

## **Motion to Amend the Handbook to Address (1) Administration of Student Evaluations in Non-Traditional Settings and (2) Administration of Student Evaluations in Courses Not Housed in Departments**

The Faculty Issues Committee moves that the following changes and additions be made to the Faculty Handbook (revised or added language is in boldface, with the exception of “**do not omit or add anything**” and “**person responsible for administering the evaluation**”, which were bolded in the original):

### **1.4.1.3 Student Evaluations of Faculty**

**For courses housed in departments**, the Department Personnel Committee is responsible for the administration, collection and delivery of the University-wide student evaluation forms for all teaching faculty in the department. The personnel committee is responsible for distribution of the results of student evaluations to the Department Chair and the faculty member who is the subject of the evaluation. The University-wide form, along with any department-specific additions, shall be considered the official source of student evaluation of teaching. However, use of this form does not preclude the use and report of additional assessments of teaching at the discretion of each faculty member.

**For courses not housed in departments (e.g., courses with a Women’s Studies prefix), the program director is responsible for the administration, collection and delivery of the University-wide student evaluation forms for all instructors. The program director is responsible for distribution of the results of student evaluations to each instructor’s Department Chair, if relevant, and to the faculty member who is the subject of the evaluation. The University-wide form, along with any program-specific additions, shall be considered the official source of student evaluation of teaching. However, use of this form does not preclude the use and report of additional assessments of teaching at the discretion of each faculty member.**

Procedures:

1. Student evaluations for full-semester courses shall be conducted between the eleventh and fourteenth weeks of the semester; for half-semester courses they are conducted during the sixth week of the course. **If all students in a course are not scheduled to meet simultaneously in the same place with an instructor or proctor between the eleventh and fourteenth weeks of the semester, then the student evaluation may be administered electronically. In the case of online evaluations, the faculty member must designate a 24-hour period within the specified window during which evaluations will take place.** Summer sessions are excluded, unless evaluations are requested by the faculty member.
2. The department personnel committee **or course supervisor** shall determine who is responsible for administering the evaluations in classes **and online**. Under no circumstances shall the actual instructor of the course administer his or her own evaluations.
3. It is recommended that the evaluation be administered at the beginning of class to ensure that the students have adequate time to prepare thoughtful comments. **Recommended time is 15 minutes.**

**4. For evaluations administered in the classroom,** the packet of evaluations given to faculty must include the standard university wide instruction statement (see below). All administrators of the evaluations must read the statement aloud. The statement addresses the conditions under which the evaluations are conducted, how they should be completed by students, and why they are important.

To ensure standardized administration of student evaluations, **PLEASE READ THE FOLLOWING TO THE CLASS (do not omit or add anything):**

*Student evaluations are a very important part of each faculty member's overall evaluation. Professors will use comments you make to help them improve their teaching and classroom procedures. You are encouraged to be honest, direct and thoughtful – these evaluations are entirely confidential and students are not penalized for expressing their opinions about their professors. No discussions should take place while you are completing the form: each form represents one student's personal assessment of the instructor and class. After you complete this, the evaluations will be placed in a sealed envelope. Instructors will not see the results of these evaluations until after course grades have been submitted.*

*You will receive a single sheet that includes the evaluation questions, responses and a section in which to provide your comments about the instructor and the class. There are questions on both sides of the sheet. Please provide all of your responses on the form provided. So that it is scanned properly, be sure to complete the form using a pen with blue or black ink. Instead of bubbling in the responses, use an X to mark your responses. If you wish to change a response, fill in the square completely where you placed the wrong answer and use an X to indicate your new answer. Your comments are very important; consider them carefully. Return completed sheets to the person responsible for administering the evaluation when you are finished.*

**5. For evaluations administered online, students will be required to indicate that they have read the following directions (see below) before they proceed with the evaluation.**

To ensure standardized administration of student evaluations, **the following information must be provided to each student at the beginning of the evaluation (do not omit or add anything):**

*Student evaluations are a very important part of each faculty member's overall evaluation. Professors will use comments you make to help them improve their teaching and classroom procedures. You are encouraged to be honest, direct and thoughtful – these evaluations are entirely confidential and students are not penalized for expressing their opinions about their professors. No discussions should take place while you are completing the form: each form represents one student's personal assessment of the instructor and class. After you complete this, **the evaluation will be submitted to a secure server.** Instructors will not see the results of these evaluations until after course grades have been submitted.*

*After you acknowledge reading these instructions, you will be directed to the online survey **with** the evaluation questions, responses and a section in which to provide your comments about the instructor and the class. **Please make certain to enter a response to all questions.** Your*

*comments are very important; consider them carefully. **Review your responses and make any necessary changes before you submit the evaluation.***

**Rationale:**

This motion provides a formal mechanism for the evaluation of courses, such as those leading to the Doctorate in Nursing Practice, in which it is not feasible to administer student evaluations in the setting and under the circumstances specified for the evaluation of traditional courses. This motion also creates a mechanism for the administration of student evaluations in cases in which courses may be taught by instructors from multiple departments or by instructors who are not affiliated with traditional academic departments.