures that medical students can obtain academic counseling from individuals who have no role in making assessment or promotion decisions about them.

VII. APPROVALS

Educational Policy Council approved revisions on July 22, 2025