

UC Davis Medical School Performance Evaluation Policy and Procedure

Formerly referred to as the “Dean’s Letter,” the Medical Student Performance Evaluation (MSPE) letter provides residency program directors with a formal evaluation of a student’s performance in medical school. The MSPE letter is forwarded to all residency programs to which the student applies. This is a letter of evaluation, not recommendation. It is written and compiled in a transparent collaborative process between the student and the Senior Associate Dean of Medical Education (SADME) and/or his or her designee. The MSPE has the following parts:

1. Cover Page – This page briefly describes the curriculum at the School of Medicine.
2. Time Line – This section lists the date of matriculation, graduation, dual degree programs, and any leaves of absence and adverse actions taken by the school.
3. Introductory Paragraph – This part is written by the student and describes their academic life prior to medical school. It introduces the student, provides pre-matriculation background, and information on any unique characteristics, including hardships or special accomplishments evident during medical school (e.g., leadership activities, community service participation, research activities).
4. Academic Progress – This is the main portion of the MSPE and summarizes the student’s performance in both the preclinical and clinical curricula. Most of this section is a transcription of comments from the student’s summative written evaluations from required clinical rotations. This section includes information about the student’s academic performance and professional attributes in preclinical/basic science coursework and elective rotations. Specific quotes selected for inclusion in the MSPE letter are intended to be representative of the student’s overall performance. Comments regarding a student that are isolated to a single evaluator are usually not included in the letter.
5. Summary – This is a brief concluding paragraph that sums up the student’s overall performance, based upon the school’s evaluation system, and compares the student’s performance in medical school relative to his/her peers, based on a consistent and transparent process.

The final draft version of the MSPE is sent to the student for review. If a student wishes to contest an entry in their MSPE, the student must make a request in writing to the SADME. Any change requested by the student in the summative comments from the preclinical or clinical rotations, must be directed to the respective IORs. If approved by the IOR, the revised comments are incorporated into the final MSPE. If not approved by the IOR, the SADME and/or his or her designee may choose to meet with the IOR and the student either together or separately, to reach a mutually acceptable solution. If such a solution cannot be reached, the student has the option of appealing to the Faculty Ombudsmen. All MSPEs will be released on October 1 of the graduating year.