May 8, 2015 – Attachment C

Motion to approve revisions to the Faculty Handbook regarding Teaching Evaluations – JoDee Keller (Social Work), Rank and Tenure Committee. ACTION ITEM.

Whereas, the current Faculty Handbook language is overly prescriptive regarding the course evaluation process;

Whereas, the university will be moving toward online completion of course evaluations; and

Whereas, the primary purpose of course evaluations shall be to provide faculty with feedback to improve pedagogy;

Resolved, that Section III, Academic Policies, Procedures, and Services, Part VII, Section 3G, Teaching Evaluations, be revised as presented in Attachment C.

Changes to the Faculty Handbook are indicated using **bold** to signify additions or changes and *strikethrough* to indicate deletion.

G. Teaching Evaluations

1. All persons teaching courses in conjunction with their contractual obligation to the university shall ensure that the uniform teaching evaluation is administered to each class (other than independent studies) in a manner consistent with the procedures set forth below. The primary purpose of the form is to provide instructors with feedback they can use to reflect upon and improve their pedagogy.

   a. The instructor shall provide instructions for completing the course feedback including a recounting of the primary purpose of the evaluation. Where possible, evaluations will be completed in class, with adequate time allowed by the instructor. If completed in class, the instructor shall leave the room until the evaluations have been completed. If in-class administration of the evaluation is not possible, students may complete the evaluation outside of class. Evaluations will be completed each teacher shall allow students an appropriate amount of time (a minimum of 10 minutes is recommended) to complete the student response form during a regularly scheduled class period within the last 20% 3 weeks of the course, or during the final examination period for the course.

   b. In the case of team-taught courses, students each teaching participant shall be evaluated separately provide feedback to each instructor individually. The instructors shall determine the timing of the collection of feedback, individual teacher evaluations in such courses shall be left to the discretion of the teaching associates concerned. (For example, if Professor A teaches the first half of the course and Professor B the last half, A and B shall determine whether it would be more appropriate to conduct the evaluation of Professor A at the end of the course or at the conclusion of his/her active participation in the course).
e. The instructor shall distribute written instructions for completing the student response form and the student response forms to the students and shall designate a student to collect the completed forms, seal them in the envelope provided and hand-deliver them to the designated campus location at the earliest convenience. The instructor shall then leave the room until the student response forms have been completed.

2. Faculty legislation requires that students be informed that these evaluations forms and a summary of the results will be provided given to the instructor only after grades have been processed. In addition, the results will go to the instructor’s academic unit head(s) for review. They will also be used reviewed by the Rank and Tenure Committee, the provost, and the president in deliberations regarding promotion and tenure, and by interdisciplinary program chairs for decisions regarding program staffing. Hence, instructors should encourage students are to be requested to complete the evaluation thoughtfully and carefully. Students are also to be encouraged to make written comments relative to any of the survey items.

3. The procedure for appraising the results of the uniform teaching evaluation is as follows:

a. After the instructor faculty member has submitted final grades to the Registrar’s Office, his or her evaluations forms shall be shared with returned to the appropriate academic unit head, along with the summary reports of results. The academic unit head shall ensure that the instructor receives evaluations forms are returned to the faculty member within a reasonable length of time.

b. At the same time, the provost shall send a copy of the summary reports to the instructor faculty member and shall place a copy in his or her permanent file. Candidates for tenure and promotion are responsible for providing these reports to the Rank and Tenure Committee.

c. Instructors The faculty members shall keep the original evaluation data forms for five years.

d. Teaching evaluations play an important role in periodic faculty review according to the procedures spelled out in the Faculty Personnel Policy A.1. and 2 (Section IV, Part IV).

4. Evaluation forms are delivered in class-sized packets to departmental or school secretaries for distribution to faculty members. If additional blank forms are required, they are available from the Provost’s Office.

5. The faculty legislation of May 13, 1983, concludes by saying that Individual academic units may also use additional teaching evaluation forms or processes which are deemed desirable for purposes of faculty development and appraisal within their respective units.