

Faculty Evaluations - Evaluations by Students

Evaluation by students serves as a required part of the annual evaluation of faculty, and are additionally included in promotion, tenure, and post-tenure processes. The evaluation instrument is periodically reviewed by an ad hoc committee, when established in consultation with the Vice President for Academic Affairs and Faculty Senate, with the goal of improving its effectiveness. While the primary function of this evaluation is faculty improvement and development, results are also considered in making administrative personnel decisions.

1. The evaluation is conducted as follows:
 - a. Probationary, special contract, adjunct, and part-time faculty will have two classes evaluated per semester plus one distance course evaluated per semester when part of the course load.
 - b. Tenured faculty will have one class evaluated per semester plus one distance course evaluated per semester when part of the course load.
 - c. Faculty are encouraged to evaluate additional classes, up to their full instructional load, following the same processes.
 - d. Classes subject to evaluation include those classes taught during the academic year including fall and spring semesters. Classes may be evaluated during the summer sessions as deemed appropriate by the Division Chair.
 - e. Classes to be evaluated will be identified by the faculty member with agreement by the academic division chair. Faculty identify courses with review and approval by chairs at the time faculty load determinations are finalized following the beginning of the semester.
2. Student evaluations will be available for all students two to three weeks prior to the end of the semester.
3. Evaluations are available for online and campus courses in an asynchronous format. Faculty teaching in-person or online synchronously should administer the evaluation during a regular class period whenever possible.
4. A set of specific directions will accompany the evaluation in the interest of facilitating the procedure and maintaining confidentiality and uniformity of survey administration.
5. A summary of student responses for each course evaluated will be reviewed by the Vice President for Academic Affairs and will be available to the Division Chair, the faculty member, and HR after final grades for the semester or course have been assigned.
 - a. Written responses by the faculty member may be appended to the course evaluation summary if so desired.
 - b. The course evaluation summary will become a part of the HR personnel file..

Adopted: 1974

Reviewed: Spring, 2011

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Sponsor: Vice President for Academic Affairs