Rationale
The Brody School of Medicine (BSOM) wishes to provide factual, accurate, unbiased student information to residency programs via the Medical Student Performance Evaluation (MSPE).

Scope
An MSPE will be created for every M3/rising M4 student at BSOM. This procedure defines who will create the document as well as the pathway for a student comment appeal or request for an alternate letter writer.

Definitions
Medical Student Performance Evaluation (MSPE): Summary of a student’s performance during their time in medical school; document used in the residency application process that serves as a part of the student’s permanent academic record at the BSOM. The MSPE is a factual compilation of performance, not an editorialized letter of recommendation. It contains sections on Noteworthy Characteristics, Clerkship Summary Comments, and Student Quartile (final after the M3 year) information.

Responsibilities
Assistant Dean for Student Affairs:
The Assistant Dean for Student Affairs is responsible for educating all levels of medical students about the contents of the MSPE and meeting with every M4 student to review his/her individual MSPE. The Assistant Dean for Student Affairs will edit the Noteworthy Characteristics section of the MSPE that has been drafted by the student, and will have final signing authority and final responsibility for accuracy and completion of each document. The Assistant Dean for Student Affairs will also oversee the Office of Student Affairs and Informational Technology staff in creating the MSPE draft according to the latest guidance from AAMC.

Clerkship Directors:
Faculty members who are responsible for evaluating students will submit comments through E-Value. The Clerkship Directors will summarize the faculty comments in an objective and concise format for inclusion in the MSPE and submit final comments (meant for the MSPE) into E-Value no later than 6 weeks after the end of the clerkship. The Clerkship Director must meet with a student requesting a comment appeal within two weeks of the request for appeal. A decision must be delivered to the student in writing (email is preferred with a copy to the Associate Dean for Student Affairs) within one week of the meeting. If it is agreed that a comment should be altered, the Clerkship Director must submit a grade change form to the BSOM Registrar so that
the change can be made on the official record. If the Clerkship Director and student are not able to find consensus, the Clerkship Director is to discuss the appeal with their respective Department Chair.

**Department Chair:**
Once involved in a comment appeal (through notification by the Clerkship Director), the Chair must meet with the student to discuss the context of the appeal. This meeting must occur within two weeks. After meeting with the student, the Chair must submit a final decision to the student in writing (email is preferred with a copy to the Associate Dean for Student Affairs) within one week.

**M3 Review and Promotion Committee:**
If a student, Clerkship Director and Department Chair are not able to find consensus on a comment appeal, the Associate Dean for Student Affairs will bring the matter to the M3 Review and Promotion Committee for a final decision. The student and the Clerkship Director will have the opportunity to present their perspectives to the Committee. The Committee will decide by majority vote and is required to deliver a decision to the student (email is preferred with a copy to the Associate Dean for Student Affairs) within one week of the meeting. The Committee’s decision serves as the final decision in comment appeals.

If a student and the Associate Dean for Student Affairs are not able to find consensus on a request for an alternate MSPE writer, the Associate Dean for Student Affairs must bring the matter to the M3 Review and Promotion Committee for a final decision. The student and the Associate Dean for Student Affairs will have the opportunity to present their perspectives to the Committee. The Committee will decide by majority vote and is required to deliver a decision to the student (email is preferred with a copy to the Associate Dean for Student Affairs) within one week of the meeting. The Committee’s decision serves as the final decision in alternate MSPE writer requests.

**Associate Dean for Student Affairs:**
Once a student requests an alternate MSPE writer, the Associate Dean for Student Affairs must provide a decision to the student within one week. If the student and the Associate Dean for Student Affairs cannot reach consensus, the Associate Dean for Student Affairs must discuss the request with the M3 Promotion and Review Committee.

**Students:**

**MSPE Creation:**
Students will draft the Noteworthy Characteristics section of the MSPE and meet with the Assistant Dean for Student Affairs for approval. Students will send their Noteworthy Characteristics section, CV, and Personal Statement (to the Assistant Dean for Student Affairs) one week in advance of this meeting.
Comment Appeals:
Once the Clerkship Director has published the Clerkship comments, students should review these comments in a timely manner. Students who feel that a comment is unjust or incorrect must request a meeting (must be in writing – email is preferred) with the Clerkship Director within 6 weeks of release of the comments. The email requesting the meeting must include the rationale for the comment appeal.

Alternate MSPE Writer:
If a student believes that there is a conflict of interest with the Assistant Dean for Student Affairs, they are required to reach out, in writing (e-mail is preferred) to the Associate Dean for Student Affairs to request an alternative letter writer. The student is required to provide reasoning for their request. Requests for an alternate MSPE writer must occur prior to August 1st of the student’s M4 year. Requests after this date will be denied. The default alternative letter writer will be the Associate Dean for Student Affairs.

Procedures for Implementation and Review
This procedure will be reviewed by the M3 Review and Promotion Committee as well as the Clinical Curriculum Committee before approval by the Executive Curriculum Committee every three years.

This procedure will be disseminated by the Office of Student Affairs to students and Clerkship Directors as part of a ‘student handbook’ during orientation each year.

Applicable Laws, Regulations & Standards
LCME Standard 11, Element 2
LCME Standard 9, Element 8
LCME Standard 11, Element 4