

# Responsibilities for Preparation of Faculty and Course Evaluations

The senior associate dean of basic sciences or clinical studies reviews the questions being used for the evaluations and may request that additional and/or revised questions be placed in the survey for a variety of reasons, including, but not limited to addressing any specific curricular changes that are planned or any other items that may be deemed appropriate.

The evaluation of Visiting Professors (VPs) and part-time (PT) faculty is the responsibility of the hiring/inviting department chair and occurs following each course administration. The chair reports the results of the evaluation to the senior associate dean of basic sciences along with justification for the renewal of the VP/PT faculty appointment. The evaluation survey used is the same as that used by the SOM for all full-time faculty.

The evaluation of basic sciences electives is the responsibility of the respective department chair and occurs following each administration of the selective. The chair reports the evaluation results to the senior associate dean of basic sciences office. The evaluation survey is the same as that used by the SOM for all mandatory courses in the MD program, although additional questions can be formulated by the department chair.