

Policy Statement

This policy was developed to define the process of appraisal and evaluation of faculty in the School of Medicine, at St. George's University.

Timeline:

Time	Details
One month prior to Yearly Evaluation date*	<ol style="list-style-type: none">1. Schedule date for Yearly Evaluation meeting of DME and clerkship director, or Dept Chair, with faculty<ol style="list-style-type: none">1. In person is preferable; virtual is acceptable2. Notify faculty to complete self-evaluation (online survey form)
Within plus/minus 2 weeks of Evaluation Date	<ol style="list-style-type: none">1. DME and clerkship director (Clinical faculty) or department chair (basic sciences faculty) meet with faculty member<ol style="list-style-type: none">1. Joint review of faculty member's progress, student assessments, etc.2. Identify areas for improvement3. Specify goals or timeline for promotion2. Submit Summative Evaluation
Within 1 month of Evaluation meeting being held	<ol style="list-style-type: none">1. Submitted Summative Evaluations administratively compiled and sent to relevant department chair2. department chair reviews and submits Executive summary to the Office of the senior associate dean (as relevant)3. Remediation or follow-up areas identified by Chair are communicated to DME and clerkship director in Exec summary, and/or directly to faculty.
After 6 months, if areas for improvement were identified:	<ol style="list-style-type: none">1. DME and clerkship director and/or Dept Chair schedule and hold follow-up meeting2. Discuss progress for defined remediation<ol style="list-style-type: none">1. Identify any remediation still needed3. Submit Appraisal Update to Dept. Chair4. department chair notifies Office of the respective senior associate dean as to progress with remediation