Expert consultation on evaluation of longitudinal faculty development

This is an initial step within our study titled: "A Guide to Best Practice in Faculty Development for Health Professions Schools: A qualitative Analysis". Your contribution is very important and it will enable us to identify the evaluation questions that should be used to evaluate faculty development programs. Your response will take no more than 7 minutes and will remain anonymous.

On behalf of the authors,
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* Required

1. Domain A: Context of training
   On a scale of 1-5 where 1 is 'A weak evaluation question' and 5 is 'A very strong evaluation question', please rate each of the following evaluation questions regarding the "Context of the training" *

	1	2	3	4	5
A1- Has the context of the training been well defined?	○	○	○	○	○
A2- Is it mentioned in the faculty development program description?	○	○	○	○	○
A3-Does the context identify the potential target audience?	○	○	○	○	○
A4-Does the context identify the specific need or situation necessitating the training?	○	○	○	○	○
A5-Does the context identify the physical attributes to the needed training?	○	○	○	○	○
A6-Is the program aligned with emerging trends in faculty development like blended learning, online learning, competency based education..... etc.?	○	○	○	○	○

2. If you have rated any of the above evaluation questions in Domain A with a score of 1, 2 or 3 please state which question (From A1-A6) and explain why you do think that question is a weak evaluation question?

3. Domain B: Choice of trainees
On a scale of 1-5 where 1 is 'A weak evaluation question' and 5 is 'A very strong evaluation question', please rate each of the following evaluation questions regarding the "Choice of trainees" *

	1	2	3	4	5
B1-Are the faculty selected for the program identified?	○	○	○	○	○
B2-Are the faculty selected for the program stratified according to their knowledge?	○	○	○	○	○
B3-Are the faculty selected for the program stratified according to interest?	○	○	○	○	○
B4-Are the faculty selected for the program homogenous in terms of knowledge and interest?	○	○	○	○	○

4. If you have rated any of the above evaluation questions in Domain B with a score of 1, 2 or 3 please state which question (From B1-B4) and explain why you do think that question is a weak evaluation question?

5. Domain C: Needs Assessment

On a scale of 1-5 where 1 is 'A weak evaluation question' and 5 is 'A very strong evaluation question', please rate each of the following evaluation questions regarding regarding the "Needs Assessment"

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	1	2	3	4	5
C1-Have the faculty needs been studied?	○	○	○	○	○
C2-Have the identified needs been prioritized?	○	○	○	○	○
C3-Have the needs been reflected on the content or methods of training?	○	○	○	○	○
C4-Have the institutional needs been studied?	○	○	○	○	○
C5-Have the identified needs been prioritized?	○	○	○	○	○
C6-Have the needs been reflected on the content or methods of training?	○	○	○	○	○

6. If you have rated any of the above evaluation questions in Domain C with a score of 1, 2 or 3 please state which question (From C1-C6) and explain why you do think that question is a weak evaluation question?

7. Domain D: Objectives of Training
On a scale of 1-5 where 1 is 'A weak evaluation question' and 5 is 'A very strong evaluation question', please rate each of the following evaluation questions regarding the "Objectives of training" *

	1	2	3	4	5
D1-Are there defined objectives for the training?	○	○	○	○	○
D2-Are the objectives SMART?	○	○	○	○	○
D3-Are the objectives aligned with any of the identified needs?	○	○	○	○	○

8. If you have rated any of the above evaluation questions in Domain D with a score of 1, 2 or 3 please state which question (From D1-D3) and explain why you do think that question is a weak evaluation question?

9. Domain E: Material of the training
On a scale of 1-5 where 1 is 'A weak evaluation question' and 5 is 'A very strong evaluation question', please rate each of the following evaluation questions regarding the "Material of the training" *

	1	2	3	4	5
E1-Are there materials for the training?	○	○	○	○	○
E2-Are the materials authentic?	○	○	○	○	○
E3-Are the materials in proper format?	○	○	○	○	○
E4-Are the materials adequate for the training content?	○	○	○	○	○

10. If you have rated any of the above evaluation questions in Domain E with a score of 1, 2 or 3 please state which question (From E1-E4) and explain why you do think that question is a weak evaluation question?

11. Domain F: Methods of the training
On a scale of 1-5 'A weak evaluation question' and 5 is 'A very strong evaluation question', please rate each of the following evaluation questions regarding the "Methods of the training" *

	1	2	3	4	5
F1-Are the instruction methods planned?	○	○	○	○	○
F2-Are there proper guides for instruction?	○	○	○	○	○
F3-Are they suitable for the content/ objectives?	○	○	○	○	○
F4-Are they suitable for the trainees?	○	○	○	○	○
F5-Are they innovative?	○	○	○	○	○
F6-Are they feasible?	○	○	○	○	○
F7-Is the program longitudinal?	○	○	○	○	○

12. If you have rated any of the above evaluation questions in Domain F with a score of 1, 2 or 3 please state which question (From F1-F7) and explain why you do think that question is a weak evaluation question?

13. Domain G: Follow up of the training
On a scale of 1-5 where 1 is 'A weak evaluation question' and 5 is 'A very strong evaluation question', please rate each of the following evaluation questions regarding the "Follow up of the training" *

	1	2	3	4	5
G1-Is there a proper structure to enable follow up of the learning?	○	○	○	○	○
G2-Is this structure adequate to the objectives?	○	○	○	○	○
G3-Is this structure known to everyone in the program (management, faculty, learners, administration)?	○	○	○	○	○
G4-Are there proper follow up tools for the learning?	○	○	○	○	○
G5-Have the program ILOs been reached?	○	○	○	○	○
G6-Is there a method to assess the ILOs?	○	○	○	○	○
G7-Is there a methodology to deal with the non-attaining learners?	○	○	○	○	○

14. If you have rated any of the above evaluation questions in Domain G with a score of 1, 2 or 3 please state which question (From G1-G7) and explain why you do think that question is a weak evaluation question?

15. Domain H: Follow up of the community of practice
On a scale of 1-5 where 1 is 'A weak evaluation question' and 5 is 'A very strong evaluation question', please rate each of the following evaluation questions regarding the "Follow up of the community of practice" *

	1	2	3	4	5
H1-Is there a platform to allow for building the community?	○	○	○	○	○
H2-Is there time allocated in the program to allow for building the community?	○	○	○	○	○
H3-Are there designated activities to allow for building the community?	○	○	○	○	○
H4-Do trainees have enough knowledge of other trainees?	○	○	○	○	○
H5-Are there collaborative efforts between trainees?	○	○	○	○	○
H6-Are there enough collaborative project outcomes with trainees as project members (publications, conferences, workshops...etc.)	○	○	○	○	○

16. If you have rated any of the above evaluation questions in Domain H with a score of 1, 2 or 3 please state which question (From H1-H6) and explain why you do think that question is a weak evaluation question?

17. Domain I: Follow up of the KPIs of the training program:
On a scale of 1-5 where 1 is 'A weak evaluation question' and 5 is 'A very strong evaluation question', please rate each of the following evaluation questions regarding the "Follow up of the KPIs of the training program" *

	1	2	3	4	5
I1-Has the program achieved growth over the years? (number of attendees, learner satisfaction, learner attainment, measurable impact on teaching/ learning/ assessment… etc)	○	○	○	○	○
I2-Are there established methods to measure the KPIs?	○	○	○	○	○
I3-Is there a dedicated team for measuring the KPIs?	○	○	○	○	○
I4-Is there enough data collected?	○	○	○	○	○
I5-Is the data properly analyzed?	○	○	○	○	○
I6-Is the information deducted from the data properly reported/ discussed?	○	○	○	○	○
I7-Are there corrective actions taken based on the information deduced?	○	○	○	○	○

18. If you have rated any of the above evaluation questions in Domain I with a score of 1, 2 or 3 please state which question (From I1-I7) and explain why you do think that question is a weak evaluation question?

19. Domain J: Follow up of the feedback of the training
On a scale of 1-5 where 1 is 'A weak evaluation question' and 5 is 'A very strong evaluation question', please rate each of the following evaluation questions regarding the "Follow up of the feedback of the training" *

	1	2	3	4	5
J1- Has the feedback improved over the years? (Student satisfaction/ faculty satisfaction/ student attainment)	○	○	○	○	○
J2- Are there established methods to measure the feedback?	○	○	○	○	○
J3- Is there a dedicated team for measuring the feedback?	○	○	○	○	○
J4- Is there enough data collected?	○	○	○	○	○
J5- Is the data properly analyzed?	○	○	○	○	○
J6- Is the information deducted from the data properly reported/ discussed?	○	○	○	○	○
J7- Are there corrective actions taken based on the information deduced?	○	○	○	○	○

20. If you have rated any of the above evaluation questions in Domain J7 with a score of 1, 2 or 3 please state which question (From J1-J7) and explain why you do think that question is a weak evaluation question?

21. Domain K: Interchangeability of the training planning and implementation steps
On a scale of 1-5 where 1 is not so important and 5 is very important, please label each of the following evaluation questions regarding the "Interchangeability of the training planning and implementation steps" *

	1	2	3	4	5
K1- Are there decisions and or practices signifying non-linear training plan methods? Eg. Revising content while directing the learning... etc.	○	○	○	○	○

22. If you have rated the above evaluation question in Domain K with a score of 1, 2 or 3 please state explain why you do think that question is a weak evaluation question?

23. Are there any other evaluation questions that were not mentioned that you think are important regarding the evaluation of longitudinal faculty development programs? If yes, kindly elaborate:

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