Method of Summarizing Teaching Evaluations for Promotion Candidates
Department of Pediatrics

Student Evaluations

Number of evaluations

Add the total number of evaluating students ("Count of Responses") for each year to get overall total number of evaluations. Do this just for the first category ("Conveys expectations to students"); the other categories will have the same or nearly the same number of evaluators.

Mean score

For each category (e.g., "Conveys expectations to students"), calculate a weighted mean score of the years included in the evaluation. The calculation is done as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Avg. Score</th>
<th>Count of Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>S1</td>
<td>R1</td>
</tr>
<tr>
<td>2</td>
<td>S2</td>
<td>R2</td>
</tr>
<tr>
<td>3</td>
<td>S3</td>
<td>R3</td>
</tr>
</tbody>
</table>

Category weighted mean score = \[\frac{(S1 \times R1) + (S2 \times R2) + (S3 \times R3)}{(R1 + R2 + R3)}\].

This score will be on a 5-point scale. To convert it to a percentage of the maximum possible score, divide by 5 and multiply by 100. For example, if the weighted mean score for the category is 4.83, convert to the 100-point scale as follows: 4.83/5 x 100 = 97. The decimal places should be dropped, rounding scores ending in ".500" up or down to an even number: 95.5 becomes 96; 96.5 also becomes 96; 94.5 becomes 94. However, 95.499 becomes 95, and 92.501 becomes 93.

The overall mean score for all categories and all evaluators is calculated as the average of the weighted mean scores for all categories of evaluation by adding the category WMS values and dividing by the number of categories. Use the same rule for rounding up or down to eliminate decimal places.

Comments

The student comments will be summarized by the Promotions Advisory Committee member assigned to help prepare the promotion candidate and his or her portfolio.

Resident/Fellow Evaluations

Number of evaluations

There is a summary of teaching evaluations for each 6-month period. There may also be resident evaluations of lectures or other special teaching events. For recent years, when the MedHub system has been used, this number is given on the first page under "Responses." For earlier years, when the E-value system was used, the number of evaluations is taken as the sum of the numbers listed as "Choice Count" for each level of trainee. The number of evaluators for each 6-month period and any special events should be added to give the total number of evaluations by residents and fellows.
Mean score

*MedHub years*
- For each category, convert the score from the 5-point range to a score based on a 100-point scale by calculating the percent of maximal score: score/5 x 100 (as explained above for the mean score of student evaluations).
- To get the overall mean score, add the scores (as percents) for each category and divide by the number of categories included in the tally.

*E-value years*
- Disregard the first two categories (“Level of Training” and “Number of Days of Contact with Faculty”) in calculating of the mean score.
- Also disregard categories with “Non-Zero Count” (number of evaluators) of 0 or 1.
- For all other categories, calculate the percent of scores that are at the two highest levels (“Nearly Always” and “Always”), excluding evaluators who scored the category as Level 0 (“Unable to Assess”). This calculation is summarized as follows, where L1-L7 are the scoring levels – L1 is “Never” and L7 is “Always.”
- To get the overall mean score, add the scores (as percents) for each category and divide by the number of categories included in the tally.

*Lectures or other one-time events*
For each event:
- Convert scores to percent of maximal scores, as described above.
- Calculate average of all scores, as described above.

*Overall mean score*
- To calculate the overall mean score, add the mean score for each evaluation period, including both MedHub and E-value scores, and the scores for each lecture of other special teaching event; then divide by the number of scores included in the tally.

Comments

The student comments will be summarized by the Promotions Advisory Committee member assigned to help prepare the promotion candidate and his or her portfolio.

Peer Evaluations

The peer evaluations will be summarized by the Promotions Advisory Committee member assigned to help prepare the promotion candidate and his or her portfolio.