NOTE: THIS POLICY, LIKE ALL OTHER COASTAL CAROLINA UNIVERSITY POLICIES, IS NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED UPON AS SUCH. THIS POLICY MAY BE CHANGED AT ANY TIME BY COASTAL CAROLINA UNIVERSITY.

SUMMARY:

Students enrolled in undergraduate and graduate courses are given the opportunity to evaluate the instructor and the course.

POLICY:

I. POLICY

Near the end of each academic semester, each student enrolled in a course with six or more students must be given the opportunity to complete an evaluation of the course and instructor for the purpose of providing data for review of teaching performance.

II. PROCEDURES

A. Each college will maintain a questionnaire for students’ evaluation of courses. The questionnaire will be distributed to all students in each class section with six or more students. This questionnaire will not be automatically distributed to class sections with fewer than six students. Specific courses may be exempted from evaluation with the permission of the appropriate Dean. Instructors who wish to receive student evaluations for classes with less than six students may request them and they must inform students that such evaluation is optional.

B. The questionnaires will be made available to students online by the Office of Institutional Research, Assessment and Analysis (IRAA).
C. If evaluations are to be completed during class time, the instructor may not be present while students are completing evaluations.

D. For courses occurring during regular Fall and Spring semesters, evaluations will be available to students during the 14 days prior to the first day of final exams. For courses during the Fall I, Fall II, Spring I, Spring II, Maymester, Summer I and Summer II, evaluations will be available for the 7 days prior to the end date listed in Datatel. For any courses with end dates differing from the semester’s standard, evaluations will be available for 14 days prior to the end date listed in Datatel.

E. IRAA will tabulate numeric questionnaire results and compile the written comments, which will be delivered as written to Department Chairs.

F. Instructors teaching classes with six or more students will receive all results from each of their evaluated courses. Results will not be distributed to faculty prior to submission of student’s grades for the courses.

G. Evaluation results will be used by department Chairs and Deans in the assessment of individual teaching effectiveness. Course evaluations are also a required component of promotion and tenure files.