

PROCEDURE FOR DEALING WITH FACULTY CONCERNS ABOUT A STUDENT

NOTE: UME Administration = Assistant and/or Associate Deans, UME

The procedure for dealing with faculty concerns about a student ultimately depends on the faculty member's perceived severity of the academic and/or professionalism concerns. Two broad scenarios:

1. Faculty has concerns about a student that are relatively "minor":
 - a. minor professionalism concern (e.g. dress, tardiness)
 - b. minor academic deficiency (unlikely to affect patient care, easily correctable)

In this case, the faculty member should provide a verbal statement to Course Chair/Clerkship Director (or UME administration if no Course Chair/Clerkship Director), intended as an "FYI" in case other concerns arise, and/or as formative feedback to the student.

It would be at the discretion of the Course Chair/Clerkship Director to bring this to UME administration's attention:

- a. If only one incident, this is not necessary
 - b. If multiple concerns, then suggest discussion with UME administration
2. Faculty member has either repeated concerns or one "very serious" concern:
 - a. Major professionalism breach (e.g. dishonesty, integrity lapse, mistreatment of others)
 - b. Major academic difficulty (likely to impact patient care and/or not easily correctable)

In this case, the faculty member will provide a written (email or letter) statement to the Course Chair/Clerkship Director, which is then brought forward to UME Administration for further follow-up with the student. This statement will be included in student's file, thus the student must see this written statement. An isolated incident typically results in a meeting between the student and UME Administration. An appearance before the Student Academic Review Committee (SARC) would ensue if the isolated incident was considered severe enough (e.g. violating the CPSA code of conduct) or a pattern develops.

Approved: UME Management, February 20, 2018

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