

**POLICY STATEMENT**

**NO. 2 04.03**



**COORDINATED BY:** Office of Academic Affairs

**EFFECTIVE:** March 1, 1985

**REVISED:** December 13, 2010

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**SUBJECT:** Evaluation of Instruction by Students

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**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 survey instrument designed by the Faculty Senate Instruction and Professional Development Committee. This process provides students an opportunity to evaluate both courses and instructors.

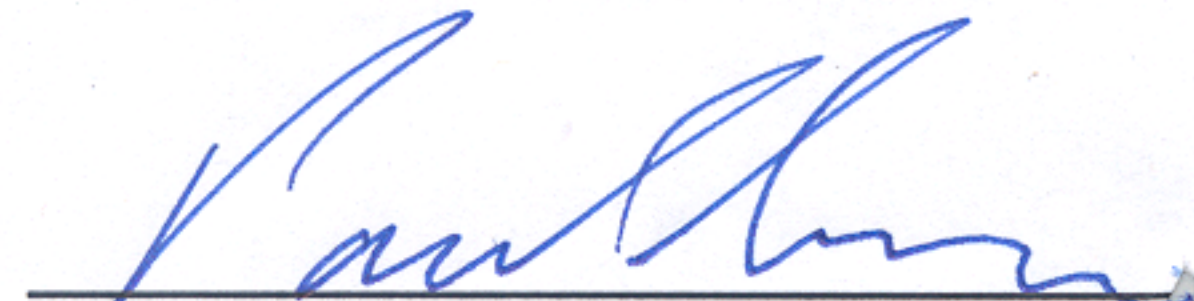
**III. PROCEDURES**

At the end of the semester and after students' grades are turned in, individual faculty members, their department chair, and their dean/associate dean will receive the results of the survey instrument.

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.

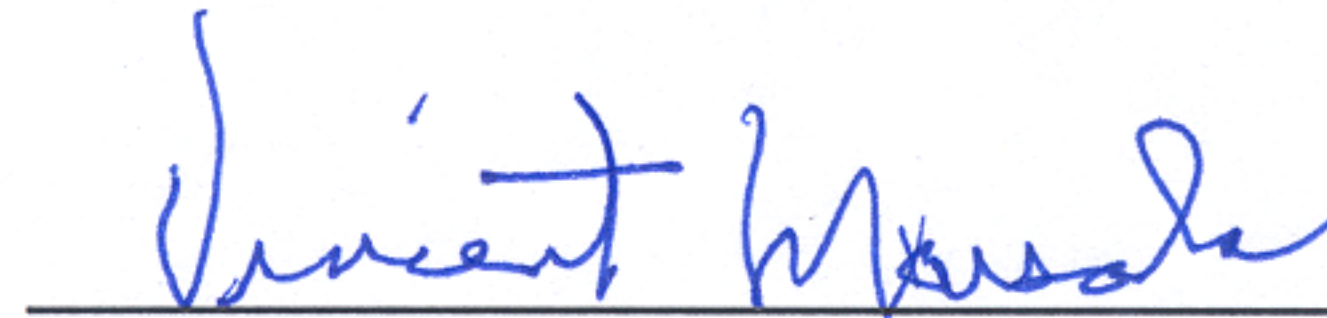
The chairs will use additional forms of feedback – such as grade distributions, observations, and conversation with students, the faculty member, and other faculty members – to complete the instructional picture of each faculty member in his/her department.

AUTHORIZED

  
\_\_\_\_\_  
Provost and Vice Chancellor  
for Academic Affairs

12/13/2010  
Date

APPROVED

  
\_\_\_\_\_  
Chancellor

12-14-10  
Date