



Handbook of Operating Procedures

Section: 6.2.1
Originally Approved: 10/05/1990
Last Amended: 04/07/2008
Last Reviewed:
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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 information for faculty members, for improvement of teaching; and
 - b. As a source of information on teaching effectiveness for reappointment, tenure, promotion and merit 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 every full-time faculty member shall have all teaching assignments evaluated every semester (including summers). The same policy applies to part-time and teaching assistants.

1. Access
 - a. The student evaluations shall be administered by monitors selected by the class instructor who will:
 - i. Administer the evaluation form in the absence of the class instructor;
 - ii. Collect the completed instruments; and
 - iii. Return the completed forms to a pre-assigned location.
 - b. The Office of the Provost/Vice President for Academic Affairs shall have the responsibility of processing all student evaluation forms and distributing the tabulations to the department chair, faculty member and dean.



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2. Survey Questionnaire

The survey answer sheets shall be returned to the faculty member. A faculty member may submit all the answer sheets as a source of information on teaching effectiveness for reappointment, tenure, promotion, merit or faculty evaluations.

D. Definitions

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

E. Responsibilities

Not applicable.

F. Procedures

Not applicable.

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 – Senior Reviewer
2. Council of Deans
3. Faculty Senate Chair