

Subject: Evaluation of Courses and Instructors by Students
Policy Number: E20
Date: April 25, 2003
Reviewed:

POLICY:

Students enrolled in each course offered by the School will be provided an opportunity to evaluate the course and the instructor at its end.

PROCEDURE:

Evaluations may be signed or anonymous as the student prefers and the faculty will neither be present during the evaluation nor receive the evaluation sheets directly from the individual students. A designated student will turn in evaluation sheets to the Director for review. The Director will give the evaluations to the instructor following submission of final grades and within enough time for faculty to make adjustments for the following semester.

Prior to the end of the course, an Administrative Assistant to the Director will provide each faculty member an adequate supply of evaluation forms, a plain manila envelope, and a set of instructions.

The faculty member will designate a student in each class to distribute the forms, read the instructions to the other students, collect the evaluation forms, place them in the envelope, and turn them in to the Director's office.

The Director will promptly review the forms and give them to the faculty member after the grades for the course have been submitted.

Faculty should retain the evaluation sheets and are urged to compile a frequency distribution for each course for inclusion in their tenure and promotion files. A summary of course evaluations will be placed in each respective faculty member's file.

In addition to the student evaluations of courses, a peer faculty evaluation should also occur. (See Peer Review of Faculty)