

Policy on Authoring of Medical Student Performance Evaluation

I. PURPOSE

Institutions must identify the individuals primarily responsible for preparing Medical Student Performance Evaluation (MSPE). Students have the right to review and challenge these letters and request alternate letter writers.

II. SCOPE

This policy applies to:

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

III. POLICY

Each medical student's Medical Student Performance Evaluation (MSPE) will be co-authored by the student's 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 the assigned Advisory Dean to co-author the 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 the 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.

Challenges to the accuracy of the biographical section or the information about research, leadership, and extracurricular activities are made directly to the Associate Dean for Student Affairs who will consider the challenge and respond to the student within 48 hours. If the student is not satisfied with the outcome, the student may submit a final level challenge to the Vice Dean for Education or designee who will respond within 48 hours of receipt.

Challenges to the course grades and/or narratives are discussed in the Policy on Course Grade Appeals including Narrative Assessment.

IV. POLICY AUTHOR(S)

- Office of Student Affairs

V. RELATED POLICIES AND PROCEDURES

- Policy on Course Grade Appeals including Narrative Assessment

VI. REFERENCES

LCME Element 11.1 Academic Advising

VII. APPROVALS

Educational Policy Council approved on December 10, 2025

The University of Pittsburgh School of Medicine reserves the right to change these policies and procedures as needed.