



Academic Action and Misconduct Policy

Erie County Medical (ECMC) General Practice Residency in Dentistry is an organized program of learning through which residents progress as they demonstrate competence. This policy outlines procedures for Academic Actions (Evaluations, Letters for Improvement, and Academic Dismissal).

General Statements

Evaluations

- Residents are provided with daily verbal feedback from Program faculty. They are formally evaluated 3-times annually by the Program Director in consultation with Program faculty.
- Residents are appointed a one-year term
- Academic actions are made by the Program Director in consultation with Program faculty.
- The Chief Medical Officer (CMO) must be consulted prior to academic actions
- Residents must be notified in writing of academic actions
- Copies of Academic Actions will be maintained in the resident's Program file and with the Chief Medical Officer (CMO).

Academic Actions

Letters for Improvement and Improvement Plan

Letters for Improvement are issued to residents who have uncorrected deficiencies in performance following verbal or written feedback or assessments.

- A Letter for Improvement is prepared by the Program Director or designee. It is intended to amplify a message of concern, describe deficiencies in performance, and provide the resident with an opportunity to correct deficiencies. A Letter for Improvement shall also identify a timeframe for the preparation of a resident response in the form of a personal improvement plan.

- Residents are required to prepare a written proposal for a personal improvement plan in response to a Letter for Improvement. This practice is designed to encourage a lifetime of self-directed learning as a dentist. The proposed personal improvement plan should address all deficiencies identified in the Letter for Improvement, be completed within the time specified, and be presented to the Program Director or designee.
- Where appropriate, the Program Director should review and discuss the proposed personal improvement plan with the resident (preferably during an in person meeting), and shall modify it as necessary. The final personal improvement plan will address all concerns in the Letter for Improvement and should include:
 - Learning activities (e.g. clinical assignments; readings; presentations);
 - Timeframe/deadlines/plan duration; and
 - Plan(s) for feedback and evaluation (e.g. faculty mentor, supervising/evaluating faculty, evaluation tools, and frequency of formal reviews of progress).
- Letters for Improvement are not subject to review under the ECMC Academic Action and Misconduct Policy unless they result in an extension of training that is longer than thirty days
- Failure to successfully complete the personal improvement plan may result in the issuance of an additional Letter for Improvement or other Academic Action.

Academic Dismissal

Academic Dismissal of a resident may occur at any point in the academic year. Academic Dismissal is used when immediate action is warranted for residents who have failed to correct identified deficiencies and/or demonstrate required skills, knowledge, or behaviors. Residents considered for Academic Dismissal must have been previously provided with one or more personal improvement plans in connection with a Letter for Improvement.

Grievance/Review and Due Process

Refer to the ECMC Due Process Policy.

Applicable Requirements

[CODA Standard 4-6 Due Process](#)

There must be specific written due process policies and procedures for adjudication of academic and disciplinary complaints that parallel those established by the sponsoring institution.

Intent: Adjudication procedures should include institutional policy that provides due process for all individuals who may be potentially involved when actions are contemplated or initiated that could result in dismissal of a resident. Residents should be provided with written information that affirms their obligations and responsibilities to the institution, the program and the faculty. The program information provided to the residents should include, but not necessarily be limited to, information about tuition, stipend or other compensation, vacation and sick leave, practice privileges and other activity outside the educational program, professional liability coverage, due process policy, and current accreditation status of the program.