Proposed revision to Faculty Staff Handbook  
Section 2700: Student Evaluation of Teaching

Explanation: In March 2001 the Faculty Council and in May 2001 the General Faculty approved implementation of an on-line format for course/instructor evaluations. The change in format will make some of the specific procedures outlined in Section 2700 obsolete. The revision brings this section in line with the new format, and would clarify the wording in one case to match current practice (see B-1).

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A. PURPOSE. Student evaluation of teaching has two purposes. First, student evaluations assist individual instructors in improving their own teaching ("instructor," as used in this section, refers to any teaching member of the faculty or staff). Second, they assist academic administrators in counseling instructors about their teaching and they are carefully weighed as a factor in judging the teaching component in tenure, promotion, and salary determinations. To achieve the first of these purposes instructors are urged to provide their students mechanisms for evaluation throughout the semester. To assist academic administrators in evaluation, the following policy and procedures have been adopted.

B. POLICY POLICIES AND PROCEDURES.

B-1. All students will have the opportunity every full semester to evaluate each of their instructors. Thus student evaluation of teaching is required in all sections of all courses during Fall and Spring semesters.

B-2. The standard university form, as approved by the faculty, will be used by all instructors in all of their classes, except in the College of Law which will use an evaluative device which it has tailored to its needs.

B-3. The Office of Academic Affairs has the responsibility of oversight in the administration of the evaluations, except those in the College of Law.

B-4. The evaluation shall take place during the last three weeks of instruction in each of Fall and Spring semesters.

B-5. Instructors shall not see the evaluation results until after final grades have been submitted.

B-6. The Office of Academic Affairs shall see that a database of evaluation results for at least the last five academic years is maintained. These results shall be made available to colleges and academic units as needed, and the numerical summaries of an instructor's evaluations shall be made available to students or other members of the university community upon request.

C. GENERAL PROCEDURES.

C-1. Clerical services for the program—such as producing the required number of copies of the form, sending them to instructors, receiving and collating the completed forms—are provided by the Office of Academic Affairs.

C-2. Not later than the twelfth week of the semester the Office of Academic Affairs duplicates the required number of standard university forms and sends them to the instructor in envelopes marked for each class.

C-3. During the thirteenth or fourteenth week of the semester, instructors are to hand out the forms in their classes. To ensure clear photocopying of the forms, students must fill them out with a black pen or Number 2 pencil. The instructor must designate a student monitor, leave the room, and allow at least 20 minutes for the students to fill out the forms. The student monitor collects the completed forms and takes them, in the envelope provided, immediately and directly to the Office of Academic Affairs or to the designated collection point.

C-4. The Office of Academic Affairs tabulates all forms, except those from the College of Law, and returns forms and tabulations to the deans of the appropriate colleges.

C-5. Deans will photocopy the fronts of all forms and, after the grades for the semester have been turned into the registrar, the deans send the originals of all the forms to the instructors concerned. Tabulation and photocopying of forms for the College of Law will follow procedures worked out between the College of Law and the Office of Academic Affairs.

C-6. Deans make the tabulations and photocopies available to the departmental administrators concerned. College procedures determine whether the files of photocopies are kept in the college or departmental office. In either case, they are to be retained for a minimum of five years, so they can be used in connection with annual performance evaluations, periodic performance reviews, and tenure and promotion considerations.

C-7. The Office of Academic Affairs makes copies of the tabulations available to students and other members of the university community for not less than five years.
In addition to the changes in *FSH Section 2700*, the Faculty Council approved changes in the instrument to be used in the evaluation process. That revision was approved in May 2001 and then reviewed and revised by the Faculty Council in the Fall of 2001.

**Proposed Instructor/Course Evaluation Form**

What grade do you expect to receive in this class?  
A B C D F

What grade were you working to attain?  
A B C D F

How often did you attend class?  
90%+ 80%+ 70%+ 60%+ <60%

How often were you fully prepared for class?  
90%+ 80%+ 70%+ 60%+ <60%

How would you rate the quality of your effort in this class?  
A B C D F

The items below ask for your evaluation of your experience in [Course Number] this semester. In each case the scale is 0 to 4, with 4 being the highest rating and 0 the lowest rating.

1. Instructor

   Rate the instructor of this course relative to each of the qualities listed below.  
   
   (Menu questions from the “Instructor” section placed here)  
   
   Overall, how would you rate the instructor’s performance in teaching this course?  
   4 3 2 1 0

   Comment on the instructor’s performance. What was most helpful? What could be improved?  
   [text input]

2. Course

   Rate the course itself relative to each of the qualities listed below.  
   
   (Menu questions from the “Course” section placed here)  
   
   Overall, how would you rate the quality of this course?  
   4 3 2 1 0

   Comment on the quality of this course. What was most helpful? What could be improved?

Menu questions can be selected from a list or can be written by the instructor for each course.