

Title: STUDENT EVALUATION OF COURSES/TEACHING EFFECTIVENESS
Index #: 60-03.02
Division: FACULTY POLICIES
Section: EVALUATION
Effective Date: July, 1996

Policy Statement

Ongoing courses offered for academic credit must be evaluated by students annually, or more frequently, if the faculty of record changes. Students complete the evaluation form prior to final examination week. They also must be able to complete the evaluation form anonymously (i.e., without the faculty of record being present).

Rationale

Regular evaluation of courses and teaching effectiveness is an important component of curriculum review and faculty development. Students have a right to evaluate the course and teaching effectiveness in a neutral environment.

Implementing Procedures

Responsible Party Action

Designated
Administrative
Staff Person

1. Determines number of forms to be purchased on an annual basis.
2. Distributes forms to clusters/campuses as needed.

Regional
Associate Deans/
Chairpersons

1. Determine process to be used on their campus to implement the policy to include where the evaluation material is to be filed and who is responsible for what actions.
2. Provides for the implementation of the process.
3. Submits completed forms to administration for processing.

Designated
Administrative
Staff Person on
each campus

1. Each campus prepares completed evaluations for processing (one course per envelope, number of students per course, faculty of record, course #).

Makes copies of evaluations which have written comments on them for the appropriate Associate Dean.

2. Forwards evaluation packets to Portland campus for processing.

Portland Staff
Member

1. When analysis is complete, forwards appropriate number of copies of the evaluation report to the appropriate Associate Dean (based on the process outlined above for each campus) and the faculty of record (who also receives the original data forms after grade reports are turned in).

Regional
Associate Dean/
Chairperson

1. Reviews evaluation data and communicates with faculty of record if there are concerns about the courses and/or his/her teaching effectiveness ratings.
2. Develops a plan for addressing specific concerns with the faculty of record (may include working with the Teaching Effectiveness Team, faculty in the cluster, and/or the program director - e.g., Nurse-midwifery).

Faculty of Record

1. Discusses evaluation report with appropriate Associate Dean, if necessary, develops a plan for addressing concerns, and files plan in his/her personnel file.
2. (A) Attaches to personnel file copy of the evaluation report, any unusual circumstances and/or explanation for ratings received or a response rate of less than 80% of the class.
(B) Hand calculates scores if data were not computer scored.
(C) Provides appropriate Associate Dean with a copy of this information.
3. Provides copies of the course evaluation to the appropriate persons when requested (e.g., graduate specialties when doing curriculum review, Baccalaureate or Graduate Council, merit review, promotion and tenure review).

Notes:

1. Courses offered for academic credit (including practicum courses) must be evaluated annually, or more frequently, if the faculty of record changes.
2. Faculty who coordinate courses that rely heavily on guest lecturers are to have students evaluate the faculty of record's "teaching effectiveness."
3. If there is more than one faculty of record for a course, each faculty member will be evaluated separately on "teaching effectiveness."

4. Graduate courses offered at multiple sites with the origination in Portland will be processed in two sets -- one for Portland students' evaluations and one for non-Portland students' evaluations.