

Policy Title: Student Evaluation of Teaching

Policy Number: 0-02-0612

Applies to: All courses offered at OHSU, faculty facilitating courses, students providing course evaluations and academic units responsible for course management

1.0 POLICY STATEMENT

It is the policy of the University to require students in every eligible course to evaluate the course and instructor at the end of the course using the university evaluation system and questionnaire devised in accordance with this policy. The main purposes of seeking student evaluation of teaching are to assist faculty in monitoring their effectiveness as teachers and to assist schools and departments in monitoring the quality of their curricula. Additional purposes include assisting in decisions about tenure and promotion, identifying exceptional teachings for teaching awards and encouraging innovative teaching and learning methodologies. Courses not deemed appropriate for end of term course evaluations may be excluded.

2.0 DEFINITIONS

- 2.1 **Academic Unit** includes department, School, Institute and a Faculty without departments.
- 2.2 **Academic Unit Head** includes Chair and Director.
- 2.3 **Courses** shall mean all undergraduate and graduate lecture, seminar, laboratory or clinical courses.
- 2.4 **Course Evaluations** refers to the end-of- course process of evaluation conducted by means of the Course Evaluation Questionnaire.
- 2.5 **Course Evaluation Results** shall mean the results of both the numerical and written comments gathered by means of the Course Evaluation Questionnaire.
- 2.6 **Course Evaluation Questionnaire** means the questionnaire devised in accordance with this policy for such purpose.
- 2.7 **Course Instructors** shall mean the members of the academic staff responsible for a Course.

3.0 RESPONSIBILITIES

The Office of the Provost shall be responsible for the application of this policy and its principles.

Each Department is responsible for implementing the course evaluation procedure consistent with this policy and OHSU's administrative practices.

Instructors shall discuss the results of their course evaluations with the Academic Unit Head, mentor, or a consultant from the Teaching and Learning Center.

Students have a professional responsibility for providing constructive feedback.

The Registrar is responsible for maintaining a list of courses that are excluded from the course evaluation system.

4.0 PROCEDURES

Course evaluations are conducted utilizing the Blue Course Evaluation System.

5.0 RELATED POLICIES

N/A

6.0 KEY SEARCH WORDS

Teaching evaluation, survey, student feedback, academic course management,
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7.0 REVISION HISTORY

05/31/2012	New Policy Statement
06/2012	Policy Implemented
03/2014	Minor policy revision

Responsible Officer: Provost, Office of the Provost

Policy Contact: Office of Academic and Student Affairs, 503-494-7878

Supersedes: N/A