

SUBJECT: Student Evaluation of Faculty Teaching

DATE: July 2018

PURPOSE: To assure that students have the opportunity to anonymously evaluate faculty member's teaching activities. Related [OP: 32.32 3.c.](#)

REVIEW: The policy will be reviewed when changes are made to the process or related OP or university policy.

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. Data resulting from the evaluation will be used to provide feedback to the faculty member and to offer one type of data for teaching quality evaluation.

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.

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

[Institutional Research, course evaluations](#)