STUDENT EVALUATION OF TEACHING EFFECTIVENESS

A. Purpose

1. The purpose of this policy is to specify the purposes and procedures for student evaluation of teaching effectiveness.

2. Student evaluations serve two purposes:

   a. As a source of formative information for faculty members, for improvement of teaching; and

   b. As a source of information on teaching effectiveness for reappointment, tenure, promotion, and annual review purposes. All tabulations of student evaluations of instruction shall be used as one element in assessing the quality of teaching effectiveness, but not as the sole indicator of such quality.

B. Persons Affected

This policy applies to faculty.

C. Policy

The policy of the University is that all faculty teaching one or more classes shall have teaching assignments evaluated every semester (including summers) according to the parameters listed in Section F. Procedures.

Exception: Due to anonymity concerns, faculty evaluations will not be conducted for independent or directed studies or for classes having less than five (5) students.

D. Definitions

Faculty. Refers to all individuals assigned to classroom teaching, including full-time, part-time and teaching assistants.

E. Responsibilities

Not applicable.

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F. Procedures

1. Class evaluations shall be administered in an on-line format over a specific period of time each semester, "the Mandatory Class Evaluation Period," determined by the Provost/ Vice President for Academic Affairs or his designee (hereafter "VPAA").

2. Faculty shall be notified by the VPAA of the Mandatory Class Evaluation Period no later than the first day of classes. Faculty shall incorporate in their syllabi the dates the on-line evaluation will be conducted.

3. Students will be provided information/instructions via their university email accounts regarding how to access the on-line class evaluations as well as the time period for doing so.

4. Students will be afforded the opportunity to make comments in the on-line evaluation. The comments shall only be made available to the faculty member.

5. Students shall be provided the alternative of accessing the on-line evaluation to opt out of the process without penalty.

6. Prior to the Mandatory Class Evaluation Period, faculty may submit optional questions to be included in the on-line evaluation.

7. Except for student comments, results of the on-line evaluation will be communicated to the faculty member, the chair and/or program director and the dean.

G. Review

The Divisional Head for this policy is the Provost/Vice President for Academic Affairs and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Vice Provost for Faculty Affairs
2. Academic Affairs Executive Team
3. Faculty Senate Chair