TES Overall Reporting

Target Audience: DECs

Updated *June 13, 2022*

CONTENTS

TEACHER EFFECTIVENESS SCORE (TES)

Aggregate teaching evaluations will now be automatically generated and published through MedSIS for all teaching activities. This will include:

- **Undergraduate Teacher Evaluations**
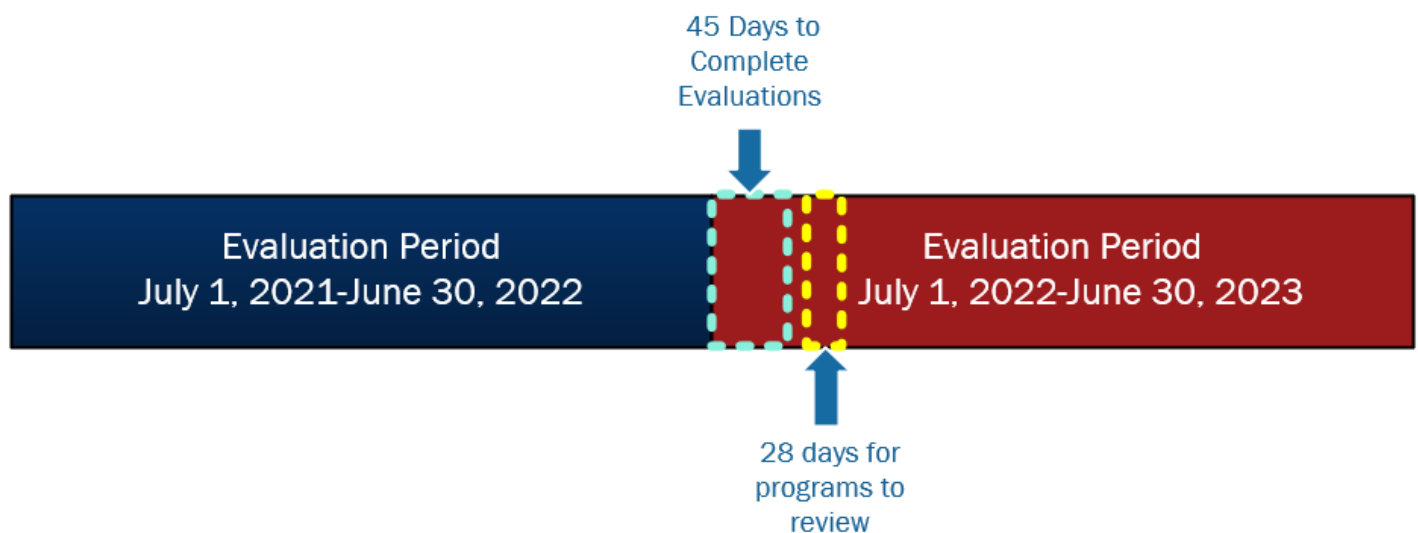- **Postgraduate Clinical/Presenter Evaluations**

HOW IT WILL WORK

TES reports will be generated yearly through MedSIS, based on the end of the training session (PG) or course (UG), so long as the confidentiality minimum is met. **The confidentiality minimum requires three or more distinct evaluations completed.**
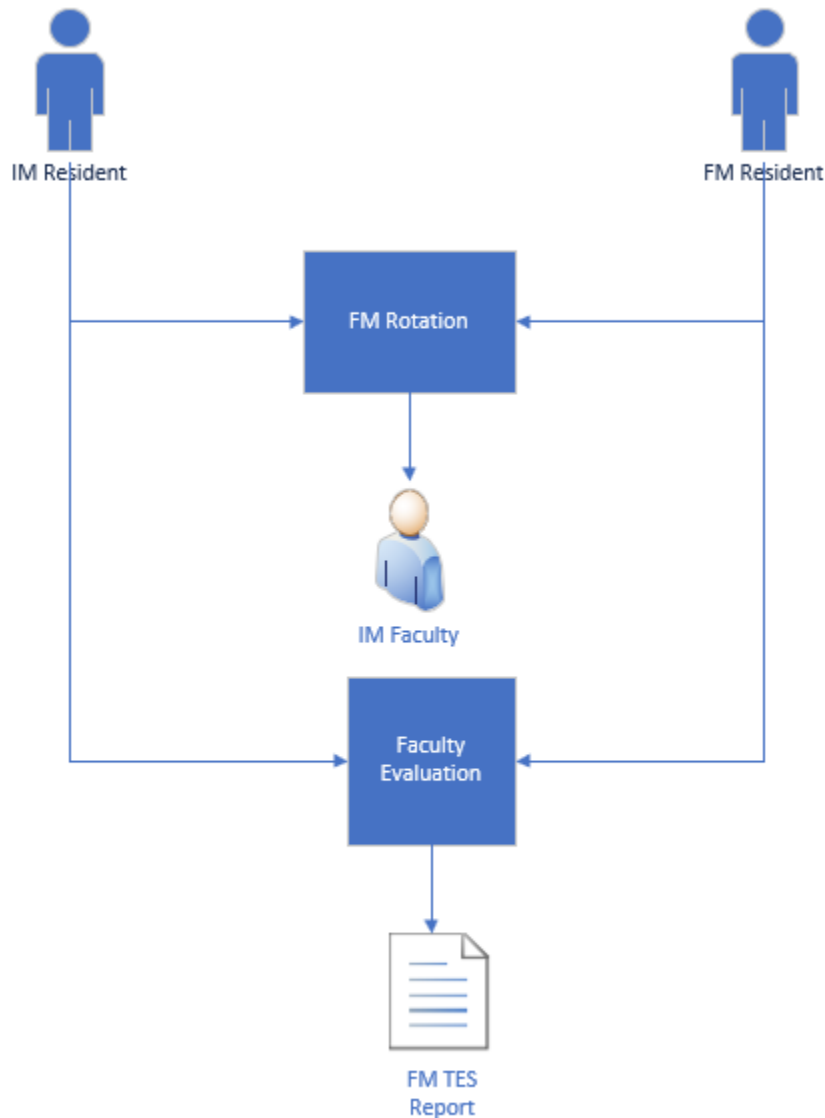
Generating PG TES

TES Reports will be automatically generated every year, 45 days after the end of a training session. As PG training sessions end on June 30th, TES reporting for both academic and clinical teaching **activities will be generated in August.** This 45-day period will allow all evaluations for teaching within that training session to be completed and captured in the teaching report.

The associated program (both Program Administrators and Directors) **will then have a four-week window to review the evaluations.** They can choose to publish these themselves, or the system will do it automatically after the four-week period has ended, i.e., the evals will get distributed to the associated faculty at that time. Applicable faculty will get an email notification that they have an eligible TES in the system once a TES is published.

45 Days to Complete Evaluations

Evaluation Period
July 1, 2021-June 30, 2022

Evaluation Period
July 1, 2022-June 30, 2023

28 days for programs to review

PG TES Reports are generated based on the program that the faculty was teaching in, NOT the faculty's appointment.

For instance, if a Medicine Faculty supervised a Family Medicine (FM) rotation in which they taught both Internal Medicine (IM) and FM learners, an FM TES report would be created for that faculty. That TES would include the evaluations completed by both IM and FM learners (so long as the confidentiality minimum is met).


Generating UG TES

Pre-Clerkship

Once pre-clerk courses end (MF1, MF2, ProComp etc.) within an academic year (course end date will vary), the system will automatically generate all eligible TES **45 days later**. 45 days is based on the expiry date of teacher evaluations.

Once generated, Course Directors and associated Pre-Clerk Admins will have **28 days** to review eligible TES and suppress comments if necessary. Once the review period is over, the system will automatically publish all generated TES. Published TES will then be released to the associated faculty.
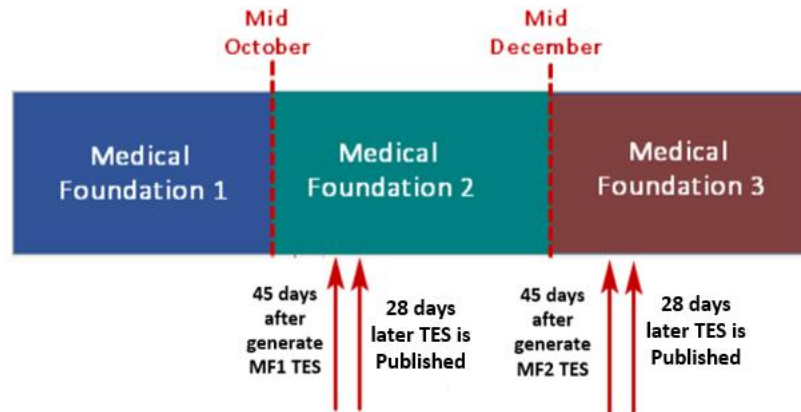

Clerkship

Once the last clerkship course ends within an academic year (towards the end of August depending on the last clerkship block for the academic year), the system will automatically generate all eligible TES **45 days later**. 45 days is based on the expiry date of teacher evaluations.

Once generated, Clerkship Directors and associated Admins will have **28 days** to review eligible TES and suppress comments if necessary. Once the review period is over, the system will automatically publish all generated TES. Published TES will then be released to the associated faculty.

**45 days is based on the expiry date of teacher evaluations.
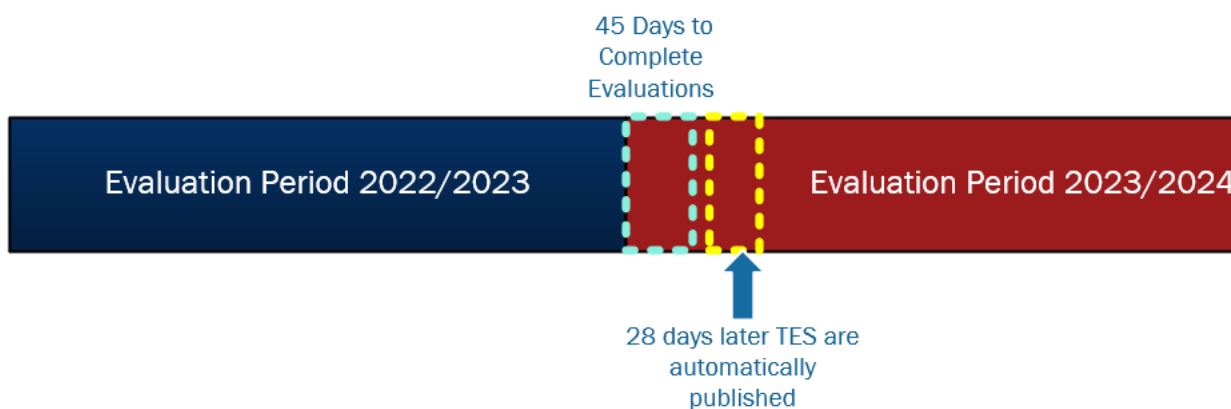
MANUAL GENERATING/PUBLISHING (OFF CYCLE)

UG and PG will also have the option of generating and publishing evaluations throughout the year, so long as the minimum of three is met. **However, once an individual TES report is generated, that evaluation data will not be captured in future individual TES reports. If a program chooses to generate and publish a report in the middle of the year, this may also influence the ability to generate a year-end report, as the three minimum still needs to be met.**

**Once a TES is published, the Department and Division Heads will have access to both the yearly report and an overall score dashboard that is informed by all published TES.
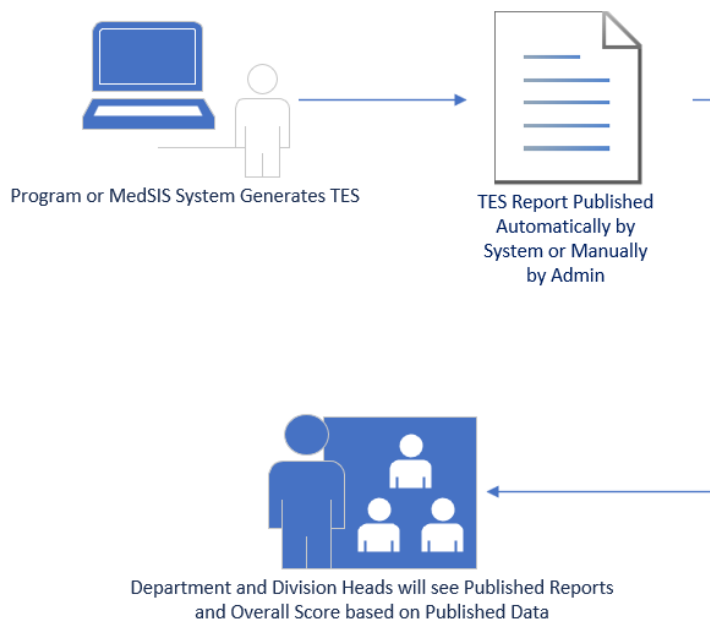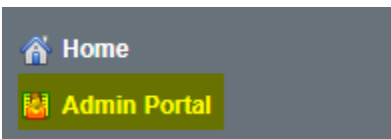
GENERATING VS. PUBLISHING
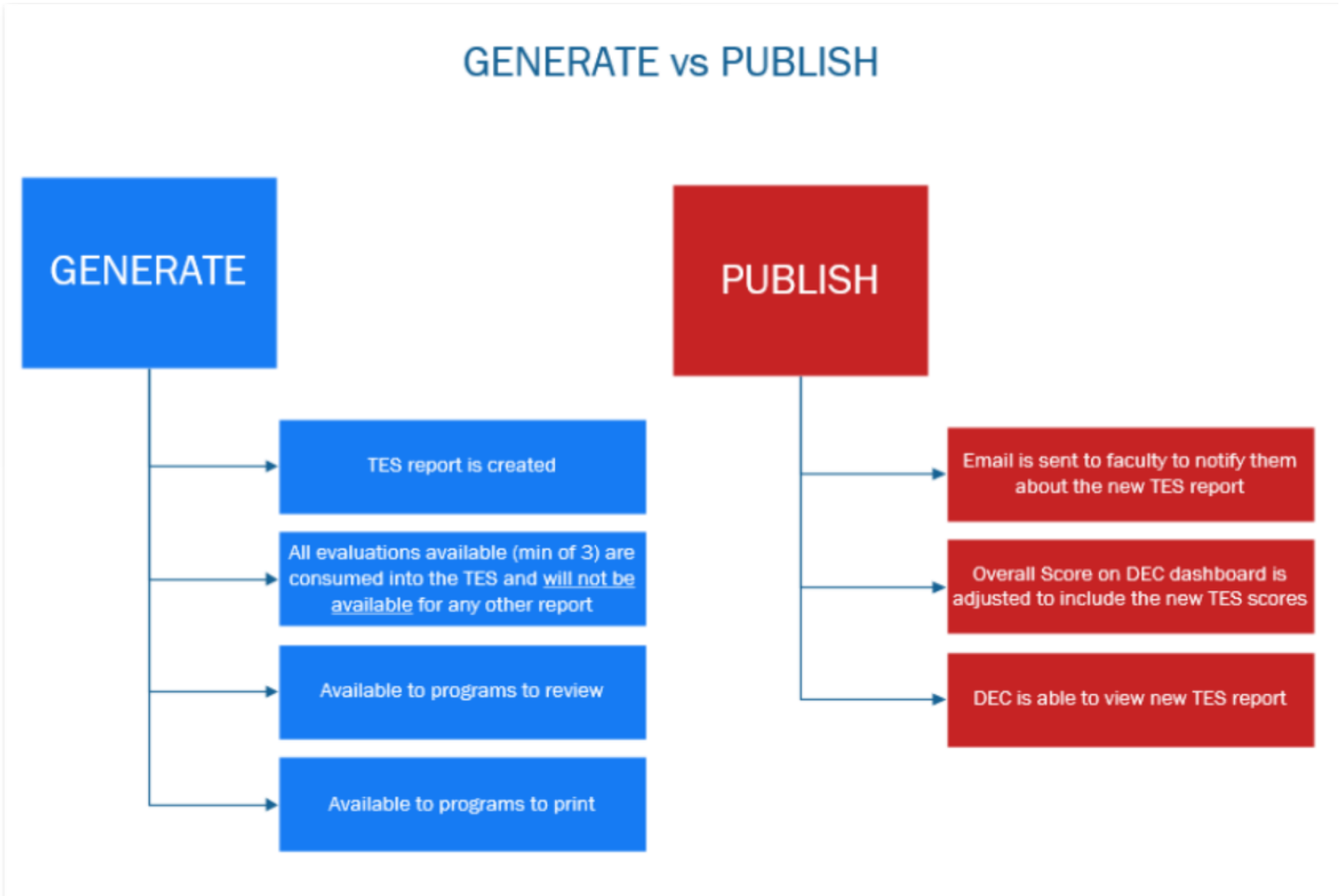
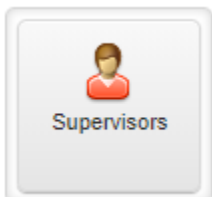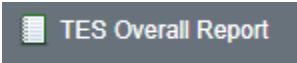## HOW TO ACCESS OVERALL TES DASHBOARD

Step 1: To access the overall TES Dashboard, please make sure you are in your "Admin Portal" on the left-hand drop-down menu in MedSIS:

Step 2: Select the "Supervisors" tab on your main dashboard:

Step 3: Select the "TES Overall Report" on the left-hand drop-down menu:

Step 4: Your view will already be filtered by the Department or Division you are responsible for, but you have the option of also filtering the report by the following options when you select the "…" beside the search function:
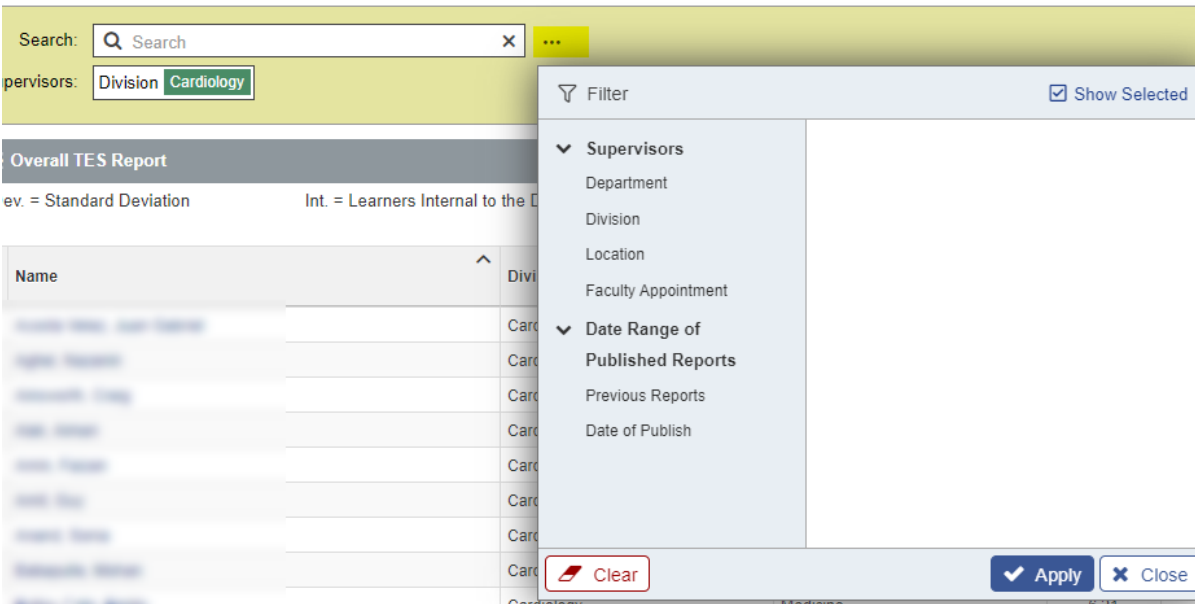
**If you only wish to see those that have a McMaster Faculty Appointment, select "yes" in the filter:

Step 5: If you wish to see individual TES reports for faculty within your Department or Division, you will click on the name of the associated faculty. Once you do, all historical data will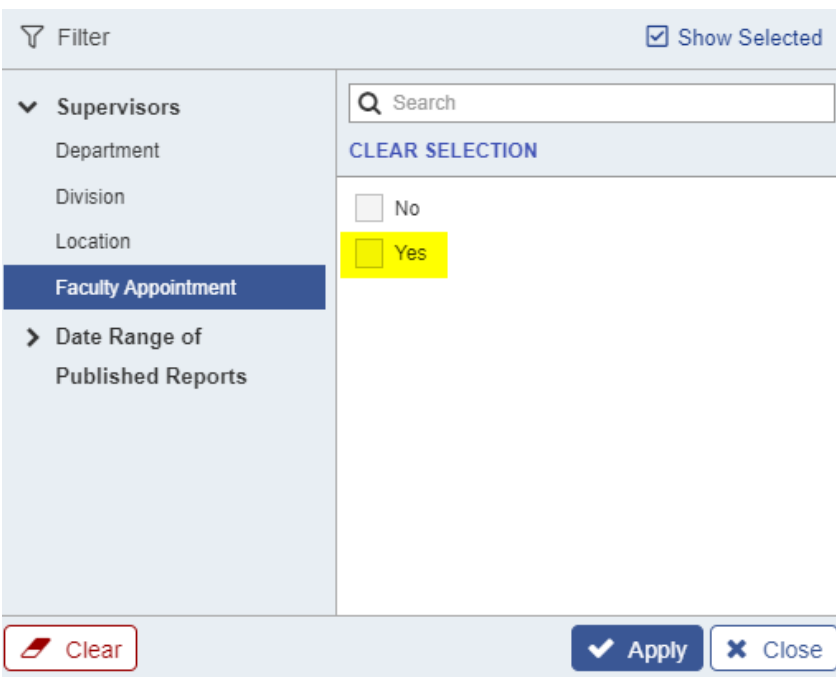 be available. You can select "Preview" and this will bring you to a web browser view of the TES, or you can select "Print all" and the available TES will be downloaded into a zip file.

Publish Date	Published By	Program	Details	Evaluation Period	Report	Action
07-Dec-2020	Melissa Bauce	UGME	Eval Form: **MD Program Teacher Evaluation - Clinical** Course: **Medical Specialties**	16-Mar-2015/19-Jun-2016	UGME Medical Subspecialties - Clinical Preceptor TES	Q Preview
07-Dec-2020	Melissa Bauce	UGME	Eval Form: **MD Program Teacher Evaluation - Presenter (with Opt Out)** Course: **Medical Specialties**	28-Sep-2015/19-Jun-2016	UGME Medical Subspecialties - Presenter TES	Q Preview
20-Jul-2020	Melissa Bauce	PGME	Eval Form: **Presenter Evaluation - Academic Event** Program: **Cardiology**	06-Jul-2017/14-Jun-2018	Cardiology - PG Presenter TES	Q Preview
20-Jul-2020	Melissa Bauce	PGME	Eval Form: **Faculty Evaluation - Clinical Rotation** Program: **Cardiology**	01-Jul-2017/30-Jun-2018	Cardiology - PG Clinical Supervision TES	Q Preview
20-Jul-2020	Melissa Bauce	PGME	Eval Form: **Faculty Evaluation - Clinical Rotation** Program: **Critical Care Medicine**	01-Jul-2018/23-May-2019	Critical Care Medicine - PG Clinical Supervision TES	Q Preview
20-Jul-2020	Melissa Bauce	PGME	Eval Form: **Faculty Evaluation - Clinical Rotation** Program: **Internal Medicine**	12-Sep-2017/04-Dec-2017	Internal Medicine - PG Clinical Supervision TES	Q Preview
20-Jul-2020	Melissa Bauce	PGME	Eval Form: **Faculty Evaluation - Clinical Rotation** Program: **Critical Care Medicine**	01-Jul-2017/13-Jan-2018	Critical Care Medicine - PG Clinical Supervision TES	Q Preview
20-Jul-2020	Melissa Bauce	PGME	Eval Form: **Presenter Evaluation - Academic Event** Program: Internal Medicine	29-Nov-2017/23-May-2018	Internal Medicine - PG Presenter TES	Q Preview

Step 6: If you want more details, specifically the rating scale scores, CPSO or Employee Number, you can select the faculty and then "Export":

Export

WHAT DOES THE OVERALL TES DASHBOARD CAPTURE?

The Overall TES dashboard in MedSIS will capture **all published** TES data for **faculty that either have an appointment within your department or division or had been assigned to the department in MedSIS (these assignments are usually done to help learners select the appropriate supervisor).** You will be provided the following information:

Search: [Q Search   ✕] ...

Overall TES Report   Total: 2354

StDev. = Standard Deviation   Int. = Learners Internal to the Department   Ext. = Learners External to the Department   Mean value out of 7   ⊞ Export

Name	Division	Department	This Teacher Mean	Division Mean	Department Mean	This Teacher StDev.	Department StDev.	Division StDev.	UG Learners	PG Int.	PG Ext.

Some important notes:

- If you see N/A anywhere within the dashboard, this indicates that there is no eligible data associated with that faculty. For instance, the following faculty did not teach UG learners and therefore does not have any associated TES data in that column.

Name	Division	Department	This Teacher Mean	Division Mean	Department Mean	This Teacher StDev.	Department StDev.	Division StDev.	UG Learners	PG Int.	PG Ext.
	Cardiology	Medicine	6.72	6.45	6.27	0.63	0.9	0.82	N/A	6.7	6.95

- If you see N/A under Division, it could mean that the associated supervisor was not assigned a division in MedSIS. To assign a division to a faculty, please contact the MedSIS team (medsis@mcmaster.ca).
- The comparison values (mean, stdev.) are based only on McMaster Faculty data.

QUESTIONS?

If you have any questions or difficulties with this process, please contact MedSIS at medsis@mcmaster.ca