

Faculty Evaluations - Evaluations by Students

The evaluation of teaching faculty required by current policy encompasses three separate areas:

1. Evaluation by Students,
2. Self-Evaluation (Supplemental Data Report), and
3. Evaluation by Division Chair.

Evaluation by Students

In 1974, the Faculty Association approved the use of the Student Evaluation Guide. A faculty committee with representation from the administration and the student body developed the original instrument. Ad hoc committees periodically revise the instrument in order to improve its effectiveness. While the primary function of this evaluation is teacher 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 if part of the course load.
 - b. Tenured faculty will have one class evaluated per semester with one distance course evaluated per year if part of the course load.
 - c. Faculty at their discretion may evaluate additional classes, but must conform to evaluation policies if they want these materials made part of their permanent file.
 - 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. Division Chairs will provide a list of faculty and their courses that will be evaluated by the second Friday of the semester or session.
 - e. Classes to be evaluated will be identified by the faculty member with agreement by the academic division chair.
2. Three weeks prior to the end of the semester, instructors who are to be evaluated will be provided that the evaluation is available for all students.
3. The evaluation will be released by the instructor at a convenient time prior to the end of the semester or course. The faculty member will determine if the evaluation will be administered during a regular class period or at the leisure of the student. The completed evaluations will be delivered electronically to the Office of the Vice President for Academic Affairs.
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 composite 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, and to the faculty member after final grades for the semester or course have been assigned. Written responses by the faculty member may be appended to the course evaluation summary if so desired. The course evaluation composite summary will become a part of the dossier of each faculty member in their HR campus personnel file.

Adopted: 1974

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Sponsor: Vice President for Academic Affairs