

## **Medical Student Performance Evaluation (Dean's Letter) Procedure**

- **Letter structure and authors**
  - The letter is written following the template produced by the AAMC MSPE taskforce.
  - The Noteworthy Characteristics section (3 bullet points, 2 sentences each) is completed by the student's phase 2 campus dean (year 3 campus dean until January 2022) working in concert with the student.
  - The remainder of the letter is completed by the Associate Dean for Student Affairs and Admissions.
  - All summative evaluation comments included in the MSPE are edited for grammar, redundancy or punctuation only and may not be edited for content.
  
- **Conflicts of interest and request for alternate authors**
  - The letter authors described above will have no role in summative assessment of the student in order to avoid a conflict of interest in authorship of the MSPE.
  - If the student or an MSPE author identify a conflict of interest, this conflict of interest shall be made known in writing using their UND email to the Associate Dean for Student Affairs and Admissions or in the case that the conflict involves the Associate Dean for Student Affairs and Admissions to the Senior Associate Dean for Medicine and Research. In these cases, an alternate letter writer will be assigned.
  - If a student for some other reason desires an alternate author for their MSPE, this request should be submitted in writing to the Office of Student Affairs prior to the beginning of their 4th year (phase 3) and an alternate letter writer will be assigned.
  
- **MSPE Completion and Release**
  - The MSPE is authored/compiled early in a student's 4th year (phase 3).
  - The Noteworthy Characteristics section including final student review will be completed by August 31st of the year of MSPE release.
  - The entire MSPE will be sent to the student and Campus Dean for final review prior to release. This allows these individuals to proofread and make any necessary edits to correct incorrect statements (for example if a male student is identified as female or an incorrect name is used in a comment). As stated above, summative comments may not be edited for content.
  - The final signed MSPE will be released to ERAS and other residency application systems no earlier than the identified national release date (typically October 1st).