



Title/Subject: Remediation of Instruction

Applies to: faculty students staff residents and other non-faculty instructors

Policy System Process/Procedure Guideline/Standard Position Description

● **Reason for the Policy/Process:**

- In order to provide the best learning experience for our medical students, the remediation of instruction policy outlines the process for the Texas A&M College of Medicine to monitor and communicate issues relating to faculty, residents, and non-faculty instructors who have received low student evaluation scores. This policy is intended to communicate available options, emphasize both instructional skills and professionalism, and promote transparent and consistent procedures. Through this policy, the faculty and staff of the Texas A&M College of Medicine will attempt to remedy instructional deficiencies in specific areas in a timely manner.
- LCME Standard 4.5: A medical school and/or its sponsoring institution provides opportunities for professional development to each faculty member in the areas of discipline content, curricular design, program evaluation, student assessment methods, instructional methodology, and or research to enhance his or her skills and leadership abilities in these areas.

- **Policy/Process Statement:** At the conclusion of every course, results of student evaluations will be used to identify faculty and non-faculty instructors, including residents, in need of remediation. Instructors scoring lower than the threshold set by the Curriculum Committee, or receiving narrative comments indicating a particular teaching deficiency, will be assisted by the course director to develop an action plan to obtain additional training or guidance in areas needing improvement. The Office of Academic Affairs will oversee the process and make sure the remediation needs of instructors are met and documented. For the purposes of this policy faculty includes residents and non-faculty instructors.

● **Process for Identifying Instructors in Need of Remediation**

- At the conclusion of every course, the Office of Evaluation and Assessment (OEA) prepares and reviews the results of the student evaluations for each employed, non-employed, and volunteer faculty member, resident, and other non-faculty instructors including the narrative comments.
- All evaluation responses for an individual faculty member are distributed to the individual faculty member, the course director, the campus dean, and the Office of Academic Affairs. OEA produces a report that identifies faculty members with low evaluation scores.
- OEA meets with the course director and discusses the report and those faculty that received low evaluation scores. OAA and OFD will also attend these meeting.
- If there is a professional concern, OEA may submit the faculty member's name to the LEEP process.

● **Process for Addressing Remediation of Instruction**

- Course Directors and OFD must meet with identified faculty and devise an action plan that includes, but is not limited to, one of the courses of action for addressing instructional needs. If the identified faculty member is also a course director, a representative from Academic Affairs will meet with them to devise an action plan.
 - The instructor may be: counseled by the course director about particular student or teaching issue(s) and advised of available resources within the college and/or the university to assist the faculty member with identified problems and/or skill development



- instructed to attend faculty development workshops and other applicable sessions and/or receive one-on-one consultation with observation and feedback from a staff member from the Office of Faculty Development
- instructed to engage in mentoring through the ADME's *Mentoring for Educational Excellence and Leadership Program*

Course Directors must submit the action plan to OFD. OFD will follow up with the course director within three months to determine the success of the action plan implementation. The Curriculum Committee, OAA, Course Directors, and OEA will need to be updated on the status.

- **Process for Addressing Remediation of Instruction for Residents**

The process for addressing remediation of instruction for residents will be identical to the process for instructors with the exception that the program director of the identified resident will meet with the course director and the resident to devise an action plan.

The OFD will oversee the process and make sure the remediation needs of both faculty and non-faculty instructors are met and documented.

- **Compliance:** Course Directors, as part of their annual review with Academic Affairs, must produce documentation of efforts working with instructors who required remediation in the past year.

- **Resources and Tools**

- Definitions:

- Faculty - For the purpose of this document, the term faculty refers to all faculty, residents, graduate students, postdoctoral fellows, and other non-faculty instructors in the medical education program who supervise or teach medical students.
- Course Director - For the purposes of this document, Course Director includes Preclerkship Course and Block Leaders, Executive Clerkship Directors, campus Clerkship Directors, and Elective Directors.
- Faculty - For the purpose of this document faculty includes employed, non-employed, and volunteer faculty members.
- Instructors – For the purpose of this document instructor includes faculty, residents, and other non-faculty instructors

Governing Committee: Curriculum Committee

Office of Authority: Office of Faculty Development

Policy/Process Originator: Terri Kurz

Policy/Process POC: Director of Faculty Development

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