

Directions for Student Evaluation of Instruction

According to MSU Policy M605.1.3, student evaluation of instruction will be conducted the last three weeks of the semester or course (April 20 - May 8). If an evaluation needs to be performed for courses shorter than the 16-week period, please send a notification to the Office of Academic Affairs immediately.

Faculty are now able to recommend courses for evaluation through the “Faculty Course Setup” tool found in SharePoint:

<https://my.mayvillestate.edu/ws/departments/academicaffairs/SitePages/Faculty%20Evaluation%20Reports.aspx>

Please select the courses you would like to recommend for evaluation by the end of day on **Tuesday, March 31**.

Faculty Evaluation by Students will be performed per MSU policy 601.1.3 (excerpt below):

- 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.

Updated: Spring 2015