



## OHSU POLICY MANUAL

**Policy Number:** 02-50-035

**Policy Title:** Student Evaluation of Course & Instructional Effectiveness

**Effective Date:** November 20, 2019

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### 1. Policy Statement

OHSU employs the use of summative Course Evaluation and Instructional Effectiveness Evaluations to assist faculty in monitoring the quality and effectiveness of teaching and support schools and departments in monitoring the quality of the curricula.

#### A. Summative Course Evaluation

OHSU requires students to engage in summative course evaluation as a component of every course, every term, using the OHSU evaluation system and questionnaire. All OHSU courses are subject to institutional course evaluations by default except the following:

- Seminars
- Dissertations/Thesis
- Independent Study
- Internship
- Practicum
- Clinical
- Research
- Journal Club
- Reading and Conference
- Nano Courses

#### B. Instructional Effectiveness Evaluations

Student evaluation of instruction supports faculty in monitoring their instructional effectiveness, in decisions about tenure and promotion, identifies exceptional faculty for teaching awards, and may encourage innovative teaching and learning methodologies. Instructional Effectiveness Evaluations are strongly encouraged for all faculty and may be required by Academic Unit Heads and/or the school or college.

#### C. Report Distribution for Courses with Low Enrollment or Low Evaluation Response Rates

Data will be automatically released to the faculty of record if the number of enrolled students is 6 or higher or if the number of responses is 6 or higher. To address student anonymity, data from courses with fewer than 6 enrolled students

will be aggregated and reported back to the faculty of record once responses reach a minimum of 6 students.

If the minimum number of responses cannot be aggregated, the faculty of record may use other teaching portfolio options such as peer evaluations or other documentation specified by their school or college to support the promotion and tenure process.

## 2. Definitions

- A. **Academic Unit Head** includes Chair and/or Director.
- B. **Courses.** An approved unit of teaching and learning. All courses are assigned a subject code, course number and course type, and include but are not limited to undergraduate, graduate or professional lecture, seminar, laboratory, clinical, simulation, thesis/dissertation, or independent study instruction offerings. Course delivery can be in-person, web-based or technologically-mediated, compressed or self-paced.
- C. **Course Evaluations.** A questionnaire which requires a written or selected response to a series of questions in order to evaluate a course.
- D. **Instructional Effectiveness Evaluations.** A questionnaire which requires a written or selected response to a series of questions in order to evaluate the instructional effectiveness of faculty.

## 3. Responsibilities

### A. Office of the Provost

- 1) The Teaching and Learning Center (TLC) will be responsible for launching Course Evaluations and Instructional Effectiveness Evaluations, report creation, and distribution.
- 2) The Registrar is responsible for providing the TLC with a list of courses and faculty of record to be evaluated.

### B. Academic Programs

Each academic program is responsible for:

- 1) Implementing the Course Evaluations and Instructional Effectiveness Evaluation procedure consistent with this policy and OHSU's administrative practices.
- 2) Reviewing course evaluation data and utilizing the data to inform curricular improvement.

3) Submitting special evaluation requests to the TLC.

C. **Academic Unit Head**

Academic Unit Heads are required to discuss the results of Course Evaluations and Instructional Effectiveness Evaluations with the faculty of record according to the policies of each school or college.

D. **Students**

All students have a professional responsibility for providing constructive feedback related to Course Evaluations and Instructional Effectiveness Evaluations.

4. **Procedures**

The Office of the Provost is responsible for maintaining procedures pursuant to this policy.

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**Implementation Date:** July 17, 2018

**Revision History:** May 31, 2012; July 17, 2018; November 20, 2019

**Related Policies and Procedures:** N/A

**Responsible Office:** Office of the Provost, [academicpolicy@ohsu.edu](mailto:academicpolicy@ohsu.edu)

**Supersedes:** CAP Policy 0-02-0612

**Key Words:** Teaching evaluation, survey, student feedback, academic course management