

HEALTH & HUMAN SCIENCES

SUBJECT: Student Course Feedback

DATE: July 2025

PURPOSE:

To assure that students have the opportunity to evaluate faculty members' teaching activities anonymously. Data resulting from the evaluation will be used to provide feedback to the faculty members and to offer one measure of evaluation for teaching quality. Related [OP: 32.32 3.c.](#)

REVIEW:

This policy will be reviewed when changes are made to the process or related OP.

POLICY

Each faculty member is required to obtain student course feedback 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 student course feedback each semester. Please access the Institutional Research SmartEvals site for further information and guidance.

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

DOCUMENTS INCLUDED

[OP 32.32 3.c. Performance Evaluations of Faculty](#)

[Institutional Research Smart Evals](#)

Reviewed July 2025

