

Policy Name: Course Evaluations (formerly titled Student Evaluation of Faculty)	Date Approved: 12/12/2023
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I. Purpose/Policy Statement/Applicability

The university uses an approved campus-wide format for course evaluations. The course evaluation provides for an assessment of teaching effectiveness and for qualitative feedback evaluating strengths and areas of concern. The results of the course evaluations are provided to the faculty member as information for self-improvement, self-reflection, and to the Department Chairperson/School Dean as part of the information used in the total faculty evaluation process. For these reasons, course evaluations will take place in every class.

II. Definitions and Procedures

1. The course evaluation will be launched during the last ten regular class days of standard semesters but not during the final examination period. Summer courses will be evaluated three days prior to the end of term, but not during the final examination period. If a course meets for only part of the semester, the evaluation should take place during the last ten regular class days of the course but not during the final examination period. The course evaluation process must be accessible for and inclusive of a diverse group of learners.
2. The results of the evaluation will be available to faculty, chairs, and deans after final grades are released to students.
3. To increase response rates for course evaluations, faculty should provide class time for students to complete the evaluation.
4. Faculty should download a PDF of each semester's course evaluation for personal records and to upload into the Annual Faculty Review/Promotion and Tenure/Advancement system.