



Policy Title:	Student Evaluation of Courses
Policy Number:	ACAD-127
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Policies Superseded:	131; ACAD-131
Policy Management Area(s):	Faculty Senate

## **SUMMARY:**

Students enrolled in undergraduate and graduate courses are given the opportunity to evaluate the teaching of 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. The University will maintain a questionnaire for students' evaluation of teaching. Each college and distance learning course will have the ability to add additional questions as long as these questions use the same rating scale as the University questionnaire. 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 fewer 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. The evaluation questionnaires will be made available to the students according to the following:

- For regular fall and spring semesters, evaluations will be available to students 14 days prior to the first day of the final exams.
- For courses during the Fall II; and Spring II semesters, evaluations will be available on the same day as evaluations for the concomitant regular fall and regular spring semesters.
- For courses during all other semesters, evaluations will be available seven days prior to the course end date.
- For any courses with end dates differing from the semester's standard, evaluations will be available for seven days prior to the course end date.

In the above, usage of the word “days” refers to calendar days.

- E. IRAA will tabulate numeric questionnaire results and compile the written comments, which will be delivered as written to the instructors of record being evaluated, their department chairs, and their deans or the appropriate instructor supervisors.
- F. Instructors of evaluated courses will receive all results from each of their evaluated courses. Results will not be distributed to faculty prior to submission of students' grades for the courses.
- G. Students will not have access to their grades (official or not) until the teaching evaluation period has ended.
- H. If a student has earned an FX grade prior to the close of evaluations (the appeals process was either waived or completed, and an FX grade has been assigned), they are unable to evaluate the course for which they received the FX.
- I. Evaluation results may be used by department chairs and deans in the assessment of individual teaching effectiveness. As stated in the faculty manual, teaching evaluations are a required component of promotion and tenure files.
- J. Changes to the students' evaluation of teaching questionnaire at the University level must be approved by Faculty Senate prior to being implemented. Changes to students' evaluation of teaching questionnaires at the college level must be approved by the faculty in that college prior to being implemented. Changes to students' evaluation of teaching questionnaires related to distance learning must be approved by the standing Distance Learning Committee prior to being implemented.