UNIVERSITY OF SASKATCHEWAN
College of Medicine
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Policy on Conduct in Student Provision of Faculty Evaluations and in Feedback Meetings

Category:	SAMC
Responsibility:	Director Faculty and Learning Environment, Undergraduate Medical Education (UGME)
Approval:	Student Academic Management Committee

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Purpose:

Students and faculty members share responsibility for creating safe learning environments including maintaining professionalism and respect in feedback discussions and evaluations. The purpose of this policy is to ensure that medical students and faculty members engage in professional, respectful, and constructive communication when evaluating faculty or discussing their educational experiences, in alignment with the ethical standards of the medical profession.

Scope of this Policy:

This policy applies to all undergraduate students registered in the Doctor of Medicine (MD) program at the University of Saskatchewan at all campuses/learning sites and to any faculty members involved in their teaching and assessment.

Related Policies and Procedures

- Ethics and Professionalism
- Procedures for Concerns with Medical Student Professional Behaviour
- Student Information Guides
- Undergraduate Medical Education (UGME) Instructor and Program Evaluation Frameworks
- Procedures for Addressing Instances of Student Discrimination, Harassment and Mistreatment
- Medical Faculty Policy and Procedures

Principles:

This policy is grounded in the following guiding principles and ethical frameworks:

- CMA Code of Ethics and Professionalism
- CPSS Code of Ethics
- USask College of Medicine Statement on Ethics and Professionalism
- Okanagan Charter

The College of Medicine is committed to fostering a safe, respectful, and inclusive learning environment. Feedback from students and faculty is essential and will be used to enhance teaching quality and the overall educational experience.

These frameworks emphasize mutual respect, integrity, and accountability in all professional interactions.

Definitions:

CMA: Canadian Medical Association, a national association of physicians and medical learners that advocates on national health matters.

CPSS: College of Physicians and Surgeons of Saskatchewan, a regulatory college which acts as the governing body that manages the licensing of medical practitioners in Saskatchewan.

Policy:

Expectations for Conduct

Feedback and evaluations are integral to professional growth and should be approached as opportunities for constructive dialogue.

A. Providing Faculty / Instructor Evaluations

- Respectful and constructive feedback is valued. Evaluations must be honest, respectful, and constructive.
- Feedback should focus on observable behaviors and educational impact, not personal attributes. It should be constructive and focused on the session or course content and instructional methods.
- Anonymous evaluations are encouraged to promote candor; however, students remain accountable for maintaining professionalism even in anonymous submissions.
- Insults, personal attacks, or unsubstantiated claims are inappropriate and do not meet expectations for professional communication. Personal, disrespectful or biased comments will be removed.

B. Meetings with Faculty and Students to Discuss Feedback or Assessment

- All parties must approach these meetings with professionalism, openness, and a collaborative growth mindset.

- All parties should make efforts to consider how the identity(ies) of the other individual may influence perceptions about their intentions or behaviours, and how prior lived experience may impact responses. All parties should recognize the potential for bias in interpretation of comments or behaviours, and take steps to consider, acknowledge and mitigate their own biases.
- Disagreements or concerns should be expressed respectfully and factually, with a focus on improving learning and the learning environment.
- All parties should actively listen, avoid interrupting, and maintain a calm and courteous demeanor.

C. Student and Faculty Supports

- Students and faculty members have the right to a safe and respectful environment for teaching and learning, including during feedback discussions.
- Faculty may invite a third party (e.g. administrative staff, OSA representative or another faculty member) to attend the meeting.
- Students may request the presence of a third party (e.g. student affairs representative, peer support and/or Physician Advocate for Learners (PALs) program support).
- If a faculty member feels that a student is behaving in a disrespectful, aggressive, or bullying manner, they may:
    - End the meeting and report the incident to the Undergraduate Medical Education (UGME) Office.
    - Request the presence of a third party in future meetings.
- If a student feels an interaction is concerning, they should discuss their concerns and seek support with a student affairs representative.
- The College of Medicine will investigate any reports of student or faculty member misconduct or bullying in accordance with its professionalism and conduct policies.
- In the event of concerning interactions, faculty members and students are encouraged to document concerns and seek support.
    - Students may seek support from the UGME or the Office of Student Affairs.
    - Faculty members may seek support from the UGME, the Faculty Engagement Office or department head.

- In some cases, USask support for conflict resolution may be engaged.

D. Accountability and Support

- Lapses in professional behaviours by students or faculty may be addressed respectively via the Procedures for Concerns with Medical Student Professional Behaviour or the Procedures for Addressing Instances of Student Discrimination, Harassment and Mistreatment, and/or the Procedures for Medical Faculty, USask.
- Students are encouraged to seek guidance from the Office of Student Affairs and faculty from Faculty Engagement to navigate difficult conversations constructively.

Responsibilities:

The Associate Dean, Undergraduate Medical Education, is accountable for providing oversight to the overall administration of the *Policy for Student Conduct in Faculty Evaluations and Feedback Meetings*.
The Director of Faculty & Learning Environment, Undergraduate Medical Education is responsible for the implementation, monitoring, maintenance and evaluation of the *Policy for Student Conduct in Faculty Evaluations and Feedback Meetings*.
The Student Academic Management Committee is responsible for evaluating, reviewing and updating this policy every three years.

Non-compliance:

Instances or concerns of non-compliance with the *Guidelines for Student Conduct in Faculty Evaluations and Feedback Meetings* policy should be brought to the attention of the Associate Dean, Undergraduate Medical Education, within the College of Medicine.

Procedures:

Procedures for this policy will be maintained by the Associate Dean, Undergraduate Medical Education.