DALHOUSIE UNIVERSITY Postgraduate Medical Education **Policy on Program Director Performance Evaluation**	*Policy Sponsor:* Faculty of Medicine	*Approval Date:* *January 8, 2026*
	Responsible Unit: Postgraduate Medical Education	*Amendments:*

A. Purpose

The purpose of this policy is to establish a clear and consistent process for assessing the performance of Residency and Area of Focused Competence (AFC) Program Directors within the Faculty of Medicine, Dalhousie University. The policy outlines procedures for routine review, formative feedback, professional development, and addressing performance concerns.

B. Policy Statement

The Faculty of Medicine is committed to supporting Program Directors in fulfilling their leadership, administrative, and educational responsibilities. Performance evaluation is conducted in a fair, transparent, and collaborative manner with a focus on continuous improvement, alignment with canera accreditation standards, and optimization of the learning environment.

C. Responsibilities

- Engages in development, coaching, or improvement plans as required

D. Procedures

Routine Performance Feedback

Program Director formative feedback is a collaborative process between the Department Head and the Associate Dean, PGME.

The Associate Dean, PGME, will:

- Complete the PGME Program Director Performance Review Form annually, and
- Meet with each Program Director every 1–2 years or more frequently as needed to provide formative feedback.

Following the Associate Dean's review, the Department Head will:

- Complete the Program Director Performance Review Form annually, and
- Meet with the Program Director annually to review performance and expectations.

Data informing the feedback process may include:

- The PGME Program Director Performance Review Form
- Personal observations
- Internal PGME reviews
- Accreditation reviews
- Multi-source feedback gathered from faculty, residents, or AFC trainees
- Any other relevant information

Addressing Performance Concerns

- If concerns arise regarding a Program Director's performance, the Associate Dean, PGME, will typically begin with meetings with the Program Director to:
    - Discuss the concerns
    - Understand the Program Director's perspective
    - Establish an initial plan for improvement
- If concerns persist following discussions—or if the seriousness of the concerns warrants a formal approach—the Associate Dean will consult the Senior Associate Dean, Education or the Dean, and the Department Head to determine appropriate next steps. This may include:
    - Developing a formal, written coaching plan that outlines:
        - Specific areas requiring improvement
        - Expected standards of performance or behavior
    - Timelines and steps for improvement

- If concerns continue despite meetings and a formal coaching plan:
    - Actions may include:
        - Continued coaching, with or without temporary suspension from the Program Director role during improvement efforts.
        - In rare circumstances, the Associate Dean and Department Head may, with the approval of the Dean of the Faculty of Medicine, remove the individual from the Program Director role.

Discretionary Authority

While the steps above represent the typical progression of actions, the Associate Dean, PGME, retains discretion to determine the most appropriate interventions based on context and severity, following consultation with the Senior Associate Dean, Education or Dean of FoM.

E. Related Documents

PGME Program Director Performance Review Form