POLICY NO. 38

SUBJECT: Instructor and Course Evaluations

REVISED OR REVIEWED DATE PAGE
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10/08 4/2012 5/2013 5/2015
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Signature Jane E. Beshore Date 2/27/18

POLICY

All students shall be given the opportunity to evaluate instructor and courses online at the completion of each semester.

BACKGROUND

Student evaluation of course and instructor effectiveness is invaluable to instructors as they strive for excellence in teaching performance. Student input serves to enhance the teaching-learning process by providing instructor with appraisals of areas of strengths and areas of needed change and/or improvement.

A student should regard the evaluation of course instructor as both a privilege and a right, with inherent responsibility for objectivity. This concept necessitates the evaluation be done in a positive manner which focuses on course content, instructor’s knowledge and expertise, and content presentation rather than on instructor’s personality.

The instructor’s responsibility in the teaching-learning process is to give serious thought to student input and to implement changes, when appropriate and feasible, within curricular design constraints.

PROCEDURE

For each course the student will be given the opportunity to complete online evaluations listed on Form 38A (Student Evaluation of Face-to-Face Course) and Form 38B (Student Evaluation of Online Course) during the time frame for evaluations provided by the University. Each online student evaluation of the course and instructor will be anonymous and confidential.

Results from the evaluations of courses and instructors will be reviewed by the SON Director, the Evaluation and Program Effectiveness Committee chair, and the instructor. Evaluations and Action Plan forms will be filed in a secure and centralized area. Evaluation results of items below the benchmark of 70% will require the completion of an Action Plan form (Form 38C) by the instructor.
The Action Plan form will then be submitted to the chair of the Evaluation and Program Effectiveness Committee. The completed Action Plan form will be reviewed by the SON Director, and the Evaluation and Program Effectiveness Committee chair.

Revision or addition of questions to Form 38A or Form 38B must be submitted to the Evaluation and Program Effectiveness Committee for review and approval before changes or additions are implemented.