

## Teaching Evaluations

### **Introduction:**

Any faculty member who is applying for an academic promotion (regardless of rank) must include copies of their teaching evaluations. These evaluations can be from students, residents or peers. Evaluations should be gathered together and collated. For those with significant teaching activities who have numerous evaluations, only 3 years of evaluations need be included. For those with less significant teaching involvement, 6 or 7 years of evaluations should be included.

**Student Evaluations:** One's medical school teaching evaluations can be requested from the medical school by completing the request form below and submitting it to the Institutional Research, Evaluation and Assessment (IREA) Office to obtain copies of their formal evaluations.

**Resident Evaluations:** Resident evaluations are captured by each individual residency using the E-Value system. A request for a summary printout of evaluations should be made to the respective residency/fellowship director.

**Peer Evaluations:** If doing faculty development, Grand Rounds, CME or other such regional/national presentations, you will often receive evaluations from the respective organization. These Peer Evaluations should be collected with a summary statement. If you have numerous evaluations just include these from the last 3 years – otherwise include the last 6-7 years.

**Other:** Any other evaluations can be included. Again, if there is a significant volume of materials, these should be summarized in a statement with actual copies of only the latest activity included .

University of Massachusetts Medical School  
Institutional Research, Evaluation, & Assessment - Office of Educational Affairs  
S1-201  
(508) 856-6009/Fax (508) 856-5310

**Request for Faculty Evaluation Data**

Please complete and return this form to the Institutional Research, Evaluation, & Assessment Office. Generally, we need 4 weeks lead time to collect evaluation data for an individual faculty member. If you have a time sensitive request or need more than three academic years of faculty evaluation data (AY08/09 – AY10/11), please feel free to contact Mary L. Zanetti, EdD, Senior Director, at (508) 856-2438 to discuss your specific needs.

Date Request Received: \_\_\_\_\_

Faculty Name: \_\_\_\_\_

**Preclinical Courses:**

1. \_\_\_\_\_ Year(s) taught: \_\_\_\_\_
2. \_\_\_\_\_ Year(s) taught: \_\_\_\_\_
3. \_\_\_\_\_ Year(s) taught: \_\_\_\_\_

**Clerkships:**

1. \_\_\_\_\_ Year(s) taught: \_\_\_\_\_
2. \_\_\_\_\_ Year(s) taught: \_\_\_\_\_
3. \_\_\_\_\_ Year(s) taught: \_\_\_\_\_

**Electives** (e.g., 4th year, Optional Enrichment, Mini-Selectives):

1. \_\_\_\_\_ Year(s) taught: \_\_\_\_\_
2. \_\_\_\_\_ Year(s) taught: \_\_\_\_\_
3. \_\_\_\_\_ Year(s) taught: \_\_\_\_\_

Note: Names of individuals not being directly evaluated who are mentioned in a faculty evaluation report will be de-identified.

Revised by Brianna Robuccio (9/20/11).