



POLICY STATEMENT

NO. 2 04.02

COORDINATED BY: Office of Academic Affairs

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SUBJECT: EVALUATION OF INSTRUCTION BY STUDENTS

I. PURPOSE

The objective of the evaluation of instruction is to assist the teaching faculty member in the pursuit of professional excellence and to improve service to students, the public and the profession.

II. POLICY

Students will be given an opportunity at least once a year to evaluate the courses and instructors by responding to a nationally standardized instrument and a list of open-ended questions. This process provides students an opportunity to evaluate both courses and instructors.

III. PROCEDURES

At the end of the semester and after students' grades are turned in, individual faculty members will receive statistical summaries of the nationally standardized instrument and the open-ended evaluations.

In addition, deans and department chairs will also receive the statistical summaries, which will be filed in their respective offices. These summaries of student evaluations will serve as one source of documentation of teaching effectiveness.

The chairs will use additional forms of feedback--such as grade distributions, observations, and conversation with students, the faculty member, and other faculty members--to complete the instructional picture of each faculty member in his/her department.

AUTHORIZED

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