



HWCOM POLICY TITLE: Annual Teaching Faculty Feedback

HWCOM POLICY NUMBER: AA.052

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE DEPARTMENT, DIVISION:
October 17, 2025	May 2026	Curriculum Committee Foundational Education Committee Clinical Education Subcommittee

POLICY STATEMENT

All eligible teaching faculty at the Herbert Wertheim College of Medicine (HWCOM) will receive feedback on their teaching performance at least once annually. The purpose of this policy is to ensure consistent, structured teaching feedback to faculty across all academic years, supporting professional growth, teaching excellence, and continuous quality improvement in medical education.

SCOPE

This policy applies to all faculty members involved in medical student teaching.

REASON FOR POLICY

To support the evaluation, feedback, and continuous improvement of teaching faculty, in accordance with institutional accreditation standards, faculty development initiatives, and the HWCOM Faculty Handbook.

DEFINITIONS

TERM	DEFINITIONS
Eligible Teaching Faculty	Faculty who meet any of the following criteria: Academic Years 1 and 2: Faculty who teach three (3) or more sessions in a single course, who are new to teaching in the curriculum, or who have been identified by the unit/course director, department chair, or assistant dean, for example as part of a teaching support plan. Academic Years 3 and 4: Faculty who are paired with students in a course, clerkship, or elective for evaluation based on their direct teaching and supervision. Faculty teaching clerkship didactic sessions if

	they deliver more than two didactic sessions per rotation block, if they are delivering a new didactic session, or if they have been identified by a clerkship director, department chair, or assistant dean, for example as part of a teaching support plan.
Annual Feedback	Copies of faculty teaching performance evaluations based on student evaluations, peer observations, and/or course or clerkship director feedback, coordinated by OME and department leadership.

ROLES AND RESPONSIBILITIES

Course Directors / Clerkship Directors / Unit Directors
 Course Coordinators / Clerkship Coordinators
 Department Chairs or Designees
 Associate Dean for Curriculum and Medical Education
 Assistant Dean for Foundational Sciences Curriculum (AY1-2)
 Assistant Dean for Clinical Education (AY3-4)

RELATED RESOURCES

Policy: Year 1 and 2 End of Course Review
 Policy: Year 3 and 4 Course and Clerkship Review
 Policy: Teaching Support Plans for an Individual Faculty Member's Teaching and Assessment Skills – AY1 and AY2
 Policy: Teaching Support Plans for an Individual Faculty Member's Teaching and Assessment Skills – AY3 and AY4

CONTACTS

Questions about this policy should be directed to:

Assistant Dean for Foundational Education (AY1-2)
Assistant Dean for Clinical Education (AY3-4)
Associate Dean for Curriculum and Medical Education

HISTORY

Initial Effective Date: October 17, 2025
Review Dates (*review performed, no updates*): N/A
Revision Dates (*updates made to document*): N/A



Comments on Revision *(if applicable): New policy established to formalize annual teaching faculty feedback process across AY1-4.*

HWCOM PROCEDURE TITLE: Annual Teaching Faculty Feedback

HWCOM PROCEDURE NUMBER: AA.053P

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October 17, 2025	May 2026	Curriculum Committee Foundational Education Committee Clinical Education Subcommittee

PROCEDURE STATEMENT

Feedback is coordinated through the Office of Medical Education (OME) and the relevant department chairs or their designees, in alignment with the HWCOM Faculty Handbook and related teaching support policies.

A. Identification of Eligible Faculty

- In Academic Years 1 and 2, Course Directors and the Office of Assessment and Testing identify faculty who meet eligibility criteria.
- In Academic Years 3 and 4, Clerkship Directors and Coordinators identify faculty paired with students for evaluations.

B. Collection of Student Feedback

- Standardized student evaluation instruments are administered at the conclusion of each course, clerkship, or elective.
- For AY1-2, all eligible faculty are evaluated through the course evaluation process.
- For AY3-4, evaluations are matched between students and the specific faculty with whom they have worked longitudinally. These evaluations are incorporated into the course or clerkship evaluation process.

C. Compilation and Distribution of Reports

- The Office of Assessment and Testing provides Course/Clerkship Directors, Coordinators, and OME leadership with compiled faculty feedback reports no later than ten (10) business days after course or clerkship completion.
- Reports include student comments and evaluation scores.

D. Feedback Delivery

- For AY1-2 faculty, feedback is delivered by the Course Directors and Course Coordinators.
 - Course Coordinators email individualized faculty evaluations to eligible faculty members.
 - Course Directors also provide direct feedback to all faculty members teaching in their courses.
- For AY3-4 faculty, feedback is delivered by the Clerkship Directors and Clerkship Coordinators.



- Clerkship Coordinators email individualized faculty evaluations to eligible faculty members.
- Clerkship Directors also provide direct feedback to preceptors as part of annual site visits.
- Department Chairs or designees provide annual faculty feedback incorporating student evaluations and other relevant performance indicators.

E. Teaching Support and Follow-Up

- Faculty receiving below-threshold evaluations or identified teaching concerns are offered individualized teaching support plans.

Follow-up meetings and resources are coordinated by the Office of Medical Education and relevant deans.

FORMS

N/A

ROLES AND RESPONSIBILITIES

Course Directors / Clerkship Directors / Unit Directors
Course Coordinators / Clerkship Coordinators
Department Chairs or Designees
Associate Dean for Curriculum and Medical Education
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