
STUDENT EVALUATION OF FACULTY

PURPOSE: To establish a time and method for student evaluation of faculty.

A. Plans for Student Evaluation of Faculty:

Faculty shall be evaluated by students enrolled in their respective classes. The rating instruments are designed to provide opportunity for each student to assess the faculty member's teaching ability and effectiveness. Students shall be able to participate anonymously; their ratings shall be tabulated and added to the faculty member's records on file with the department chair and dean.

In the event of any questionable circumstances involving student evaluation of faculty, the evaluation process shall be repeated under supervision of the Provost.

B. Time Schedules for Evaluations:

All faculty members (including adjunct faculty) will be evaluated by students in their classes a minimum of once per year. Individual faculty, departments and other administrative units may conduct more frequent student evaluations. No faculty member shall be evaluated by more than two separate evaluating units for any particular class section without prior approval of the instructor. For the purposes of instructional improvement and periodic evaluation and progress review, more frequent student evaluations are encouraged, especially for tenure track and adjunct faculty. For purposes of merit raises, tenure, and/or promotion, faculty may choose not to include evaluations conducted for classes outside their normal teaching load.

C. Protection of Necessary Confidentiality of Students:

The maintenance of the integrity of the evaluation process is critical. To this end the faculty member must not be present when students complete and submit their evaluations. The rating forms shall be collected by a reliable person(s) other than the faculty member being rated. Following the evaluation process, the forms shall be delivered to the department chairperson or dean for tabulation. The department chairperson or dean shall assume responsibility for tabulation and confidentiality of the forms. The summaries and/or forms shall be added to faculty personnel records. Students shall not be required to sign the forms. The faculty member, in most situations, shall never handle the individual forms; in those cases where the faculty member examines the completed forms, it shall be after the course has been completed. The faculty member will receive no evaluation information until grades are finalized.