

Office of the Dean

- SUBJECT:** Student Evaluation of Faculty Teaching
- DATE:** June 2022
- PURPOSE:** The purpose of this Operating Policy/Procedure is to describe the processes to assure that students have the opportunity to evaluate faculty member's teaching activities anonymously. Data from the evaluation will be used to provide feedback to the faculty member and offer one type of data for teaching quality evaluation. Related [OP: 32.32 3.c](#).
- REVIEW:** This OP will be reviewed when changes are necessitated by new college or university policies.

POLICY

It is required that each faculty member obtain student evaluations for all organized courses taught in the fall, spring, and summer semesters using the SmartEvals system.

PROCEDURE

All organized courses are automatically included in the SmartEvals evaluations each semester. Please access the [Institutional Research, course evaluations](#), and surveys site for further information and guidance.

A copy of the student comments for each semester (captured in SmartEvals) will be included as a part of the faculty member's annual report packet. The numerical scale is populated automatically on the annual report.

A copy of the evaluation packet (numerical summary and comments) should be kept in the faculty member's file for at least six years.

DOCUMENTS INCLUDED

[Institutional Research, course evaluations](#)

[OP 32.32c Performance Evaluations of Faculty](#)