

PM 2022–05 [Supersedes PM 1993-03]

Thomas A. Parham, Ph.D.

November 29, 2022

PROCESS FOR STUDENT COURSE EVALUATIONS OF FACULTY PERCEIVED TEACHING EFFECTIVENESS

Student evaluations of teaching provide one source of information to improve and evaluate instructional effectiveness. The Perceived Teaching Effectiveness instrument (“PTE”) is used to collect student perceptions of instructor effectiveness. It provides information for Reappointment, Tenure, and Promotion (RTP) review, Post-Tenure Review (PTR), Lecturer Evaluations, and Lecturer Range Elevation decisions. PTEs shall be used as one element of assessing instructional effectiveness and not as the sole indicator of such effectiveness.

1.0 SCOPE AND FREQUENCY

Student course evaluations shall be administered for all classes each semester (Fall and Spring). Students shall complete a questionnaire that may have quantitative or a combination of quantitative and qualitative elements. Such evaluations shall be uniformly required of all instructors. Summer courses will only be evaluated as requested by the College Deans.

2.0 ADMINISTRATION

Evaluations shall be anonymous and identified only by course and/or section number. PTEs shall be administered through the online PTE system during the last four (4) weeks of instruction for 15-week courses in each semester. Courses that do not adhere to the 15-week schedule shall be administered on a case-by-case basis appropriate to the course schedule. Instructors may remind students to complete the evaluations and may designate class time to complete them without the instructor being present. Evaluations shall be conducted under conditions that allow students to evaluate the instructor's teaching effectiveness freely and thoughtfully. Summaries of student evaluations shall contain appropriate tabulations and compilations of student comments. Confidentiality must be maintained. Electronic PTE summaries shall be incorporated as part of the faculty unit employee's Personnel Action File and shall not be available to instructors until after the completion of the semester.

3.0 RESPONSIBILITIES

The Office of Faculty Affairs & Development shall in collaboration with the Division of Information Technology administer the process once initiated.

4.0 PROCEDURES

Written or electronic student course evaluations shall be administered at or near the end of the instructional period but not during final exams. Students should be able to complete a course evaluation during the semester with the assurance that they will not be identified and that their responses shall remain confidential. Data collection as part of the regular student evaluation process shall be anonymous and identified only by course and/or section number. The completion of the student course evaluations is recommended but not mandatory and students may opt-out of the evaluation process. All access to student course evaluations shall pass through appropriate secure authentication.

Approved:



Thomas A. Parham, Ph.D.
President

Date: 11/29/2022