

Policy on Authoring of Medical Student Performance Evaluation

I. POLICY

Each medical student's Medical Student Performance Evaluation (MSPE) will be written by his/her Advisory Dean during the summer beginning the final academic year of medical school. The Advisory Dean has no role in summative assessments during medical school and does not provide formal personal counseling.

If a medical student does not want their assigned Advisory Dean to write their MSPE, the student must notify the Associate Dean for Student Affairs of their request for a different MSPE 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 writing an MSPE, the Associate Dean for Student Affairs will assign a different Advisory Dean to author the student's letter. The student will be notified of the assignment and work with that Advisory Dean in the letter creation and review.

II. PURPOSE

Medical students should be provided with an option for having an alternate person 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

Education Policy Council

Dean, School of Medicine September 27, 2018