



Procedure for Cleaning Comments on Instructor Evaluations

Proactive Review of Comments

All comments made on instructor evaluations are reviewed by UGME program evaluation staff prior to release via One45. When necessary, comments are edited to help facilitate constructive feedback and allow improvement in a way that supports an environment of trust and psychological safety. Comments may also be removed.

Please see the [Instructor Evaluation Framework](#) for complete details of the instructor evaluation process.

Comments that include the following may be edited or removed:

Personal attacks

Comments that go beyond focusing on behaviour and include personal attacks or insults (e.g., This instructor was arrogant; This instructor should not be teaching).



Comments about other instructors

Comments comparing an instructor to another faculty member or an evaluation of a different instructor (e.g., Dr. X should teach more like Dr. Y does; I didn't have this instructor so this evaluation is about Dr. Z).



Comments about personal, non-modifiable characteristics

Includes comments about ethnicity, gender, appearance, etc.

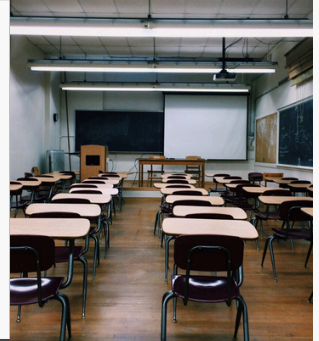




Comments that include the following may be edited or removed (continued):

Comments about aspects of the session that the instructor is not responsible for

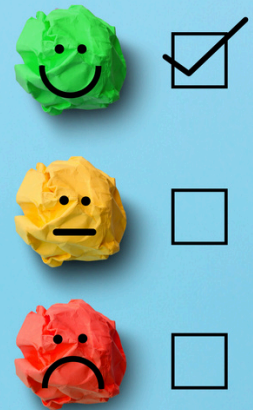
This includes comments about a case that the instructor didn't develop; the room in which a session was held; IT/Internet issues; scheduling issues for which the instructor was not responsible, etc.



Comments about the course or program as a whole that do not pertain to the instructor's teaching in a specific course

This includes comments about the course as a whole; format of the course (in-person vs. virtual sessions, mandatory sessions); comments about assessments; scheduling of sessions, etc.

Comments about these areas may be provided on course evaluations.



Comments about a situation that a student did not directly experience or observe

This includes comments about what students may have been told by classmates or others but did not directly experience or witness (e.g., I had a positive experience with this instructor, but I heard from others that...).





Reactive Review of Comments

Instructors in the MD program may contact the Associate Dean, UGME or Director, Faculty and Learning Environment if they feel that their evaluation contains comments that are not accurate.

At the discretion of the Associate Dean, UGME, comments may be removed from One45 and will not be visible on subsequent instructor evaluation reports.

