**Policies for Handling Teaching and Course Feedback**
**Division of Humanities**
Established December, 2016

Beginning with Fall, 2016, students will provide teaching and course feedback on a new form, which will be administered entirely online. The following is to guide Humanities faculty, chairs, and the dean in handling this new process.

**Purpose of the Feedback:**
The committee that designed this new form was working to move from a system of course "evaluations" to course "feedback," hoping to encourage students to offer thoughts and reflections on courses rather than making students responsible for the "evaluation" of professors and the curriculum. While the faculty handbook still refers to these as evaluations that will be used in faculty review, we hope that their *primary* purpose will be understood as feedback that can help all faculty to continually improve our teaching.

**Soliciting Feedback:**
The Office of the Provost will set the default questions and delivery period.  Faculty have the option to change the delivery period and add additional questions, at their discretion.

Our goal should be to receive as much informed feedback from as many students as possible. At this point, faculty should do whatever they deem appropriate toward this goal. In future, the division may set some best practices or policies.

If chairs or the dean want to add questions for an entire department or the entire division for any given semester, that will be communicated clearly to all faculty well before the feedback forms are administered.

**Retaining Feedback:**
As stipulated in the faculty handbook, every faculty member is responsible for retaining all evaluation data for at least five years.  Everyone will have access to the data 2 weeks after the end of the semester. Once you have access, download the "pdf + comments" option to retain both qualitative and quantitative feedback.  If you would like to have data that tracks comments student-by-student, also download the "raw data."  Keep these on your PLU computer, and retain a backup on another drive and/or in paper copy for your records.

**Processing Feedback:**
The chairs and the dean will review all feedback by the following deadlines:
- 2nd Monday of February for all fall courses
- 2nd Monday of March for all j-term courses
- 2nd Monday of July for all spring courses

All contingent and pre-tenure faculty can expect to receive at least brief comments from their chair about teaching and course feedback from each semester by the date above. Tenured faculty will receive feedback on the 4 or 5-year review schedule dictated by the handbook.