I. Overview
Learners, faculty members, instructors, and educational leadership in the University of California School of Medicine (SOM) are entitled to valid, consistent, complete, and coherent evaluation of their performance. The SOM’s Office of Medical Education (OME) is responsible for ensuring that the integrity and quality of evaluation and assessment performance data is sustained.

II. Background
The SOM education committees and leadership create policies and procedures for the administration, access to, and reporting of evaluations and assessment in medical student education. Once these policies and procedures are determined by education committees and leadership, OME is accountable for designing and implementing procedures and processes for administering, accessing, and reporting on evaluations across all core and elective courses and programs. This includes administering, accessing, and reporting on evaluations of instructors, courses, educational experiences, and assessment of learners in the undergraduate medical education curriculum. Centralized implementation of these policies and procedures by OME ensures that the integrity and quality of the evaluation and assessment data are maintained.

III. Purpose
The purpose of the current document is to outline the policy for oversight of evaluations and assessment for the School of Medicine.

IV. Reasons for Policy
This policy ensures that evaluations completed about faculty, instructors, programs and courses as well as assessments completed about students:
1) Follow procedures and policies designated by the School of Medicine education committees and leadership including confidentiality
2) Can be used to determine performance and inform decision making in a substantiated, consistent, and efficient manner

V. Policy
The OME is responsible for overseeing evaluations and assessment. This oversight includes designating the format, timing, structure, and technical set-up for administration, implementation, and reporting of evaluations and assessments. Moreover, course directors interested in adopting or editing evaluation or assessment instruments must consult with OME evaluation and assessment units prior to designing and implementing new instruments.

This oversight applies to all evaluations and assessments in the School of Medicine medical student education including those administered by departments, courses, and programs.

Approved by CCEP 11/22/15