

Effective Date:

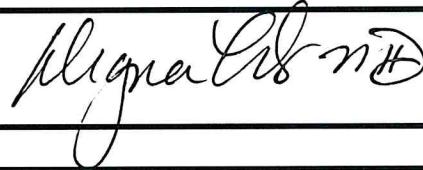
August 30, 2021

Retired:

Revised:

Approved by:

Digna S. Forbes, MD, FASCP
Interim Dean, School of Medicine



Subject: Fair and Timely Assessment Policy

PURPOSE:

The purpose of this policy is to ensure that students receive grades in a timely manner that allows them the opportunity to determine if there are discrepancies in the reporting, and to provide them feedback that enable the identification of weaknesses in need of improvement in order to continue successfully in the educational program.

This policy is compliant with Element 9.8 for LCME accreditation.

POLICY STATEMENT:

Final grades are available within four weeks of the end of a course or clerkship. Grades will be available to students electronically through the online Banner System.

DEFINITIONS:

PROCEDURE:

1. Faculty Responsibilities

- a. It is the responsibility of the course or clerkship director to ensure that all faculty responsible for assessment within their course or clerkship submit all relevant evaluations and assessments that will contribute to a student's final grade in a timely manner. Due dates for formative and summative assessments should be determined by the pre-clerkship and clerkship committees and approved by the curriculum committee, and should be clearly communicated to course/clerkship faculty by the course/clerkship director.
- b. For all pre-clerkship courses and clerkship rotations, the official and final grades will be electronically submitted by the course/clerkship director to the Meharry Medical College Registrar's Office and made available to students through the online Banner System within four weeks after completion of the course/clinical rotation. The Associate Dean, Student Academic Affairs or its designee will monitor grade submission by faculty.

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2. Responsibilities for Monitoring

The Associate Dean, Student Academic Affairs or its designee will monitor submissions of grades by the course/clerkship director. If grades are not submitted within the designated time frame, the course/clerkship director, as well as her/his department chair, will be notified. The course/clerkship director will have one week after this notification to submit grades.

If grades are not submitted after this time period, the Associate Dean, Student Academic Affairs or its designee will contact the dean, who will also contact the department chair. Consistent failure to submit grades or individual assessments in a timely manner may result in removal of a course or clerkship director from their role, or removal of a faculty member from their teaching responsibilities.

3. Submission of Mid-Course/Clerkship Feedback

1. It is the responsibility of the course or clerkship director to ensure that all faculty responsible for mid-course/clerkship feedback submit it in a timely manner such that it can be effectively acted upon by the student. Due dates for mid-course/clerkship feedback should be determined by the pre-clerkship and clerkship committee and approved by the curriculum committee and should be clearly communicated to course/clerkship faculty by the course/clerkship director.
2. If mid-course/clerkship feedback is not submitted by the due date, the course/clerkship director will notify the responsible faculty member that the feedback is due immediately. If the responsible faculty member does not submit the appropriate feedback report within one week after this notification, the Associate Dean for Medical Education and the faculty member's or course/clerkship director's department chair will be notified. Consistent failure to submit mid-course/clerkship feedback in a timely manner may result in the removal of the course/clerkship director, or the faculty member from his/her/their teaching responsibilities.

EXHIBITS: